



# Student Code of Conduct

## MTI - Student Conduct and Responsibility

### Overview

Prophet Mohammed (SAS) said: “Do not be people without minds of your own, saying that if others treat you well you will treat them well, and if they do wrong, you will do wrong. Instead, accustom yourself to do good if people do good and not to do wrong if they do evil. Al Tirmidhi, Hadith 1325

Good conduct and discipline are central for a good Muslim. Islam teaches us to behave with the best conduct and to display good manners. As such, we expect our students to behave in a way that pleases Allah (SWT). MTI-School of Knowledge will help to promote good behavior. The faculty and staff at MTI will accomplish this in a caring and understanding manner. Consistency and honesty are vital to the development and maintenance of good character. Both home and school have to operate in harmony to encourage children to develop good behavior and ultimately sound character.

Rules are most effective when there are rewards for positive behavior as well as consequences to discourage negative behavior. It is the teacher’s discretion to create his/her own behavior management plan for the elementary grades. Classroom rules are positive and clearly stated and visibly posted in the classroom.

### School Code of Conduct Center

In the interest of establishing a proper learning environment, certain rules will be observed by all students in their daily classes. These include but are not limited to the following:

#### A. Respect Your Teachers

- Speak to your teachers in a respectable manner.
- Raise your hand to speak.
- Voice your concern politely.
- Stay in your seat unless told otherwise.
- Listen when your teacher or classmate is speaking.

#### B. Respect Others

- Settle disputes in way that pleases Allah.
- Use appropriate language at all times.
- Be friendly, courteous, and encouraging.
- Speak in a positive manner.
- Keep your hands and feet to yourself.

#### C. Respect the School

- Move through the building in an orderly manner.

Keep the school clean by picking up after yourself.

#### D. Respect Yourself

Come to school clean, neat, and ready to learn.

Bring textbooks, notebooks, and completed assignments.

Adhere to the dress code.

Follow the directions.

Seek Allah's help to do your best.

#### Student Attitude

MTI School expects its students to come to school with a positive attitude. The teachers of the school expect courtesy, respect, and general good behavior from each and every child. We believe strongly that a student's attitude plays a major role in his or her ability to excel in social, academic, spiritual as well as athletic endeavors. Students are urged to treat other students as their Muslim brothers and sisters deserving of respect and kindness. Parental involvement in this process is a necessity.

#### Personal Responsibility

Whenever large numbers of people gather, it becomes necessary to establish rules and establish procedures, which allow students to coexist together in safety and security. At MTI School, we hold that the first source of responsibility is towards our Creator. Next, we must be responsible to each other as members of the community established by our blessed Prophet Mohammad (SAS). In this context, each student must take it upon himself /herself to control their actions, respect the rights of others, show self-discipline, and a sense of responsibility. Games, toys, musical tapes, cell phones, Ipods, Ipads, GameBoys, DS's and/or radios are unnecessary items for students to bring to school. Teachers will collect these items, label with the student's name and date on them, and send them to the office. They will be kept in the office until the student's parent comes to pick the items up.

#### DISCIPLINE POLICY

MTI School believes that an effective instructional program requires an orderly and safe school environment. We view discipline not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child a valuable life lesson. Discipline teaches children where the limits are set, how to maintain control over their bodies, how to take responsibility for their actions and how to problem solve in the event of conflict. Within the classroom, corrective measures are worked out between the child and the teacher that help the child's self-image and help develop self-discipline.

The administration has developed the following guidelines for student conduct on school property and at all school sponsored activities. The following is to inform students and parents of the rules of MTI regarding student conduct and possible consequences for breaking these rules. Disciplinary measures include verbal reminder, losing privileges, detention, suspensions, or expulsion.

#### Discipline Plan for the Elementary Classroom

Each classroom will contain the following:

Classroom rules posted.

Consequences and rewards posted.

When a child does misbehave, the teacher should take appropriate actions, such as:

Redirection: If a child is engaged in undesirable behavior we will present the child with an alternative and/or acceptable behavior or activity.

Verbal intervention: The teacher will first discuss why the behavior is inappropriate and what is acceptable and expected of him/her.

