



Neuqua Valley High School
Gold Campus
3320 Cedar Glade Dr
Naperville, IL 60564
www.icnschool.org

ICN Weekend School Discipline Policy

Addendum to the Parent/Student Handbook

“Striving to impart the knowledge of the Qur’an and Hadith to our students and stimulating their growth to become a role model for the community as one of Allah’s obedient servants, insha’llah...”

Learn, Love & Live Islam

ICN WEEKEND SCHOOL DISCIPLINE POLICY

Philosophy and Purpose

The philosophy of ICN Weekend School is to foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must be certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices. These policies and procedures will be enforced fairly, uniformly, consistently, and according to the guidelines of Islam.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior.

1 School Disciplinarian

The school disciplinarian(s) shall be a committee with a coordinator, at least one male, and at least one female adult, as assigned by the principal. Duties shall include authority to:

1. Assess the incident and implement the discipline policy
2. Suspend a student
3. Remove a student from campus for emergency reasons.
4. Recommend a student for expulsion to ICN Weekend School Board.

2 Responsibilities

ICN Weekend School shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and all other Weekend School staff. The Weekend School rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate Weekend School rules shall be subject to disciplinary measures. These measures are designed to establish Islamic conduct and exemplary citizenship both in and out of school.

2.1 Responsibilities of the School Discipline Committee

The school discipline committee has the responsibility to:

- Respond to discipline problems referred by teachers.
- Ensure fair and equitable implementation of this discipline policy by school staff.
- Promote effective training and discipline of all students.
- Encourage parent communication with the school, including participation in required parent-teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.

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- Provide instructional leadership for discipline and for evaluation of the discipline policy.
- Serve as appropriate role models for the students.
- Follow-up with the parents on all student disciplinary actions until the matter is resolved.

2.2 Responsibilities of the Teachers

Teachers have a responsibility to:

- Provide a safe and nurturing classroom environment using effective classroom management techniques.
- Communicate and explain the school discipline policy and procedures to students.
- Ensure fair and equitable implementation of discipline policy among their students.
- Maintain a discipline record for students who disrupt a healthy learning environment.
- Be punctual and have regular attendance.
- Comply with Weekend School policies, rules, regulations, and directives as outlined in the ICN Weekend School Handbook.
- Maintain an orderly classroom atmosphere conducive to learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Teach students to develop and practice self-discipline.
- Encourage good work habits that will lead to success in meeting personal goals.
- Serve as appropriate role models for students.

2.3 Responsibilities of the Students

Students' responsibilities for achieving a positive learning environment include:

- Attending all classes, regularly and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being appropriately dressed and groomed.
- Showing respect toward others.
- Behaving in an Islamically responsible manner.
- Obeying all school rules, including safety rules.
- Showing proper restraint if confronted by other students and reporting such incidents and violations to teachers or the principal.

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2.4 Responsibilities of the Parents

Parents have the responsibility to:

- Teach the student to listen to teachers and other school personnel and to obey school rules.
- Ensure the student attends school regularly and on time, and promptly report and explain absences and tardiness to the school.
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
- Keep informed about school policies and the academic requirements of school programs.
- Ensure the student is appropriately dressed and groomed at school and school related activities.
- Discuss report cards, school assignments, and any issues with the student.
- Bring to the attention of school authorities any learning problem or condition that may relate to the student's education or behavior.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Cooperate with the school staff.
- Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by negligent or willful/malicious conduct of their child.

3 Student Code of Conduct

ICN Weekend School requires students maintain the following code of conduct during school (or any school related activities):

- Islamically appropriate attire
- Respect for others
- Respect for property
- Islamically appropriate behavior at all times according to shariah

4 Discipline Management

4.1 General Guidelines for Assessing Discipline Penalties

When imposing discipline, ICN Weekend School personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to

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maintain essential order and discipline.

2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case, including:
 - Seriousness of the offense.
 - Student's age.
 - Frequency of misconduct.
 - Student's attitude.
 - Potential effect of the misconduct on the school environment.
3. Teachers (or ICN Weekend School Staff) shall attempt to resolve discipline issues by discussing them with student prior to engaging Discipline Committee.
4. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

4.2 Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense. ICN Weekend School shall impose the disciplinary consequence required by this Discipline Policy and Procedure.

Discipline management techniques may include:

- Counseling by teachers or administrative personnel.
- Parent-teacher conferences.
- Cooling off or time-out.
- Behavioral contracts.
- Assigned school duties other than class tasks.
- Verbal correction.
- Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
- Sending the student to the principal's office or other assigned areas.
- School defined and imposed probation.
- Rewards and incentives.
- Confiscation of items that disrupt the educational process.

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- Suspensions.
- Expulsion.

4.3 Record Keeping and Tracking

Each teacher shall be responsible for recording and tracking student offenses committed during his/her classes. Teachers shall maintain a record for each student and submit such records to the school disciplinarian on a regular basis. The record shall include:

- Date of offense.
- Description of the offense.
- Name of the teacher who observed the offense.
- Category of offense.
- Disciplinary action taken/recommended.

The disciplinarian shall compile all student records and review them for conformance with this policy. A summary report shall be provided to the Weekend School Board of Directors.

5 Offenses

Students violating Weekend School rules and regulations shall suffer disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior.

The length of the punishment will depend on the offense. The consequences are not necessarily in the order of severity. One or more disciplinary options may be used for a single offense if deemed appropriate. The teacher or principal responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

Examples of offenses include, but are not limited to, the following:

- making disrespectful (impolite, mocking or sarcastic) comments, gestures or expressions to ICN Weekend School teachers or staff
- unauthorized and/or inappropriate use of school computers and internet
- cheating or copying the work of another, plagiarism
- misbehaving during prayers
- truancy, including heaving school without permission
- purposeful repeated physical contact with another (pushing, tripping, bumping etc.)

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- vandalism, including defacement of school property
- tardiness between classes or late in returning from restroom
- running or making excessive noise in the hall, classroom or building
- neglecting to bring required material or assigned work to class
- arguing with a teacher or any ICN Weekend School staff member
- using rude, insulting, or demeaning language
- failing to follow classroom rules (i.e.- use of cell phones and iPods)
- talking out of turn
- getting out of seat without permission
- writing and/or passing notes
- leaving trash or food behind in or around school building
- ball or game playing in the building
- dress code violation
- failure to participate in classroom activities
- eating or drinking in an undesignated area or time
- possessing and/or using nuisance items
- misuse of school property
- lying
- endangering self or others

Examples of disciplinary actions in response to offenses include, but are not limited to, the following:

- Student will be notified and have an opportunity to discuss offense.
- Parents will be notified immediately.
- If possible, a behavioral contract, including action plan will be developed by parents and ICN Weekend School Discipline Committee (and teacher).
- A predetermined time will be given to assess progress according to behavioral contract.
- Successful following of behavioral contract will eliminate discipline action (unsuccessful results will lead to student expulsion)

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6 Physical Restraint

Any ICN Weekend School representative may use and apply physical restraint to a student, IN AN ISLAMICALLY APPROPRIATE MANNER, that he/she reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an irrational student.