



CPSA

**ATTENDANCE AND
DISCIPLINE POLICY**



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DISCIPLINE AND ATTENDANCE POLICY

ATTENDANCE POLICY

1. Drop off and pick up:

In general College Preparatory School of America (CPSA) is a closed campus. Students are expected to be in school from 7:57 a.m. to 3:20 p.m. on regular school days.

Parents must inform the school of their child's absence by 8:30 a.m. after which time the student will be considered truant (unexcused absence). Parents are expected to drop their children no earlier than 7:45 a.m. and pick them up no later than 3:30 p.m. Every parent in the elementary school must sign a form expressing if their children will be picked up by themselves or someone else. Students who are not picked up by 3:30 p.m. will be sent to the baby sitting room at the school. Parents will have to sign their child out and will be charged at \$ 5.00 per 15 minutes. The charge can be paid separately or will be added to the tuition balance.

2. Tardies:

All students 1st through 12th are expected to be at school by 7:57 a.m. and to attend morning assembly. It is essential that parents ensure that their child arrives to school in a timely manner. Tardiness to morning assemblies may result in exclusion from participation in clubs; disqualify students from leadership position, and awards such as Honor Roll, as well as senior privileges such as off-campus lunch. Punctuality is essential to a healthy academic environment. Excused tardies must be pre-arranged the day before with the office. Excused tardies include and are limited to the following:

1. Illness
2. Death in the family
3. Participation in a school planned activity
4. Doctor's Appointments
5. Family emergency
6. Traffic accident
7. Court appearances with proper documentation
8. Other situations beyond the control of the student as approved by the principal.

All other tardies will be considered unexcused, which includes but is not limited to:

1. Any unauthorized absences from classes
2. Oversleeping
3. Any issue that can be taken care of after school hours
4. Leaving school without permission is unexcused and may result in a level 3 consequence
5. Absence to class to prepare for an exam for another class or activity
6. A parent phone call without valid reasons, as noted, will be considered unexcused

Elementary teachers will keep track of tardies and request a conference with the parents due to excessive tardy. The teachers are not expected to hold up instruction or repeat themselves due to tardiness. In severe cases the parent will be requested to meet with the administration and may be asked to withdraw their child from the school.

All 9th – 12th Grade students with 9 or more absences, Excused or Unexcused, in a semester in any course or class period will be withdrawn from the class or course. Excused absences will allow a student an opportunity to make up work they have missed and unexcused absence will not.



Tardiness to school:

Students who come in after 8:00 am will be recorded as tardy unexcused (TU) and the tardy will be tallied/recorded towards the cumulative count of **absences** to class/school for the 1st period class. **Three tardy in a quarter will result in an after-school Detention.**

Any student who misses a scheduled after-school detention will immediately receive a Saturday detention. Students will be responsible for any delay of graduation due to the above policy.

Students must make up work in a reasonable amount of time at most within 3 days of absence.

3. Absences:

General Rules:

School policy requires students to attend all scheduled classes each day unless there is a valid reason for an absence. Students cannot skip any part of a day to prepare work or study for tests in other classes. If a student is absent for three or more periods in a day then it is counted as a full day absence.

Excused Absence: Excused absences are one of the following:

1. Personal illness of the student
2. Illness in the family
3. Death of an immediate relative
4. Documented emergency from an authorized official
5. College visit with appropriate documents
6. Court appearances with appropriate documentation
7. With school permission, notification and must be verified

Excused absences will only be considered excused IF parent/official authority's written notification is received within two school days.

Students whose absences are excused for one of the above reasons will be permitted to make up all school work missed with no loss of credit. However, it is the responsibility of the student to arrange make-up assignments/times with his/her teachers. For items 1 – 4 above, it is expected, upon returning, that the student is responsible for any work that was due on the first day of his/her absence; otherwise, a student has as many days to make up tests and assignments when he/she returns as the student was absent, in any one period. In the event of extended illness of three (3) or more consecutive days, a parent may contact the office to arrange for make-up work. In the event of five (5) or more consecutive days of absences the student/parent must produce a note from a medical professional stating the reason for the student's absence unless principal determines such a document is unnecessary.

The student must make arrangements with each teacher in regard to assignments and tests prior to the absence.

Unexcused Absence: If student misses a class or a school day without prior permission from the principal or identified notifications as listed above then this will be considered as an unexcused absence.

Unexcused absences are those which are not based on any of the conditions listed above. Students who are absent from school on an unexcused basis will not be permitted to make up work (including test/assignment) missed on the date(s) of the unexcused absence. Teachers are not required to grade or assist the student for any work (including test/assignment) missed by a student whose absence is unexcused.



