

Disciplinary Policy

The philosophy of Muneer Academy is to foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. To maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct that delineate unacceptable behavior and provide the basis for sound disciplinary practices within Muneer Academy. These policies and procedures will be enforced fairly, uniformly, and consistently.

<u>Offense</u>	<u>Consequences</u>	<u>Other Details</u>
<p>VIOLATION OF CELLPHONE/ ELECTRONICS</p>	<p>1st Offense: Cell Phone/electronic device will be surrendered, and the student will receive a call home noting violation of school code. Parent(s) must pick up the phone and/or electronic device from the attendance office after school.</p> <p>2nd Offense: Personal electronic devices will be confiscated as a result of further violations of the school code. Cell Phone/electronic devices will not be returned for a week, and students will be subject to an immediate three-day out-of-school suspension following a mandatory meeting with the Muneer Academy administration.</p> <p>3rd Offense: Student will be permanently suspended from Muneer Academy without any further hearing or warnings. Parents will be notified to pick up students from school and wait for official notice from Muneer Academy.</p>	
<p>CHRONIC DISRUPTION</p>	<p>1st Offense: The student will receive a verbal warning by the school Principal.</p> <p>2nd Offense: Students will be pulled from class and isolated from other students. A call home will be warranted with after-school detention.</p>	

	<p>3rd Offense: The student will be subject to an immediate three-day out-of-school suspension following a mandatory meeting with the Muneer Academy administration.</p>	
<p>CHRONIC TARDINESS TO SCHOOL</p>	<p>1st Offense: Three (3) Tardies per Quarter. Parents will receive a call home noting excess tardiness to school.</p> <p>2nd Offense: Five (5) Tardies per Quarter. A notice to parents will be given of the excessive tardies. Five (5) tardies will also result in lunch detention on the following Monday.</p> <p>3rd Offense: Parents will be called in for a meeting with the school administration.</p> <p>Please note: Five (5) unexcused tardies are equal to one unexcused absence AND 11 unexcused absences will result in NO credit for the course.</p>	<p>When a student misses fifteen (15) minutes of any class period, it is considered an unexcused absence. Five (5) unexcused tardies are equal to one unexcused absence.</p> <p>Past 8:30 am, teachers will not admit students without a tardy slip.</p>
<p>CHRONIC TARDINESS TO CLASS</p>	<p>1st Offense: A teacher will write up a student having 3 tardies to their class.</p> <p>2nd Offense: A notice to parents will be given of the excessive tardies.</p> <p>3rd Offense: A call home will be warranted with after-school detention.</p>	<p>When a student misses fifteen (15) minutes of any class period, it is considered an unexcused absence. Five (5) unexcused tardies are equal to one unexcused absence.</p>
<p>CHEATING/ ACADEMIC DISHONESTY</p>	<p>1st Offense: Automatic zero followed with a call home</p> <p>2nd Offense: Automatic zero, call home and lunch detention</p> <p>3rd Offense: Automatic zero, call home, and 3-day suspension</p>	
<p>BULLYING/ CYBERBULLYING</p>	<p>1st Offense: Lunch detention followed with a call home</p> <p>2nd Offense: 3-day suspension followed with a call home</p> <p>3rd Offense: 5-day suspension with a</p>	

	call home (AFTER WHICH IS THE POSSIBILITY OF EXPULSION)	
ATTENDANCE	<p>If a student is absent from school for more than five consecutive days, parents may be asked to have a meeting with the Principal to discuss any consequences resulting from the absence.</p> <p>For elementary students, excessive absences will affect a student's grade and can result in student repeating the grade level.</p> <p>For grades 6-12, eleven (11) unexcused absences in any one (1) class will immediately place student on "no credit" (NC) status for that class period. The student will not earn any credit for any classes on the 11th unexcused absence. This is not applicable to doctor-authorized absences due to health or surgery.</p> <p>If a student is absent from school for more than 15 consecutive days, excused or unexcused (not applicable to doctor-authorized absences due to health or surgery), they will automatically be unenrolled from Muneer Academy. If a student intends to return to Muneer Academy, they will be required to complete the entire enrollment process. Please note: A return spot will not be guaranteed and parents will still be required to finish the billing cycles till the end of the school year.</p>	<p>Students are responsible for requesting their own make-up work. Teachers will have their own make-up work policy, and students are responsible for checking with their teachers as to those policies. If the absence was unexcused, teachers are not obligated to allow make-up work.</p> <p>Students who leave the school before the last week of school will not receive any special accommodations for early testing. They will receive a zero on all missed assignments and tests, and the semester grade will be calculated accordingly.</p>
CREDIT DURING DISCIPLINARY PROCESS	A student may be removed from school and placed on suspension for a period not to exceed five (5) consecutive school days.	<p>Students shall receive full credit for assignments completed in an alternative program, including in-school suspension and community service-extended classroom.</p> <ul style="list-style-type: none"> ▪ A student suspended from school will receive an excused absence if the student

