

Asalamu Alakum,

I hope this message reaches you well and with the highest level of Eman. In accordance with our deep value and concern towards the development of the individual student, including the development of social responsibility and good citizenship, I am writing to you today about the updates taking place to the Student Discipline Code given the current circumstances under remote learning. We recognize that the world around each and every one of us has changed and strive to be as transparent as possible.

As per the Student Discipline Code, "actions of students during school hours, before and after school, while on school property, while travelling during school activities/trip, at all school-sponsored events, and while using any computer, Information Technology Device, or social networking website is subject to discipline for inappropriate behaviors that occur either off campus or during non-school hours". Due to social distancing policies and the change to online learning, there will also be a shift in the way that we will approach discipline issues.

Policies that have not changed:

1. There will be no change to write-ups, they will be uploaded onto Sycamore and added to the student's record.
2. There will not be any changes to what actions constitute minor, major, and severe infractions.
3. The consequence of a 4th minor infraction will still be dealt with as a major infraction as stated in the current Student Discipline Code.
4. There will not be a change to which actions constitute a suspension. In lieu of a suspension from in-class periods, students will now be suspended from attending online classes for that day.

We understand that this sudden shift may present its own set of issues to students and cause them to be overwhelmed. We urge you to contact us about any foreseeable issues that we can assist with. Getting through a crisis is like being dealt a new hand of cards in the middle of a game. We are halfway through the school year, with new hands to play, but the game hasn't changed. We will find new ways to continue to work, teach, create, and learn.

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Interventions and Consequences for Inappropriate Behavior

As a private educational institution, Noble Leadership Academy is interested in and concerned with the total development of the individual, including the development of social responsibility and good citizenship. It is recognized, however, that occasionally a student or students will violate the rules and regulations of the institution and that disciplinary action will be needed. Reasonable efforts are made to foster the personal and social development of those students who are held accountable for violations of the Code of Conduct.

Noble Leadership Academy does not list every intervention that may be appropriate for correcting student behavior. For behaviors causing minor disruptions to the educational process, NLA will utilize researched-based interventions in the educational environment before removing the student from class or school. This is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, NLA outlines a range of appropriate responses for certain inappropriate behaviors.

NLA retains the discretion to address student misconduct that is not specifically included in the discipline code. Poor academic achievement is not an act of misconduct, and NLA will not discipline students for poor academic progress or failure to complete assignments. Instead, struggling students will be supported with various academic or behavioral interventions that target specific skills needed to improve performance.

NLA applies the discipline code of conduct to actions of students during school hours, before and after school, while on school property, while traveling during school activities/trips, at all school-sponsored events, and while using any computer, Information Technology Device, or social networking website. Students may also be subject to discipline for inappropriate behaviors that occur either off campus or during non-school hours, including actions that involve the use of any

computer, Information Technology Device or social networking website, when the misconduct disrupts or may disrupt the orderly educational process at NLA and transgresses the mission of the school.

NLA provides a variety of interventions and consequences to address student misconduct that range from the least severe – intended to be instructive and corrective – to expulsion. NLA intends that instructive and corrective consequences are implemented for initial incidents of misconduct through the Behavior Incident Report, and more severe consequences utilized only for Major and Severe infractions which include repeated offenses and/or incidents that seriously disrupt the educational process. Before any intervention or consequence is issued, NLA will consider options that reduce lost instructional time for the student while also maintaining a safe, civil and respectful learning environment for the entire NLA community. NLA staff shall also consider all mitigating circumstances and shall ensure that the student receives the attention that the situation warrants.

Mitigating circumstances include, but are not limited to, the following factors. Please note that appropriate consequences will only be decided by NLA staff and administration:

- The student's age, health, maturity, and academic placement;
- The student's prior conduct and record of behavior;
- The student's willingness to acknowledge misconduct;
- The level of parent/guardian cooperation and/or involvement;
- The student's willingness to make restitution;
- The seriousness of the offense.

