



**Student Code of Conduct  
(Discipline Policy) 2020 - 2021**

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# MAC ISLAMIC SCHOOL (MIS) CODE OF CONDUCT

## DISCIPLINE PHILOSOPHY

Discipline is embedded in every fibre of Islam. Self-discipline is an integral part of the Muslim personality. Allah loves a person who observes self-discipline. Therefore, the code of conduct at MAC ISLAMIC SCHOOLS (MIS) is aimed at nurturing this concept of self-discipline amongst students in order to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. Prophet Muhammad (saw) was able to instil self-discipline in his companions who were amongst the most undisciplined people in human history. Therefore, he (saw) serves as the best example for all of us to follow. Teachers, staff and students at MIS are required to adhere to the following Islamic Principles when it comes to discipline:

### Principle 1: Reverence and Love of Allah

Student's love for the teacher is a great tool to motivate students to behave. This love should eventually be guided to mature into love for Allah. A key ingredient in earning the love of students is to DISCIPLINE THEM WITH COMPASSION. Lower the "wing of Mercy" before the "fist of fury!"

Fear of consequences, though secondary to love, is also a great tool to motivate students to behave. This fear should eventually be guided to mature into Reverence for Allah. A key ingredient in instilling reverence in students is to BE CONSISTENT IN APPLYING DISCIPLINE POLICIES.

### Principle 2: Repentance (Taubah)

Sincere repentance from any misbehaviour ensures the forgiveness of Allah thereby motivating students to stop misbehaving and start behaving properly in the future. Teachers and staff must not only allow but also provide opportunities for students to seek sincere repentance from Allah for their misbehaviour. The pillars of sincere repentance are as follows:

- Immediately stop of current misbehaviour
- Immediate sorrow and regret after committing an act of disobedience
- Seeking forgiveness from Allah
- Seeking forgiveness from others (if it involves other people)
- Paying the consequences patiently
- A promise not to repeat the same action again

### Principle 3: Respect

Mutual respect between the staff and the student is essential. Both must demonstrate a great deal of respect to each other.

- Respect is shown for the rights of others, property and the environment
- We are reminded to respect the "hudood" (rules) of Allah and the Sunnah of Prophet Muhammad (saw)

### **Principle 4: Justice**

Teachers and staff must ensure that justice has been established when:

- Applying consequences for misbehaviour
- Treating ALL students the same way (no favouritism)
- Listening to the student's "view" of the "story"

### **Principle 5: Understanding**

Teachers and staff must discipline with understanding. Sometimes they have to pardon those who do mistakes according to circumstances. They should be able to distinguish isolated cases from real problems that happen. Therefore, a teacher may treat the same infraction by a student differently by taking into consideration the following:

- Severity of the infraction
- Age level of the student doing the infraction
- Prior record of the student's behaviour
- The circumstances surrounding the occurrence of the infraction

### **Principle 6: Patience (Sabr)**

Teachers and staff must deal with students patiently. They must never give up on their students. DO NOT ACT OUT IN ANGER! Teachers and staff must restrain themselves from acting out in anger while disciplining students. Acting out in anger will increase the possibility of dealing with them unjustly.

### **Principle 7: Motivation**

The purpose of discipline is not only to stop a person from misbehaving but also to motivate that person towards good behaviour. Accordingly, any consequence implemented by teachers and staff should not discourage a person from good behaviour.

### **Principle 8: Least Possible and Most Appropriate Means**

Teachers and staff must utilize the least possible and the most appropriate means to correct misbehaviour. They must keep the following in mind while implementing consequences:

- The consequence has to be proportional to the mistake done and never exceed more than what is required to correct the misbehaviour.
- Be reasonable in applying the consequences. Use logical consequences.

# RESPONSIVE DISCIPLINE

## Proactive Strategies

### 1. Rules

- Class generated rules posted on the wall.
- Refer to the rules throughout the day.
- Model and role-play behaviours related to the rules.

