



## **IFN HIFZ SCHOOL DISCIPLINE POLICY & PROCEDURES**

The administration of Islamic Foundation North (IFN) Qur'an Academy believes that by implementing Discipline Policy and Procedures, students discipline will improve, communication with parents will increase and uniformity of discipline methods used by teachers will be achieved. The crucial benefit will be a most encouraging climate for learning and memorizing.

### **Responsibility**

All administration, members, students, parents, and visitors of IFN.

### **Objectives**

- To create the best classroom environment for memorizing.
- To increase student time on task.
- To achieve regularity in discipline in the school.
- To provide students clear expectations concerning behaviors.
- To improve home and school communications and collaboration for the benefit of the students.
- To establish a philosophy of discipline and discipline code for IFN Qur'an Academy School.

### **Philosophy**

The administration of IFN Qur'an Academy is committed to its dignified task of memorization, considers discipline crucial to the memorization process. The administration believes that students can behave at school, and have the responsibility to behave in a manner that allows teachers to teach and students to learn. The administration also believes that student conduct control should be maintained with procedures that will promote the rationale of memorization while remaining consistent with applicable state laws and established Board of Education School Policy.

The school establishes guidelines for dealing with troublesome and odd behavior in the classroom. Repeated violations or any deviation from behavior in the recommended classroom rules and regulations may include loss of recess, lunch detention, after-school detention, and In-school suspension. The main aim is to help students understand that they are responsible for their behavior, and that there are consequences for unacceptable behaviors. Rules have developed for the areas of the classroom, playground, hallways, and eating place and are posted in the appropriate places.

### **Expected Student Behaviors**

Students are expected to conduct themselves in an appropriate manner. This will include respect towards the teacher and/or students at all times. If a student becomes in any way a hindrance to the success of others, he/she will be given one verbal warning to correct their behaviors. If the actions of the student persist, he/she will be given a detention and/or removed from class, at which time the office will be notified immediately. Parents (and/or guardians) and administration will be notified if a student has been given several verbal warnings. If a removal occurs parents (and/or guardians) will also be notified as soon as possible. Once a student has been removed from class he/she becomes subject to the schools discipline policy. If problems continue to occur, more severe penalties will arise and a Parent/teacher conference will be requested.

### **Classroom Rules & Regulations**

As we start our wonderful school at Islamic Foundation North, we would like to highlight the classroom policies so that each individual knows exactly what is expected each and every day. This 2017 class offers an opportunity to pursue the splendid goals of reading and memorization. However pursuing lofty



goals requires cooperation. The following policy will allow this classroom to operate smoothly and efficiently. All students have the potential to behave in a responsible and appropriate manner. Perfect discipline and respect from all students toward their classmates, the teacher, the classroom and themselves are required. To encourage a safe and positive environment for all students, the following rules and regulations must be followed at all times.

### **General Rules**

1. Come to class everyday prepared with needed materials and completed homework
2. Always listen and follow directions.
3. Behaviors and actions must not prevent students from learning and/or prevent the teacher from doing his job.
4. BE PATIENT!! You are not the only person in this room.
5. Follow the teacher's directions immediately.
6. Use polite speech and body language. Unkind teasing and impolite behavior is unacceptable.
7. Attend to personal needs before coming to class.
8. Remain in your assigned seat unless you have permission to get up
9. Keep hands, feet, and objects to yourself. Respect others space and privacy.
10. Talk only when permitted.

Be aware of the situation since quiet talking is allowed in some situations and speaking to the entire group without raising your hand may be allowed in others. Students will be reminded once and expect compliance.

### **Hallway Rules**

1. Students will walk quietly in the halls.
2. Keep hands and feet to yourself and away from student work or other decorations that be posted or displayed.

### **Playground Rules**

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.
3. Play in safe and appropriate manner.

### **Eating Area Rules**

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when eating.
4. Keep your eating area neat by cleaning up after yourself.

### **Consequences**

1. A verbal warning will be given for the first offense.
2. Removal from the class activity, and a failing grade for that activity.
3. Detention and parental contact.
4. A visit to discuss the problem with the Director.

### **Good Behavior Rewards**

1. If the entire class follows these rules and regulations, a special activity or privilege will be rewarded to the class.



