

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the Name of Allah, Most Gracious, Most Merciful*

# Maritime Muslim Academy

*Founded in 1984*



## **Discipline Policy**

**2007-2008**

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Disclaimer:

In Canada, including Nova Scotia, the law protects children from any risk of abuse.

Nova Scotia's Childrens' and Family Services Act defines "Substantial Risk" in several sections of the Act.

Sections 22/23

These sections address "duty to report," and the restrictions on civil action against the reporter, with consequences of failure to report.

Section 24

This section addresses "actual abuse" and the duty of professionals and officials to report such abuse.

Section 25

While Sections 22, 23 and 24 address "At Risk" abuse by parent(s)/guardian(s), Section 25 addresses abuse by a person other than parent(s)/guardian(s).

This Maritime Muslim Academy **Discipline Policy** relates to students, staff members and community persons who would have dealings with the Academy.

## A.

### Respect for School Authority

#### Expected Behavior

In an Islamic School students will be expected to act courteously and respectfully toward all school staff. Tardiness will require a student to report to the Office Manager prior to going to class. A written excuse and/or telephone call from parents/guardians will be requested. Students will observe all safety practices.

#### Reason for Expected Behavior

The qualities of courtesy, promptness and safety are Islamic traits and traits which must be expected of all persons who come in contact with any school. These qualities are essential to the maximizing of the learning process.

Following fire and safety regulations will present damage to school property and injury to staff and students, alike.

#### Consequences of Misbehavior

Any acts of disrespect will be dealt with on an individual basis. Chronic disrespect will result in increased severity of consequences. Consequences will be, but are not limited to the following:

1. Teacher/student conference.
2. Parent/guardian(s) will be contacted and a conference date set up.
3. Resources permitting, an interview which would include student/parents/guardian(s), teacher and school administration will be set up with school counselor.
4. Signing of a behavioral contract.
5. Suspension short-term (1-5 days).
6. Suspension long-term (remainder of school year).
7. Repayment of damages.
8. Possible mediation between offender and victim.

## B.

### Academic Achievement and Integrity

#### Expected Behavior

To be successful in school achievement all students will be expected to be on time for class, ready, willing and prepared with books, pens, pencils and notebooks. He/she will be expected to practice, to the best of his/her ability, good listening skills and completion of all in-class and out-of-class assignments, by the due date. These assignments must show a student's own effort, therefore, honesty is expected. Cheating, forging signatures or plagiarizing will not be tolerated. Since communication in a classroom is two way, both students and teachers must show respect for each other by speaking in a polite tone of voice. Harassment, verbally or non-verbally, be it mental, emotional, physical, or racial or towards one's gender will not be tolerated.

#### Reasons for Expected Behavior

In order to have a safer school with positive learning outcomes, students must show real effort and motivation. Success will then be ensured. Acceptable classroom behavior and assignments will demonstrate that effort has been put forward.

An unprepared student is unable to meet desired objectives and, therefore, disrupts the class, as a whole.

#### Consequences of Misbehavior

If a student's in-class behavior and assignments do not demonstrate positive effort and pride in his/her work, it will be considered unacceptable. Points will be lost if work is not complete and/or on time. Students will be required to redo unacceptable assignments. Cheating will result in automatic failure of the work. Poor in-class behavior will result in the following which will include but is not limited to:

1. Class points lost.
2. Informal interview, teacher with student.
3. Parent(s)/guardian(s) will be contacted.
4. Resources permitting student will have interview with school counselor.
5. Noon or after-school detention.

If the poor behavior continues, students will be withdrawn from privileges such as school trips, and parent(s)/guardian(s) will be asked to meet with school personnel in order to resolve the matter. Suspension, with short or long-term will be seriously considered.

## C.

### Appearance, Attire, Hygiene, Language

In an Islamic school students are expected to wear the school uniform, the articles of which, are stated in the Academy handbook. In winter, boots must be removed at the door and an additional pair of shoes, which may be left at the school, should be worn.

The making of gestures, symbols or signals of any kind, which could be interpreted as rude, will not be tolerated.

The wearing of perfume, cologne, or any scented products will be discouraged, as many people are extremely sensitive to these products. We thank you for your co-operation in the non-use of such products.

### Reason for Expected Behavior

One's personal appearance, attire, hygiene or languages (verbal or non-verbal) reflects our respect for ourselves as well as respect for those around us. All Muslim children must respect these behaviors, and, therefore maintain appropriate levels of appearance, attire and hygiene. By following appropriate usage of these items, students project a positive self image and a better learning environment is established.