### 2. Hold class meetings to discuss whole group issues.

### 3. Support positive adult-student relationship building.

- Use the students' names
- Learn about their interests & mention them
- Redirect respectfully
- Transmit empathy & calm

### 4. Ensure consistency in discipline among all staff.

- Speak calmly in close proximity
- Neutral tone with no sarcasm/mockery/insulting language

### 5. Transitions

- Rehearse
- Smooth transitions
- Provide time

### 6. Extra supports for specials, recess, lunch, bus

- Interactive modeling
- Explain procedures and behavioural expectations

### 7. Observation, reflection & follow-ups

- Step back and observe routines and overall behaviours
- Reflect on causes, habits, and routines
- Follow-up with discussion about the challenges and set a goal
- Communicate with students, staff, parents
- Make a plan moving forward, monitor, adjust
- Communicate progress with students, staff, parents

### 8. Give struggling students lots of positive feedback

- Using reinforcing language
- Nonverbal signals
- Notes of encouragement
- Shed a positive light on a challenging situation

### 9. Student and staff reflection time:

- Think-back questions:
- "What was the most important idea? What is something you might share with your family tonight? What was our objective of the lesson and did we reach it? What did we do to help someone today?"

## 10. Recognize antecedents/triggers and use de-escalation techniques

- Look for signs of tension
- Try soothing redirection
- Give the child space and stay at a comfortable distance
- Avoid eye contact, talk slowly and quietly
- Never take what the child is saying personally

## Reactive Strategies

### 1. Restate and clarify goals

- Maintain safety and order.
- Help students recognize and fix their mistakes.
- Help students develop internal control of their behaviour.
- Keep the teaching momentum going.
- Prevent power struggles.
- Keep parents informed.

### 2. Use minimally intrusive interventions to redirect behaviour at the onset.

- Proximity
- Signals
- Point to rules
- Whisper redirection – quiet, firm, friendly tone

### 3. Logical, nonpunitive consequences: Respectful, Relevant, Realistic

- Simple reparation (“you break it, you fix it”)
- Increase structure and monitor supervision (students may never be left alone in the hallway, classroom, inside or outside the school building)
- Moving child away to a different spot
- Removing objects
- Narrowing choices
- Take-a-break (positive time out) to regain self-control with-in the class, another classroom, supervised area, office

### 4. Conflict Resolution/Peace Talks (Students & Teacher)

**Goal:** teach skills for conflict resolution

**Steps:**

1. Cool off: take a deep breath, make wudu, take a walk
2. Children state point of view using an I- statement (I felt \_\_\_\_\_ when I saw/heard \_\_\_\_\_ because. What I would like is \_\_\_\_\_.)
3. Brainstorm possible solutions
4. Children together choose a solution to try.
5. Inform parents of the process and plan.
6. Monitor progress. Make adjustments
7. Inform parents of the progress.

### 5. Problem Solving Conference (Student & Teacher)

**Goal:** build an alliance with the student to solve a persistent problem involving one student (causes, how to

address it)

- Academic problems/work habits (prompt starts, completing assignments, careless work, etc.)
- Interfering with others' learning (calling out, demanding constant attention, etc.)
- Alienating other children (tattling, speaking in a mean way, initiating exclusive cliques, being a bad sport, defiance towards the teacher, etc.)

**Steps:**

1. Use the conference planning/recording sheets.
2. Establish purpose of meeting.
3. Reaffirm a positive relationship and a relaxed tone to allow for collaboration. (Climate of respect and reflection)
4. Discuss problem area: What does the teacher notice? What does the student notice?
5. Name the behaviour as a problem and why it's a problem.
6. Teacher invites the student to work on the problem.
7. Explore the cause of the problem.
8. Articulate a clear, specific goal to work on together.
9. Generate solutions and choose one to try.
10. Inform parents of the process and plan.
11. Set a time to check-in. *How are things going?*
12. Inform parents of the progress.