Students who are suspended will be provided a reintegration process initiated by school staff that includes a review of behavioral expectations. Students who are suspended or expelled from school may not participate in extracurricular activities or school-sponsored events during the period of the suspension or expulsion. However, students on suspension during the administration of standardized assessments shall be provided an opportunity to enter the school for the purpose of

taking the test and may be allowed to participate in related test preparation activities upon the discretion of the administration.

In the case where the parent is an NLA staff member, the involvement of the staff member in implementing the discipline code will not be allowed.

Age Appropriate Discipline

NLA recognizes that students of different grades and ages are at different developmental and cognitive levels, thus their behavior will be different and may call for different responses. In determining the appropriate level of interventions and consequences, in addition to mitigating circumstances NLA staff will consider the grade level and age of the student. This approach may result in a less severe intervention and consequence for a lower grade or younger student as compared to a higher grade or older student.

NLA will not apply discipline code to students attending Pre-Kindergarten through fifth grade and will exercise discretion to issue appropriate interventions and consequences for students in those respective grades who engage in inappropriate behavior. However, NLA does have the right to suspend and expel student in those respective grades.

IMPLEMENTATION of the Discipline Code

MINOR INFRACTIONS

1st, 2nd, and 3rd Offense: Behavior Incident Report, as different infractions warrant different disciplinary measures.

4th Offense: After School Detention

MAJOR INFRACTIONS

1st, 2nd, and 3rd Offense: After School Detention

4th Offense: 2 after school Detention.

Detention time based on severity of action

*Please note: **Engaging in a pattern of persistent Minor infractions in the same school year becomes a major infraction**

SEVERE INFRACTIONS

Automatic Suspension; time based on severity of action

*Please note: **Engaging in a pattern of persistent Major infractions in the same school year becomes a Severe infraction**

In addition to this, any infractions that warrant a suspension or expulsion (not including behavior incident reports) needs the vote of the Principal, Vice Principal, and the Head of Discipline.

INFRACTIONS THAT YIELD EXPULSION (listed on Student Discipline Code.)

Outline of Infraction

GRADES 3-12

**** Please be advised that this is a working document. As incidents occur, policies will be added. Parents will be updated via email of any policy updates/changes. Emails must be checked by parents on a regular basis.**

MINOR INFRACTIONS

- Running/screaming in hallway or in the cafeteria during dismissal time.
- Chewing gum.
- Tardiness (late to class more than 1 minute without a late pass).
- Failing to be in one's assigned place on school premises.
- Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, or hallway).

- Engaging in verbally rude or disrespectful behavior.
- Wearing clothing headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process.
- Misusing property belonging to others.

MAJOR INFRACTIONS

- Verbal fighting.
- Cursing (Arabic or cursing substitute; abbreviating the word or using the first letter; or abbreviating) in person or via Facebook, social networking, or email.
- Disrespect towards the staff members in any way; back talk, cursing, ignoring, walking away, raising the voice, etc.
- Not attending Salah without a valid reason.
- Damaging school property (consequence level depends on the damage level).
- Unexcused absence from class (later than 5 minutes).
- Failure to report to detention.
- Using prohibited equipment or material to school without authorization (e.g., cell phone, beeper, or other electronic communication/entertainment device).
- Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate permission.
- Possession of matches or lighters.
- Gambling.
- The sale or advertisement of any object(s) on school grounds not authorized by office administration.
- Using profane, obscene, vulgar, lewd or abusive language or gestures.
- Lying to, giving false information to, and/or misleading school personnel.
- Engaging in or causing disruptive behavior during a school activity or on the school bus during a trip.
- Being insubordinate; defying or disobeying the lawful authority of school personnel.
- Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, or disability.
- Knowingly cheating or deliberately assuming other person's homework as your own.
- Shoving, pushing, or engaging in other similar physical behavior towards students or school personnel (e.g., horseplay or pushing past another person), or throwing an object (e.g., chalk) or spitting at another person.
- Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school.
- **Engaging in a pattern of persistent Minor infractions (three or more) in the same school year.**