### Consequences of Misbehavior

If a student at Maritime Muslim Academy fails to follow the expected behavior relative to personal appearance, attire, hygiene or language, he/she will be immediately requested to follow the rules regarding such items.

Further to this any of the following could result but would not be limited to;

1. Teacher/student consultation.
2. Resources permitting, referral to school counselor.
3. Parent(s)/guardian(s) contacted and a conference date arranged.
4. Suspension short-term (1-5 days).
5. Suspension long-term (remainder of year).

## D.

### Respect for Self and Others

#### Expected Behavior

In an Islamic school students, as well as adults, must show respect towards all M.M.A. Community members in order to maintain a safe, positive learning environment. Any form of disrespect, including defiant behavior or behalf of any person in any form will not be tolerated.

#### Reasons for Expected Behavior

It is a basic human right, more importantly in with respect and consideration and to, in turn, show respect for others. We become a stronger community when we respect and value each other's racial, religions, physical, emotional, intellectual, social or gender differences.

#### Consequences of Misbehavior

Failure to show respect for self or others will result in any or all of the following but is not limited to:

1. Teacher/student consultation.
2. Student/administration consultation.
3. Resources permitting referral to school counselor.
4. Suspension of privileges.
5. Suspension short-term (1-5 days)
6. Suspension long-term (remainder of school year).

## E.

### Physical Violence

In an Islamic school, no persons will engage in physical violence of any kind toward student(s) or staff members nor will he/she threaten or entice others to do so.

### Reasons for Expected Behavior

In order to maximize the learning process, all persons, staff, students and community persons have a right to feel safe and unthreatened in the school environment.

### Consequences of Misbehavior

If any person, young person or adult, does engage in violence of any kind toward any person on school property, he/she will find any or all of the following facing him/her.

1. Parent(s)/guardian(s) will be contacted and a conference date set.
2. Resources permitting, referral to a school counselor.
3. Suspension, short-term (1-5 days)
4. Suspension, long-term (remainder of school year).

## F.

### Illegal Activity

Islam prohibits any illegal activity such as:

1. Alcohol, Drugs and Tobacco.

### Expected Behavior

While on school property, buildings and grounds, students will not possess, traffic in or use alcohol, tobacco products or illegal drugs of any KIND.

### Reasons for Expected Behavior

These products are prohibited and highly discouraged in Islam. These products are physically harmful and their effects alter thought and the learning process, as well as, the emotional process.

### Consequences of Misbehavior

If a student takes part in any of these activities ON school property, he/she will be met with any or all of the following consequences:

1. Parent(s)/guardian(s) conference.
2. Signing of a behavioural contract.
3. Resources permitting, referral to school counselor.
4. Suspension short-term (1-5 days).
5. Suspension long-term (remainder of school year).

## 2.Vandalism and Theft

### Expected Behavior

In an Islamic school, students will not steal, damage or destroy school property or the personal property of other students and staff members.

### Reasons for Expected Behavior

Acts of theft or vandalism are prohibited in Islam and therefore are not accepted in an Islamic school.

### Consequences of Misbehavior

If a student damages or destroys school property or the personal property of others, he/she will be confronted with any or all of the following:

1. Parent(s)/guardian(s) will be contacted and a conference date set up.
2. Repayment of damages will be enforced.
3. Resources permitting, referral to school counselor.
4. Suspension short-term (1-5 days).
5. Suspension long-term (remainder of school year).

### Conclusion

The aforementioned M.M.A. Discipline Policy, is hereby drawn up as a directive; hence, there should be no misunderstanding as to its enforcement.

## G.

### General Discipline Guidelines

#### Expected Behaviour:

- Respect for school authority
- Arrive on time
- Observe all safety practices
- Follow classroom rules
- Come to class on time, willing and prepared to learn
- Practice good listening skills
- Complete assignments on time
- Honesty
- Respect for teachers, other classmates, and self

#### Note to Teachers

Before beginning the steps outline bellowed for minor offenses, please take the time to discipline the student in questions in the class by giving warnings and time outs if necessary. Once this has been exhausted begin to follow the steps outlined below.