**6. Crisis Response Team**

- Collaborate with other staff members the student responds well with
- Inform the Principal/Vice Principal

**7. Partnering with Parents**

**Keeping parents informed:**

- Role play dialogue and possible scenarios with the Admin
- Give parents a quick FYI about incidents using a respectful tone – via email, phone calls, meetings (document all communication)
- Start by mentioning positives
- Describe the problem and goal in a nonjudgmental way
- Describe supports given so far
- Be optimistic
- Suspend judgment
- Pay attention to body language, relax & smile ☺
- End with a positive wrap-up
- Send a follow-up note: thank them for attending and review goals of the meeting
- Follow-up with parents periodically: monitor progress to the goals

**If things get tense:**

- Pause, breath, paraphrase
- Ask for time to gather more information if needed
- End the conference and schedule another meeting if needed and inform the Admin

## **CODE OF CONDUCT IN ACTION**

**The MIS Discipline Code of Conduct applies in the following situations:**

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at MIS School.
2. During regular school hours.
3. On the school bus or other transportation sanctioned by the school.
4. During school sponsored events.
5. When travelling to and from school on organised transportation.
6. During events and activities associated with the school.
7. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, and poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

## **DUE PROCESS RIGHTS**

Any student whose conduct may warrant suspension will be provided the following due process.

### **STUDENTS:**

A notification of the violation

An opportunity to present his/her side of the story to the appropriate school personnel

### **PARENTS:**

A written notification of the violation and the consequence decided by the school

Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behaviour is so disruptive or detrimental that he/she cannot complete the school day.

## THE RIGHTS & RESPONSIBILITIES OF MIS STUDENTS

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom
Education without undo interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
A copy of the Code of Conduct	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
Receive respect from school personnel and other students	Read and abide by the Code of Conduct
Due process procedures according to school policies	Show respect for other students and school personnel
Participate in school functions and extra-curricular activities	Read and understand their due process rights
Protection and confidentiality when fulfilling responsibility	Meet academic qualifications, other criteria and qualifications and/or standards of behaviour

## **BEHAVIOURAL EXPECTATIONS:**

Every student is expected to uphold and demonstrate proper Islamic behaviour at all times, he/she has to be conscious of Allah (SWT), respect himself/herself, respect others, including the Principal, Vice Principal, administrators, teachers, support staff, and fellow students and their property, treat others, as he/she would like to be treated, and follow school expectations:

### **1. We take responsibility for learning.**

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude in daily work in all subjects.
- Homework is carefully and thoughtfully completed and on time in all classes.

### **2. We try to settle our differences in a peaceful manner.**

- We respect other people's property and personal space.
- We do not physically or verbally fight with other children.
- We do not take anything that does not belong to us.

### **3. We follow the directions of adults in charge, the first time they are given.**

- We look at the speaker.
- We do not talk back to teachers or adults in charge, including substitutes, volunteers and lunchtime supervisors.

### **4. We are sensitive to the needs and feelings of others.**

- We use appropriate language at all times.
- We do not bully or tease other children.
- We are willing to help each other.
- We are friendly and courteous.

### **5. We are expected to move safely through the school.**

- We do not play around in the bathrooms or hallways.
- Keep to the right when walking in the hallways.
- We do not run in the hallways, or up and down the stairs.
- We use our soft voices when we move inside the school building.
- We come to the Gym for prayer quietly, we pray quietly and we leave the Gym quietly.
- We keep our classrooms clean and organized.
- Stand quietly in a single file line with your class and do not push others.
- Avoid crowding others while in line.
- Greet your teachers and classmates with "Assalamu Alaikum".

## **6. We are expected to move safely in The Playground:**

- Remain at all times on the school grounds unless otherwise permitted by a teacher.
- Play in the assigned play areas only.
- Ask the permission of one of the teachers on duty if you need to re-enter the building.
- Do not throw at other students any injurious objects such as rocks, snowballs, pebbles, sand, etc.
- Do not bring hard balls, Frisbees, or skateboards to school.
- Line up with your class outside the correct door as soon as the bell goes off at the end of recess
- Girls and boys play only with same gender group.
- Observe safety rules all the time.
- Do not play with hockey sticks, and baseball bats.