		<p>satisfactorily completes the assignments for the period of suspension within a time frame designated by the teacher. A grade adjustment may be imposed on work made up for a period of the suspension according to the Muneer Academy Board policy.</p>
HALLWAY/PASSING POLICY	<p>1st Offense: Verbal Warning</p> <p>2nd Offense: Lunch Detention</p> <p>3rd Offense: Parent Conference</p>	<p>Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, nutrition time, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.</p>
SKIPPING	<p>1st Offense: A call home will be warranted with lunch detention.</p> <p>2nd Offense: Parents will be called in for a meeting with the school administration plus after-school detention.</p> <p>3rd Offense: The student will be subject to an immediate three-day out-of-school suspension following a mandatory meeting with the Muneer Academy administration.</p>	
DRESS CODE	<p>1st Offense: The student will receive a verbal warning</p> <p>2nd Offense: A call to parents noting violation of school code. Parents will be instructed that in the future to provide appropriate dress for the student or arrange for accommodations to ensure the student has the necessary attire for school.</p> <p>3rd Offense: A call home will be warranted with lunch-time detention.</p>	<p><u>Girls:</u></p> <p><u>Headdress (Grades 4 – 12)</u></p> <ul style="list-style-type: none"> ● Girls may wear any color hijab, including floral and patterned hijabs. <p><u>Clothing (Grades 4 – 12)</u></p> <ul style="list-style-type: none"> ● Monday-Thursday, girls may only wear a simple BLACK abaya. ● On Fridays, girls are allowed to wear a colored Abaya. <ul style="list-style-type: none"> ○ No cinched waists.

		<ul style="list-style-type: none"> ○ Abaya's length must reach the ankles and be full-length sleeves. ○ Abayas should not drag on the ground. ○ Abayas should not be tight. ○ Abayas cannot be transparent. <p><u>Boys:</u></p> <p>Hair shall be neatly groomed and trimmed. Hair length should not surpass the ear lobes on the side or fall below the collar on the back. The length of the bangs shall be above the eyebrows. No tails are permitted. Extreme hairstyles and fade cuts are not acceptable. No headbands, wristbands, shawls, hats or caps are to be worn on the playground or indoors. No tattoos are permitted.</p> <p><u>Headdress (Grades 4-12)</u></p> <ul style="list-style-type: none"> ● Boys grades 4 to 6 must wear a topi/kufi. ● Due to the distractions it may cause, boys grades 4-6 may only wear an imama on a Friday. ● Boys grades 7 to 12 must wear a topi/kufi or imama. ● Hair should be neatly groomed and trimmed, with no extreme hairstyles or fade cuts allowed. <p><u>Clothing (Grades 4-12)</u></p> <ul style="list-style-type: none"> ● Boys must wear an ironed Thobe/Kurta with Shalwar (the shalwar must be above the ankles). ● Boys are encouraged to wear white clothes on Fridays.
OTHER BEHAVIORAL ISSUES/ PROBLEMS	<ul style="list-style-type: none"> ● Parent Conference ● Suspension ● Community Service ● Exclusion from extracurricular activities (clubs, field trips with admin’s approval) 	<p>Including but not limited to: Exhibiting disrespect of school employees or other adults</p> <p>Insubordination, noncompliance with the directives of school staff</p>

	<ul style="list-style-type: none">● Restitution (Compensation),<ul style="list-style-type: none">○ If applicable, Referral for Expulsion	<p>Fighting, physical abuse, or threat of physical abuse, directing profanity, vulgar language, racial slurs, or obscene gestures to others</p> <p>Leaving school without permission Vandalism, including defacement of school property</p> <p>Possession of lighter(s) or matches or fireworks on school property</p> <p>Possession or use of a stink bomb, smoke bomb, or other noxious chemical</p> <p>False fire alarm</p> <p>Stealing</p>
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