Limit: If a student is absent from school more than 10% (18 days) of school days in a year (or 9 days in one semester) then the student will receive grades of incomplete. Incomplete grades will result in student retention and/or failure to receive credit for the class or classes. **Absences and tardies will be evaluated in the selection process for membership and/or leadership positions for clubs, committees, organizations, and competitions, as well as exclude students from awards and recognitions.**

Absence policy applies to both late morning arrival and early dismissals as well.

Procedures for Attendance to Class:

- All teachers will take attendance each period utilizing Teacher Ease. Students arriving after the bell rings will be marked as tardy.
- All JH and HS teachers will take period attendance in Teacher Ease. If a student is missing from class then he/she will be marked as absent for that period. If a student arrives late, then he/she will be marked as tardy.
- All tardies must be recorded. For every 3 tardies, teacher must issue a request for a detention to the Discipline Coordinator.
- When a student is absent for a valid reason, the parents/guardian must inform the school either the day before or by 8:30 am in the morning.
- School office will call the parents/guardian by 9:30 am if a student is absent from school.
- If school is not informed or given a valid reason for student being absent then the student will automatically be marked as unexcused absent.

4. Early Dismissal:

All students must be signed out by a parent or guardian or an adult authorized by the parent. Juniors and seniors, who can drive home, must have written permission in advance to leave the school by themselves. Under no circumstances will a student be allowed to call home to seek permission from parents, nor will the school release a student based on a phone call by someone claiming to be the parents.

Students may **NOT** use cell phones to contact parents to request an early release.



DISCIPLINE POLICY

ELEMENTARY

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Inshallah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior. The system to be used is as follows:

A four colors traffic system will be used for monitoring behavior in and out of the classroom. All students start the day on green; If students do their homework, follow rules, stay on task in class, etc., then they will remain on green. However, with each infraction, students will move their pins to orange, yellow, and then to red. Consequences, such as warnings, time out, missing half or an entire recess to serving a lunch detention, will be utilized for every color change and may vary from grade to grade depending on the particular grade level and/or students.

Teachers will keep track of the number of times students are placed on red and further consequences will be given once the student receives a certain amount of reds.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the Administration for immediate suspension and placed on Disciplinary Probation.

Each student will always begin each day with a “fresh slate”. Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. Inshallah, these disciplinary procedures will help your child assume responsibility for his/her own conduct.

MIDDLE/HIGH SCHOOL DISCIPLINE POLICY

(CODE OF CONDUCT)

The Prophet (P.B.U.H.) said:

“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” *narrated by MUSLIM*

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RATIONALE

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from The Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.



CONDUCT IN FORCE:

The CPSA Discipline Code applies in the following situations:

1. Violation of Islamic Rules of conduct as prescribed in The Quran or Sunnah of the Prophet at any time while the student is registered at CPSA.
2. During regular school hours.
3. On the school bus or other transportation sanctioned by the school.
4. During school sponsored events.
5. When going to and from school.
6. During events and activities associated with the school.
7. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

DUE PROCESS RIGHTS

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.

PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. 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 or detrimental that he/she cannot complete the school day. If repeated attempts to reach the parents have failed a letter will be mailed home with the written notification of the violation and the consequence decided upon.



THE RIGHTS & RESPONSIBILITIES OF CPSA STUDENTS

CPSA is responsible for the safety and well being of our students and staff on school premises during official duty during school hours and during any school related activity or event. CPSA is not responsible for any incident that may occur off school property or after school hours.

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment
	Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct	Read and abide by the Code of Conduct
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

Discipline Referral Form:

Issuance of a Discipline Referral Form to the Discipline Coordinator will be considered an infraction. Some may immediately be considered a level 1-3 infraction and consequences will be rendered immediately.

LEVEL 1 INFRACTIONS = CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the administration 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 immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.



INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, administration referral, administrative referral, detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground purposely or otherwise in any location in the building or school grounds.	“ “ “
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	“ “ “
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another student under circumstances in which such conduct could provoke a violent or disruptive response	“ “ “
5. Violating classroom rules	Not following the classroom rules or instruction given by the teacher	“ “ “
6. Electronic and other communication devices.	<p>No student shall use, display, or possess any electronic device including cell phones.</p> <p>No student shall allow any other student to use, display, or possess their electronic device on school property unless it is for a class activity and the teacher has made necessary arrangements for it.</p> <p>1st Offense: Immediately confiscated, parents informed, return to student in 2 weeks.</p> <p>2nd Offense: Immediately confiscated, parents informed, return to student in a month.</p> <p>3rd Offense: Immediately confiscated, parents informed, return to student at the end of the year.</p> <p>If used during an assessment/ assignment completion student will receive a zero on the assessment/assignment</p>	
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardies are recorded in school minder, verbal reprimand, detention given every third tardy.