## **7. We are expected to move safely in the Classrooms:**

- Be on time for all your classes fully prepared for the subject taught.
- Greet your teachers and classmates with “Assalamu Alaikum “
- Keep your hands to yourself.
- Allowed to enter the classroom only when there is a teacher there.
- Treat others with kindness & respect.
- Follow the rules and routines established by your teachers.
- Listen carefully when others are talking
- Get a note from your parents if you were unable to do/complete your assigned work or if there is an urgent need for you to leave the school early.
- Refrain from eating, drinking, and chewing during instruction periods (except water).
- Keep a neat and clean desk
- Follow Islamic etiquette (manners) during lunch time to start with saying Bism Allah and to be seated while eating
- Show extra care for all school property
- Continue your work as usual when there are visitors in the classroom
- Leave everything in order at the end of the day

## **8. We are expected to move safely in the Gym:**

- Enter the gym only with permission and with the presence of a teacher.
- Leave the gym only with permission
- Play softly: No pushing or tripping
- Keep the noise level down
- Follow carefully all the instructions of your teacher
- Do not get any equipment out of the equipment room without the permission of the teacher
- All equipment should be returned to its spot at the end of the gym session.

### **9. We are expected to move safely during Prayer Time:**

- Enter the gym quietly, remove your shoes, leave them in an organized way next to the wall,
- And proceed to the spot designated for your grade.
- Pray two Rak'ah and then sit quietly.
- Listen and cooperate with the teachers & students on duty.
- Repeat after the Adhan after each call and read the Du'a after the Adhan
- Concentrate on your prayer
- At the end of prayer, read your athkaar and pray two Rak'ah Sunnah.
- Do not leave the gym until you are dismissed by the teacher/student on duty.
- Leave and proceed to your class quietly only when permitted.
- Refrain from eating, drinking, and chewing.

### **10. We are expected to move safely in the Washroom:**

- Enter with your left foot
- Read the Du'a
- Remain silent all the time
- Use tissues & water to clean yourself
- Do not waste water or paper
- Leave with your right foot
- Read the Du'a when you leave.

### **11. We are expected to move safely in the Library:**

- None of the library material is allowed to be taken outside without being checked out by the librarian.
- All library material must be handled with care. Students may be requested to pay a full refund if the item is deemed to be damaged by the student when under their possession or gets lost.
- Abusive, disruptive, threatening or harassing language or behaviour is prohibited.
- Eating, drinking and smoking are not allowed in the library.

### **12. We are expected to move safely on the School Bus:**

On the bus, students are expected to be respectful to the driver, to sit patiently during their journey and stay seated as causing distractions and disturbances during the bus ride to and from school. Students who repeatedly cause disturbances to the driver and or to other students will face consequences, which may vary from verbal warnings to removal from the bus service.

**\*\*\* Although many exceptions may occur, they will be dealt with on a case-by-case situation \*\*\***

## **USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL**

The use of personal electron devices is strongly discouraged at MAC Islamic School. Our intention is to proactively prevent cyber bullying and other behavioural issues that may arise.

Personal electronic devices are not permissible unless used as a part of a class or project and are approved by an instructor. If so, students are allowed to bring laptops or tablets for projects or presentation.

In order for a student to carry a cell phone during fieldtrips, parents must submit a request to the teacher in charge. The reason for the request must prove a justifiable need. The request must then be approved and accepted by the school, prior to the student bringing the device.

If a parent wishes to contact his/her child during school hours it must be done through the main office.

## KG - GRADE 4 POLICIES & PROCEDURES

In order to secure the best possible learning environment, guidelines of acceptable behaviour and class rules to be followed consistently, will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom.