Lunch detention and parent contact from teacher: The consequences of continued misbehavior will also be explained.

Saturday School: 4 detentions will result in Saturday School

Conference: A teacher conference will be called with parents when a child's behavior is constantly disruptive.

Office Referral: If disruptive and unruly behavior continues the child will be sent to the office and a Student Referral Form should be completed. Students will be asked to complete the "Student Incident Form" as well.

LEVEL 1 Behaviors and consequences will be addressed IN CLASSROOM

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

For elementary teachers, Level 1 behavior should be handled within the classroom whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administration unless the student has received Saturday School Detention and contacted parents. Remember the key point is to keep students on track and avoid sending them out of class so that they do not lose valuable learning time.

Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

For MS and HS students, a Level 1 behavior will result in a teacher intervention to solve the issue. Detentions will be issued to students who demonstrate behavior that is repeated and was not corrected by the students. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

The list of violations below is not all-inclusive, but is only representative and illustrative.

Offense	Explanation
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity
2. Tardiness and Preparedness (to Class, Salaat, Assembly and/or lunch)	Not being seated in the appropriate classroom space when class is scheduled to begin as defined by school policy, not bringing class materials, not reporting to prayer, lunch or assembly punctually.  3 tardies = 1 unexcused absence per class 10 unexcused absences = loss of credit for that class

3. Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another student under circumstances in which such conduct could provoke a non-violent response.
4. Violating Classroom and/or Area Rules	Not following the classroom and/or area rules
5. Make-up Use	Using cosmetic products where it is visible and obvious
6. Lying/Concealing the truth without causing harm to others	Failure to cooperate with teacher in an honest manner to resolve an issue.
7. Use of language other than English within the classroom	Unless directed by a teacher, for educational reasons, no language other than English is acceptable within school environment
8. Chewing Gum / Eating / Drinking while in school	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas with the exception of water (In student provided water bottle; no printed label containers).
9. Using other students' belongings without permission	Using student or staff belongings w/out Permission Taking, borrowing books, pencils, pens, notebooks, etc. without permission. This will include using a computer that has not been logged off.
10. Littering	Throwing or dropping paper, trash, or other material on the floor or ground
11. Using Offensive Language	Using offensive language directed at a student, in any language including physical body/sign language
12. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher
13. Taunting	Engaging in verbal acts undesirable to other students and staff that does not occur on a consistent basis.

**LEVEL 2 Behavior and Consequences will result in a ONE DAY DETENTION**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Detention is a period of an alternative learning activity assigned by the teacher to reinforce PBIS. Detention is served during lunch and recess and may be given after school. Students who served 4 detentions will serve Saturday School and meet with the Dean of Students. 3 detentions for same offense will result in contract with dean of students with contract duration at Dean's discretion. During detentions students will not be allowed to interact with students from their class or from other classes.

Parent and the office will be contacted when a student serves detention through email. In the case of after school detention, parents are to make arrangements to pick up their children after detentions. A student in detention must not refuse or show up late to detention or they will be subject to an automatic second detention. Detentions are to be served with an understanding that a student will not question the infraction but may discuss with those listed above to help determine what the underlying issue was and to help in not repeating said action. Detentions will be issued to students based upon the infractions noted below:

Offense	Explanation
14. Offensive Language	Using any form of cursing or obscenity(no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes directed toward students

