

Crescent School

M. Shamsheer Ali Baig, Principal

CODE OF DISCIPLINE & ABSENCES

This document contains:

- **School's mission statement regarding discipline & conduct**
- **Disciplinary Procedure**
- **List of Infractions & Disciplinary Action**
- **Long Term Absence Policy**

I. Crescent School Mission Statement Concerning Discipline & Conduct

Crescent School was established (fifteen years ago) with the following goals in mind:

- To establish a school based on the code of conduct as exemplified by Prophet Muhammad (pbuh).
- To create an orderly, safe and well-disciplined academic environment in to impart high quality education and Islamic conduct as basic elements of learning at Crescent.
- To nurture a vision in the minds of our students that Islam, academics and model behavior are to be required, developed and pursued at Crescent School.
- To establish a safe school where Muslim children can learn, contribute and be respected as Muslims.
- To develop a school that helps transcend Islamic values from the idea stage into everyday practice; and children will command respect as Muslims in the society at large.
- To nurture a vision in the minds of our students that they will command respect by being an exemplary Muslim and a professional of the highest standards and training.

II. Disciplinary Referral Procedure:

First Level of Response:

1. Teacher witnesses misconduct
2. Teacher writes a report
3. Teacher submits report to principal

Secondary Level of Response:

1. Principal investigates the situation
2. Principal consults the Cabinet/Discipline Committee
3. Principal takes action according to the recommendations made by the Discipline Committee.

The Final Action:

1. Parents are contacted and informed about the details of the infraction and the penalties and **MUST** attend a conference prior to the child returning to his/her regular schedule. A child may not return after suspension if his/her parents fail to attend the post-suspension conference.

III. List of Infractions & Disciplinary Action**A. Infractions that Lead to Suspension**

- **Disrupting the teaching process**
- **Talking back to a teacher**
- **Chewing gum**
- **Writing on school property/damaging school property**
- **Accessing forbidden internet sites**
- **Distributing questionable literature**
- **Pushing/harassing other students**
- **Talking during assembly**
- **Talking in the hallway**
- **Talking during changing of periods**
- **Talking in the salah area**
- **Talking during dismissal time**
- **General misbehavior (as per principal's discretion)**
- **Plagiarism**
- **Cheating on an exam**
- **Passing notes in the class**
- **Writing on teacher's materials (books, dry-erase board, etc...)**
- **Bringing a simulated weapon to school**

B. Infractions that Lead to Expulsion

- **Physical fighting with another student**
- **Instigating a physical fight**

- Using foul language
- Physical fighting/threatening school staff
- Throwing an object in assembly/class/hallway
- Leading or promoting deviant behavior in class and/or school by word/action
- Promoting deviant behavior by word/action
- Bringing to school any item that is illegal, contraband or whose presence, use or display will result in harm to the possessor and the school community-at-large

IV. Long Term Absence Policy

- Students who remain absent 5 days or more without a genuine excuse risk failing for the marking period.
- Absences with a genuine excuse may be considered for a passing grading, but with a reduced point penalty (as per the discretion of the principal).
- Students who are absent due to medical reasons must submit a formal, signed doctor’s note documenting the absence to the main office.
- Parents are strongly advised to always retain a copy of their child’s medical notes in the homes for future reference.

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CRESCENT SCHOOL

CODE OF DISCIPLINE AND ABSENCE / RECEIPT OF ACKNOWLEDGEMENT

To be signed and filed in the applicant's admission folder

Date: ____/____/____

Print Name of Student: _____

Print Name of Parent: _____

We, the undersigned, have received a copy of Crescent School’s Code of Discipline.

Signature of Student: _____

Signature of Parent: _____

Signature of School Official: _____ Title: _____

Date of Parent Meeting: ____/____/____