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY MEASURES
1. Disruptive Behaviour	Engaging in any conduct that causes or results in the breakdown of the orderly process of Instruction and/or school activity	<p>Examples of disciplinary actions which classroom teachers can use include, but are not limited to:</p> <p><b>1<sup>st</sup> Occurrence:</b> verbal warning; in-class behaviour tracking system</p> <p><b>2<sup>nd</sup> Occurrence:</b> student -teacher conference; adjust in-class behaviour tracking system</p> <p><b>3<sup>rd</sup> Occurrence:</b> oral or written notification to parent(s); adjust in-class behaviour tracking system</p> <p><b>4<sup>th</sup> Occurrence:</b> teacher or team conference with student/parent(s); separation from peers, denial of class privileges; detention</p> <p><b>5<sup>th</sup> Occurrence:</b> administrative referral; conference with students; administrative mentoring; regular check-ins with admin.; call/conference with parents</p> <p><b>6<sup>th</sup> Occurrence:</b> administrative action; conference with parent(s); detention; in-school suspension; out of school suspension</p>
2. Littering	Throwing or dropping paper, trash, or other material on the floor or Ground	
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher	
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	
5. Violating classroom rules	Not following the classroom rules	
6. Electronic and other communication devices (ex. Cell phones, cd players, mp3 players, games, etc.)	No student shall use, display, or possess any electronic devices without approval on school property	
7. Tardiness – during the school day	Not being seated in the classroom when class is scheduled to begin	
8. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	

## GRADES 5 - 9 POLICIES & PROCEDURES

### LEVEL 1 INFRACTIONS

#### CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

**Level 1** behaviour should be handled by the classroom teacher whenever Possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behaviour to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the Vice Principal through a written referral. However, earlier referrals may be made when the misbehaviour occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY MEASURES
1. Disruptive Behaviour	Engaging in any conduct that causes or results in the breakdown of the orderly process of Instruction and/or school activity	<p>Examples of disciplinary actions which classroom teachers can use include, but are not limited to:</p> <p><b>1<sup>st</sup> Occurrence:</b> verbal warning</p> <p><b>2<sup>nd</sup> Occurrence:</b> student - teacher conference</p> <p><b>3<sup>rd</sup> Occurrence:</b> oral or written notification to parent(s)</p> <p><b>4<sup>th</sup> Occurrence:</b> teacher or team conference with student/parent(s); separation from peers, denial of class privileges; detention</p> <p><b>5<sup>th</sup> Occurrence:</b> administrative referral; conference with students; detention; administrative mentoring; regular check-ins with admin.; call/conference with parents</p> <p><b>6<sup>th</sup> Occurrence:</b> administrative action; conference with parent(s); detention; in-school suspension; out of school suspension</p>
2. Littering	Throwing or dropping paper, trash, or other material on the floor or Ground	
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher	
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	
5. Violating classroom rules	Not following the classroom rules	
6. Electronic and other communication devices (ex. Cell phones, cd players, mp3 players, games, etc.)	No student shall use, display, or possesses any electronic devices without approval on school property	
7. Tardiness; Leaving the class without permission	Not being seated in the classroom when class is scheduled to begin or leaving the class during the scheduled time without permission	
8. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	

**LEVEL 2 INFRACTIONS**  
**ILLEGAL AND/OR SERIOUS CONDUCT**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication.

<b>LEVEL 2 INFRACTIONS</b>	<b>DEFINITION</b>	<b>LEVEL 2 DISCIPLINARY MEASURES</b>
9. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Examples of disciplinary actions which classroom teachers can use include, but are not limited to:  <b>1st Occurrence:</b> student -teacher conference and oral or written notification to parent(s); teacher keeps record of communication and informs Admin.
10. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	<b>2nd Occurrence:</b> teacher or team conference with student/parent(s); separation from peers, denial of class privileges; detention; teacher keeps record of communication and informs Admin.
11. Bullying	Engaging in verbal, physical, emotional, threatening acts of bullying and/or cyber bullying	<b>3rd Occurrence:</b> administrative referral; conference with students; detention; administrative mentoring; regular check-ins with admin.; call/conference with parents  <b>4th Occurrence:</b> in school suspension; conference with students; conference with parent(s); administrative mentoring; regular check-ins with admin.  <b>5th Occurrence:</b> out of school suspension; conference with students; conference with parent(s); administrative mentoring; regular check-ins with admin.