#### Outline of steps to be taken in the case of an offense:

1. **Teacher/Student informal interview**
2. **Contact parents and schedule a meeting**
3. **Student/Principal conference-** teacher having difficulty with a child and has already gone through steps 1 and 2 will send the child in question to the principal's office with a note outlining the behaviours that were unacceptable and the steps the teacher has already taken. The principal will have a record of that student in his office and inform student of the consequent of his/her action. If this is the first time the student had been sent to the office by a teacher, the principal will inform the student that the next time he or she is sent to his office, the student will receive a half day in-school suspension (step 4). However, if this is not the first time the student had been sent to the office, the principal will proceed to the next appropriate step for that student as indicated by his/her record. Every time a student is sent to the principal, the principal will note what step the child is on, so the next time the student is sent to the office, he will know how to proceed.
4. **In-school suspension – Half Day**
5. **In-school suspension – Full Day**
6. **In-school suspension – Full Day**
7. **Home suspension – One Week**

8. Home suspension – One Day
9. Home suspension – One Day
10. Home suspension – One Week
11. Expulsion

### In-School Suspensions

The student will go to any available classroom space as long as it is not his/her own classroom. The student is not to socialize with any students. Student and his/her parents are responsible to make sure that all missed class work is completed before the student will be allowed to return to class.

### Home Suspensions

The student will be required to remain at home for one week. During this time, the student may not be on school property. In addition, it is the parent's responsibility to come to school and pick up the student's missed work. Parents will be informed that their child may not return to school until all work is completed. All suspensions will appear on the student's official transcript.

### Automatic Suspension

The following behaviours of incident will lead to an automatic suspension or expulsion. All will result in a one-week at home suspension with the exception of some:

- Physical violence
- Threats
- Weapons
- Drugs, alcohol, or smoking
- Any form of harassment: emotional, physical, verbal
- Destruction of school property
- Bullying
- Inappropriate material on the internet
- Profane language (one day home suspension)

### Expulsion

Any student who receives an expulsion and wishes to be eligible to return the next school year will be required to meet with the school board at the beginning of the next school year to discuss the case.

## H.

### Guidelines for teachers to follow before administering discipline

Standards of behavior must be first established early in the school year and with the student's cooperation.

Discipline of regular classroom management problems are usually delegated to the teachers but severe infractions should be turned over to the principal.

The principal should be consulted before a teacher makes the final decision about disciplining a student for a long term period.

Teachers should establish and actually teach the rules and procedures for discipline and the recommended consequences to the students a few times during the year. Make sure you formulate and explain the consequences for each guideline. Teachers and administration have to make sure that they follow through with consistency and fairness.

Students, teachers and parents should all be given a copy of the guideline procedures and a copy should be kept in each class for reference throughout the year.

Tell the students that they have the choice of either abiding by the guidelines of the school or they can choose to break them and receive the consequences. This way you are putting the onus on the child and they are actually accepting responsibility for the consequence, not the teacher. This will work much better with the junior/high school students.

When an incident occurs, give the student ample time to tell his/her side of the story and ask why it happened.

Try to see if the child has a reasonable solution in solving the problem without the teacher having to do it for them. Adults are always too quick to solve the problems themselves.

Detention should only be used for a short term solution, not for long term results. No student should be in detention for more than twice a week as this becomes a routine that the students get comfortable with rather than being a consequence.

Never scold or intimidate students in front of their peers. Always make time to take the child/children aside to access the problem.

I know it's very difficult but try to stay calm, count to 10 or even 20 if you have to, and then approach the problem head on.

Never put children out in the hallway as a consequence. This is a form of humiliation and I've never seen a child yet who has learned from this, rather they learn to hate and build anger towards themselves and others.

Never tell a child they are "bad" rather, you can tell them that you disapprove of the inappropriate behavior. When a child is told they are "bad" they begin to believe it and teachers and other students find it easy to place a label on them.

When a child continues to misbehave, a teacher should find the reasoning behind it. Talk to other staff members and parents to see what may be happening in the child's life at the time that may be causing a change in behavior. Children usually don't misbehave because they want to; there is always a reason behind it.

Teachers should become familiar with strategies to teach self-control skills and resolving conflicts to the students.

Students need support and encouragement to improve their behavior and assistance in learning how to do it.

**A lot of behaviors can be reduced or eliminated before they start especially in the classroom. A few suggestions follow;**

- Using cooperative learning in the classroom where all children are engaged in working together, increasing the student's task engagement.
- Monitoring what the students are doing and providing positive feedback.
- Letting the students know exactly what is expected of them at all times in the classroom.
- Stay close to inattentive or potentially disruptive students.
- Have a set of student/teacher problem solving techniques
- Provide activities that build on the student's self esteem and feeling of belonging in the classroom and the school.
- Give responsibilities to students who seem to be always misbehaving. Let them tutor their peers, give them a task for the school like taking care of the canteen, let them be a peer mentor out on the playground with the younger students if they are in the higher grades, etc.