15. Possession of a Cell Phone or Other Electronic Device	No student shall use, display, or possess any electronic device, including cell phones, unless specific approval from MTI Administration is given. These devices must remain put away for the duration of time that student is on school premises.
16. Taunting	Engaging in verbal acts undesirable to other students and staff that occurs on a consistent basis.
17. Skipping Assembly, Class, Lunch, Salaat or Any Other Required Activity	Intentionally missing class, lunch, Salaat, or other required activities without excuse or permission
18. Insubordination	Refusing, to comply, either verbally or non-verbally with a reasonable request or directive
19. Horseplay with No Malice	Engaging in unintentional hitting or any other kind of physical altercation, whether initiating or retaliating that did not involve a punch and without malice.
20. Immodest or Immoral Behavior or Physical Contact	Committing acts that can be perceived as sexual in nature and fall outside Islamic teaching. Includes vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activity.
21. Electronic Access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services
20. Being out of uniform:	Not wearing the required school uniforms Not being hygienic or clean Being sloppy in appearance (loose hijab, torn clothing, etc.) Wearing unapproved jewelry and/or accessories such as makeup Not having short, clean fingernails
21. Outside of Class Without a Pass	Being out of class without proper written authorization
22. Lying/Concealing the Truth w/out Causing Harm to Others	This would include failure to cooperate with the administration with regards to discipline investigations.
23. Minor pushing/shoving	Pushing and shoving does not result in any harm to individual physically or emotionally and does not cause property damage.
24. Eating Food or Chewing Gum	Actively consuming any food product or gum during school is prohibited. Food may be consumed during lunchtime and administration approved class parties only.

### LEVEL 3 Behavior and Consequences result in 2 to 10 DAYS OF IN SCHOOL DETENTION

A student charged with a Level 3 violation will be subject to serving 2-10 days of detention based on the discretion of Dean of Students. Three violations of the same rule will result in behavior contract.

Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented. In any case, parent/guardian contact will be made either through a personal

conference, phone conference or through written communication as well as email correspondence. All such contact will be documented.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter within the day of incident. This list of violations is not all-inclusive but is only representative and illustrative.

#### Due Process

Any student whose conduct may warrant Level 3 consequences will be provided due process.

#### STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the Dean of Students
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.

#### PARENTS:

1. A verbal or written notification of the violation and number of days the student will serve detention will be issued.
2. If necessary, twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the school day.

Disciplinary Records are part of the student's confidential records and are not available for access by any other individuals than the student, his/her parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

Multiple day detentions will be issued to students based upon the infractions noted below. The list of violations below is not all-inclusive, but is only representative and illustrative.

Offense	Explanation
25. Academic Misconduct	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher
26. Defiance	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher
27. Inappropriate Intermingling	Any consensual, intentional, and inappropriate written or verbal communication that includes excessive talking or flirting. Any touching between the sexes
28. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in minor damage

29. Forgery	Knowingly forging a signature other than their own on any document
30. Lying	Giving or providing intentionally untrue or misleading information or communication which lead to damage or harm to self or others including making false accusations and/or refusing to confess wrong doing
31. Misuse of Property or Equipment	Using Staff Belongings w/out Permission Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off. Students using school online services for illegal, inappropriate, or obscene purposes
32. Leaving School Grounds	Leaving School Premises without administration approval during in-school hours is prohibited. Students must be signed out in office even if over the age of 18 by a legal guardian.
33. Loitering/Trespassing/Unauthorized Access	Being present in or about school under one or more of the following circumstances: 1. After a reasonable request to leave 2. Without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify one's self.
34. Bullying	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs on consistent basis and may include minor physical altercation without the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
35. Theft/Minor Break-in	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property. Breaking into school closets or other internal rooms not intended for students that does not result in theft.
36. Conducting Unapproved Business on Campus	Selling of items or other personal transactions that are not sanctioned by the school are prohibited.
37. Extreme Disrespect to a Teacher or Staff Member	Using vulgar language, remarks, or threats to any member of faculty or to individuals that may be volunteering as staff for school related activities.
38. Fighting or Assault	Intentionally and maliciously punching, hitting, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm.
39. Vandalism	Defacing, damaging, or destroying school or personal property in a willful manner without malicious intent that results in minor damage.

40. Attempted Robbery or Attempted Burglary	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval without malicious intent.
41. Unwanted Exposure to Bodily Functions (Minor)	Exposing an individual to any bodily fluid. An example would be spitting on or towards a person.
42. Weapons (Not Fire Arm)	Unknowingly bringing a weapon to school and showing to other students without the intent to cause harm.

LEVEL 4 Behavior and Consequences will result in a 1-3 day SUSPENSION

Any student whose conduct may warrant a suspension is entitled to due process.

**STUDENTS:**

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the Administration.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

**PARENTS:**

1. Parent(s) or guardian(s) will be required to meet with school personnel.
2. A written notification of the violation and the consequence decided by the school will be issued.