**LEVEL 3 INFRACTIONS**

**SERIOUS OR ILLEGAL CONDUCT**

MIS School considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to suspension and a recommendation for expulsion to the school board and/or legal authorities.

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
12. Reckless Endangerment	Acting in a wilful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	Conference with the Principal and notifying parents to pick up the student	3-5days suspension	3-14 days suspension, possible
13. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	Conference with the Principal and notifying parents to pick up the student	3-5days suspension	3-14 days suspension, possible
14. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	Conference with the Principal and notifying parents to pick up the student  3-5days suspension	3-14 days suspension, POLICE notified	3-14 days suspension; POLICE notified  recommended for expulsion
15. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	3- 14 days suspension; recommended for expulsion, POLICE DEPARTMENT will be notified	10- 14 days suspension; recommended for expulsion, POLICE DEPARTMENT will be notified	10- 14 days suspension; recommended for expulsion, POLICE DEPARTMENT will be notified

## **DETENTION**

Detentions are given for a level 1 infraction, and some minor level 2 infractions. The student and teacher must complete a Behaviour Infraction report and detention may be served in the classroom with the teacher at recess or after school until 4:00 pm. Teachers must inform parents when detentions are given to students.

## **EXCESSIVE CLASSROOM DISRUPTION POLICY**

The reason our students are at MIS is to receive quality education, and we cannot allow any behaviour that takes away from this goal. Consequently, the school will adopt the following policy for any class that has excessive interruption of instructional time.

A student who is disrupting the class will have his/her name written in the discipline log. The next time the student disrupts the class he/she will have a check written next to their name. At the third disruption, parents will be notified to help their child. At the fourth time the student will be sent to the Principal/Vice Principal's office. If the situation is not resolved or persists, the administration will call home and explain to their parent that they will not be allowed to return to class for the rest of the day and may be suspended for the next day.

## **SUSPENSION**

A first-time suspension may be served in-school, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. In-School suspensions (ISS) are held during the school day from 8:30 a.m. to 3:30 p.m. Students are responsible for securing assignments from their teachers the day before the ISS and will receive credit for the work completed. ISS days do not count as student absences. Subsequent suspensions will start a clean slate each year.

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension.

## **DISCIPLINARY PROBATION**

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the board for committing a level three infraction. A student on disciplinary probation is not eligible to receive any type of awards. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the board for possible expulsion. At the end of the third quarter the administration will submit the list of all students on Disciplinary Probation. The school board will then make the final decision to readmit the students or not for the following school year.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of the 4<sup>th</sup> quarter. Students with poor discipline records for that school year will be referred to the school board even if they have not been placed on probation. MIS School reserves the right to refuse readmission for the next year to students with poor discipline records.

## **EXPULSION**

Students may be referred to the Board for expulsion as a result of receiving suspensions or committing level three infractions. During an expulsion the student will remain at home for the duration of the school day and check-in with the teacher and administration after school on Mondays and Fridays from 3:30 to 4:00 pm to receive academic support.

1. When a student is referred to the Board for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The Board will hold a meeting to review the case within 14 days from the day of suspension.
3. The student and guardians may appeal in writing to present their case to the administration and Board.
4. The Board will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The Board's decision is final.

Please note that MIS administration reserves the right to revise/modify any part of the suspension and/or expulsion policy solely at their discretion.

## **GRIEVANCE PROCEDURE**

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school board. The board will review the grievance and will respond in writing. Parents may request a meeting to present their grievance to the board directly. However, the board may choose the manner of their response.