2. For individuals, a positive call or note home to the parents, treats, and other in class privileges will be given.
3. Strict adherence to all safety rules is required of all students. Students who violate safety rules may be issued up to three formal warnings depending on the of the safety violation.

**Continued violations of the safety rules may result in any of the following:**

1. Teacher issued detention.
2. Referral to the office for additional consequences.
3. Alternative classroom assignments.
4. Removal from the class and receive a failing grade for the course at an administrator's discretion.

**Disciplinary Procedures**

Students are expected to assist in maintaining a classroom environment that is conducive to memorizing the holy Quran. Students are prohibited from engaging in any form of distraction. Inappropriate behavior in the classroom shall result in minimally a color change. In order to provide the students with the excellent educational climate they deserve the administration developed the following classroom management system.

Each child will receive a weekly behavior chart sent home in their folder. The chart will reflect your child's behavior for each day of the week.

**The way Classroom Management System works**

- Each day the student will begin on green
- All the students that complete the school day without any undesired behavior the entire class time will get a green mark on their chart that day
- If the student did not follow the classroom rules, the student will get a yellow mark on the chart.
- If the unacceptable behavior is continued, the color will be changed to red and begin the school discipline policy.
  - On the first step of the plan the student will receive recess detention.
  - The second step of the plan is that the student will receive after school detention.
  - If the student's behavior should continue to go downwards the student shall be referred to the office for additional consequences

**Trouble Behavior that Disturbs the Teacher or the Students during the Class Period**

- Cell Phones
- Challenges to the Authority
- Demanding Special Treatment
- Making Offensive Remarks
- Prolonged Chattering
- Talking out of turn
- Shuffling Backpacks
- Refusal to follow instructions
- Fighting or instigating a fight
- Inappropriate Bodily Contact
- Any other conduct considered by the teacher to be disruptive



**Enforcement**

IFN Executive Committee & Board of Trustees, Complaints regarding violations of this policy should be forwarded to the IFN Executive Committee and the Board of Trustees

**Acknowledgement**

All students and their parents/guardians must sign this discipline policy and procedures after reading and in accordance to abide by the guidelines set forth by the administration of IFN Qur'an Academy School.

***Students***

I have reviewed the classroom management policies and procedures with my parent/guardian. If I fail to abide by them, I understand that actions will result in the consequences as stated above.

**Name of Student**.....

**Signature**..... **Date**.....

***Parents/Guardians***

I have reviewed the classroom management policies and procedures with my child, and I understand the discipline plan.

**Name of Parent/Guardian** ..... **Phone**.....

**Signature**..... **Date**.....

**Supplemental Information**

For more information regarding the IFN Harassment, Misconduct & Grievance Policies and Procedures, all are requested to review IFN Policy 006 regarding conduct unbecoming in the classroom.



Name of Student .....

Week Start Date..... Week End Date.....

**STUDENT BEHAVIOR WEEKLY CHART**

<u>DAY</u>	<u>VIOLATION</u>	<u>CONSEQUENCE</u>	<u>COMMENTS</u>	<u>COLOR</u>
<u>MONDAY</u>				
<u>TUESDAY</u>				
<u>WEDNESDAY</u>				
<u>THURSDAY</u>				
<u>FRIDAY</u>				

**COLOR CODES:**

**GREEN – GOOD BEHAVIOR**

**YELLOW – ONE INFRACTION**

**RED – BAD BEHAVIOR, MULTIPLE INFRACTIONS**



Name of Student .....

**STUDENT DISCIPLINE PLAN**

This discipline plan is meant to span for a full school year term and is updated by the IFN Qur'an Academy Administration. At the end of the school year, a copy will also be provided to the parents and maintained by the IFN Qur'an Academy. The following year, the discipline plan will be refreshed.

<u>DATE</u>	<u>VIOLATION</u>	<u>CONSEQUENCE</u>	<u>NOTIFICATION</u>
	1	Better Behavior Plan	Parent's Contacted
	2	15 Minute Lunch Detention	Letter Sent Home & Conference with Parent
	3	15 Minute Recess Detention	Conference with Parent
	4	Recess Detention	Letter Sent Home & Conference with Parent
	5	In School Suspension	Conference with Parent