Disciplinary Records are part of the student’s confidential records and are not available for access by other than the student, his/her parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 4 may be placed on students’ permanent records.

The list of violations below is not all-inclusive, but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

Offense	Explanation
43. Immodest or Immoral Behavior or Physical Contact (Major)	Committing acts that are sexual in nature and fall outside the Islamic teaching. Includes vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activity.
44. Gambling	Participating in or organizing games of chance to gain money, profit or other items.
45. Robbery or theft resulting in significant loss	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property that results in significant loss. This includes but is not limited to electronic mediums as well.

46. Vandalism	Defacing, damaging, or destroying school or personal property in a willful and /or malicious manner that results in serious damage.
47. Weapons (Not Fire Arm)	Knowingly bringing a weapon to school and brandishing to other students without the intent to cause harm.
48. Fighting That Results in Injury	Fighting that results in nonlife threatening bodily injury to students or staff
49. Bullying (Minor)	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs on consistent basis and may include minor physical altercation without the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
50. Serious Sexual Act	Severe sexual acts that are against the Shariah
51. Possession of an Illegal Substance	Possessing illegal substances on or off school grounds and brandishing (Cigarettes, Alcohol, Narcotics, etc.)
52. Arson or Attempted Arson	Possession, use, and sale of any explosive, repellent, and/or destructive device which presents a risk of danger to life or property.
53. Offensive or Pornographic Materials	Bringing, possession, accessing, or displaying of offensive or pornographic materials including but not limited to pictures, magazines, books, or websites., that offends common decency or morale.
54. Unwanted Exposure to Bodily Functions (Major)	Exposing an individual to any bodily fluid.
55. Extortion, Intimidation, Menacing Incitement	Threatening another person verbally or non-verbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct
56. False Alarm	Intentionally or unintentionally pulling the fire alarm
57. Attempted Robbery or Attempted Burglary	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval with malicious intent.

Level 5 Behavior and Consequences will result in an OPEN SUSPENSION PENDING EXPULSION

CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY.

MTI has a zero tolerance policy for all Level 5 misconduct. A student charged with a Level 5 violation will result in an open suspension pending an expulsion.

Any student whose conduct may warrant a suspension is entitled to due process.

**STUDENTS:**

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the Administration.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

**PARENTS:**

1. Parent(s) or guardian(s) will be required to meet with school personnel.
2. A written notification of the violation and the consequence decided by the school will be issued.

Disciplinary Records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 5 may be placed on students' permanent records.

The list of violations below is not all-inclusive, but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

Offense	Explanation
58. Bring Gun or Weapon with Threat	Bring a fire-arm to school or any other weapon to school with threat or intent to harm students.
59. Bring Bomb with Threat	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.
60. Unwanted Sexual Contact or Serious Sexual Misconduct	A sexual act committed against someone without that person's freely given consent. Sexual violence is divided in following types but not limited to; any attempt to force oneself onto another without consent, forcing another person to perform such acts upon another person, and being pressured verbally to conduct improper sexual acts.
61. Fighting That Results in Serious Injury	Fighting that results in serious bodily injury up to death of students or staff
62. Bullying (Major)	Engaging in extreme verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct provokes a violent or disruptive response. Occurs on consistent basis and includes minor physical altercation with the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.

63. Compromising Safety of Students, Teachers, and Anything Encompassed in School Environment	An issue that presents itself to be harmful to anyone on school property and deemed unsafe by Administration.
64. Any Words or Actions That Promotes Extreme Hatred or Violence Against a Person or a Group of People	Mention or participation in groups or affiliations that potentially inflict harm on other individuals.
65. Sales, Use, or Distribution of a Harmful Substance On or Off School Grounds	Using, selling, purchasing, distributing, attempting to possess substances, distributing any harmful substances on school property or at school functions or events
66. Vandalism	Vandalism that incurs serious destruction and damages integrity to campus property
67. Arson	Possession, use, and sale of any explosive, repellant, and/or destructive device which presents a risk of danger to life or property.