- **The following infractions will result in an automatic two after school detention, time based on severity of action.**
- Engaging in physically aggressive behavior.
- Engaging in scholastic dishonesty which includes but is not limited to:
 - Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test).
 - Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source).
 - Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit).
- **In addition to the detention the student will receive zero in that given assignment (this is applicable in all cases of cheating)**

SEVERE INFRACTIONS

- Sexual or inappropriate actions or comments (engaging in inappropriate physical contact or touching someone in a private part of body).
- Exposing private parts.
- Fire alarm pulled with no valid reason.
- Leaving class or school premises without permission of supervising school personnel.
- Knowingly possessing property belonging to another without authorization.
- Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means.
- Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others.
- Posting or distributing libelous material or literature that defames staff, student or any member of the Noble community.
- Posting or distributing, (via email, Facebook, Twitter, Pinterest, google groups and any other social network), displaying, or sharing literature or material containing a threat of

violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff.

- Engaging in an act of coercion or threatening violence, injury or harm to another or others.
- Engaging in behavior on the school bus which creates a substantial risk of or results in injury.
- Engaging in intimidating behavior, including cyber bullying – threatening, stalking or seeking to coerce or compel a student or staff member to do something; engaging in verbal or physical conduct that threatens another with harm; taunting and/or intimidation including through the use of epithets or slurs involving actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, religious practices, gender, or disability.
- Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images).
- Falsely activating a fire alarm or other disaster alarm.
- Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer).
- Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents.
- Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
- Planning, instigating, or participating with another or others, in an incident of group violence.
- Engaging in threatening, dangerous or violent behavior that is gang-related.
- **Engaging in a pattern of persistent Major infractions (three or more) in the same school year.**

INFRACTIONS THAT YIELD EXPULSION

- Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, drug paraphernalia, and/or alcohol.
- Making a bomb threat.
- Starting a fire.
- Inciting/causing a riot.
- Possessing or selling any weapon (e.g. knives, bibi guns, swords, ninja star/blade).

- Sexual activity on campus.
- **Engaging in a pattern of persistent Severe infractions (three or more) in the same school year.**

All school activities are included within policies. Such activities include: Culture Day, Islamic Day, and any sports.

Student Dress Policy

The purpose of these guidelines is to assure a healthy academic atmosphere that fosters the goals and objectives of the educational environment; to prepare students for future work environments; and to promote a sense of self-respect as well as respect for others.

- It is the responsibility of the administration to assure that all attire is neat, clean, and reflects an appearance of modesty.
- Students must adhere to the Daily Uniform policy and may not wear gym clothes on days they do not have gym. All girls 6th-12th grade has to wear either a white or hunter green hijab that completely cover their hair and neck. Any violation of this will result in a uniform policy violation.
- Students not in compliance with the uniform policy will be given three written warnings/write ups. On the fourth write-up, students will be automatically given an After-School Detention.
- Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration.

Use of Electronic Equipment

- The use of cell phones and other electronic equipment is prohibited in the school building except when explicitly given permission by a staff member. Students using and/or wearing such equipment will have it confiscated. This includes the use of any smart watch as well. Students are prohibited from wearing a smart watch to school. Use of the school computer room is strictly prohibited outside of class time and/or designated supervised computer time during snack or lunch.
- A first offense will result in the item being confiscated for one school day.

- A second offense will result in the item being confiscated and returned to a parent or guardian after one complete week, including weekends.
- A third offense will result in the item being confiscated for a month and returned only AFTER A PARENTAL CONFERENCE WITH THE ADMINISTRATION.
- A fourth offense
 - **Cellphones**
 - Will result in the item being confiscated and returned to a parent or guardian at the end of the school year.
 - **Laptops**
 - Will result in the item being confiscated and must be picked up by a parent or guardian. Students will not be allowed to bring their laptops to school for the remainder of the school year.
- Any device confiscated during a school break will be returned to a parent or guardian for the duration of the break but must be returned to the Administration upon return from the break in order for the confiscation time to be completed.