**LEVEL 2 INFRACTIONS = ILLEGAL AND/OR SERIOUS CONDUCT**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact with parents will be made either through a personal conference, phone conference, or through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	1 day suspension, zero grade on assignment/assessment, and recommendation for expulsion (depending on nature of incident)	2-3 days suspension zero grade on assignment/assessment, and recommendation for expulsion (depending on nature of incident)	3-5 days suspension zero grade on assignment/assessment, and recommendation for expulsion
9. Food Fight	Throwing of food or other items in an inappropriate manner	Saturday detention	1-2 days suspension	2-3 days suspension
10. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures or in writing towards another student	Saturday detention or 1 day suspension Depending on the severity.	1-2 days suspension	2-3 days suspension
11. Lying	Giving or providing intentionally untrue or misleading information or communication	Saturday detention	1-2 days suspension	2-3 days suspension
12. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	1 day suspension and recommendation for expulsion (depending on nature of incident)	2-3 days suspension and recommendation for expulsion (depending on nature of incident)	3-5 days suspension and recommendation for expulsion



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
13. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Under \$50 Restitution, 2 days suspension, and recommendation for expulsion (depending on nature of incident)	Restitution, 2-3 days suspension, and recommendation for expulsion (depending on nature of incident)	Restitution 3-5 days suspension, and recommendation for expulsion
14. Misuse of equipment	Students using school online services, or school equipment for illegal, inappropriate, or obscene purposes	1 day suspension, restitution (if any damage), and recommendation for expulsion (depending on nature of incident)	2-5 days suspension, restitution (if any damage) and recommendation for expulsion (depending on nature of incident)	6-10 days suspension, restitution (if any damage) and recommendation for expulsion
15. Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	Saturday detention	1-2 days suspension	2-3 days suspension
16. Loitering	Being present in/on/about school property under one or more of the following circumstances: 1. after a reasonable request to leave by a member of the faculty or authorities. 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 oneself.	Saturday Detention	1-2 days in school suspension	2-3 days suspension
17. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.	Saturday detention	1-2 days suspension, police notified.	3-10 days suspension, police notified.



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
18. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school	1 day suspension, authorities notified No make-up work will be accepted for classes missed as a result of truancy	1-2 days suspension, authorities notified No make-up work will be accepted for classes missed as a result of truancy	2-5 days suspension, referred for expulsion
19. Horseplay	Engaging in hitting, punching, or any other kind of physical altercation, whether playful or serious, intentional or unintentional whether initiating or retaliating.	Saturday detention	1-2 days suspension,	2-3 days suspension, referred for expulsion
20. Fighting	Engaging in hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 day suspension,	2-3 days suspension	3-5 days suspension, referred for expulsion
21. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Saturday Detention, conference with the student counselor, parents notified	1-2 days suspension,	2-3 days suspension
22. Physical Contact	Any contact by student to students deemed inappropriate is unacceptable, whether done unintentionally or intentionally	1-2 day suspension	2-3 days suspension, recommendation for expulsion, police notified.	6-10 days suspension, recommendation for expulsion, police notified.
23. Unauthorized access	Accessing and using school facilities, electronic passwords, codes, and/or any other property of the school for any reason.	1-2 days suspension, meeting with student counselor and parents, materials confiscated, restitution.	3-4 days Suspension, conference with Student counselor and parents, police notified, materials confiscated, restitution, recommendation for expulsion	5-10 days suspension, meeting with student counselor and parents, police notified, restitution, materials confiscated, recommendation for expulsion.



INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
24. Missing detention	Not being present to serve a detention that has been issued for a specific day.	Saturday Detention, conference with the student counselor, parents notified	1-2 days suspension.	2-3 days suspension
25. Missing from class/school	Missing from any class or school activity for any reason without authorization from the teacher AND administration (including but not limited to being in the bathroom without permission)	1 Day Suspension, meeting with student counselor, parents notified, authorities notified depending on nature of incident.	2-3 days suspension, meeting with student counselor, parents notified, authorities notified depending on nature of incident.	3-5 days suspension, meeting with student counselor, parents notified, authorities notified depending on nature of incident, recommendation for expulsion.
26. Unauthorized solicitation	Requesting, demanding, persuading, or obtaining an item Or sale through persuasion on the property of the school without authorization	1-2 days suspension, meeting with student counselor and parents, materials confiscated, restitution.	3-4 days suspension, conference with School counselor and parents, police notified, materials confiscated, restitution, recommendation for expulsion	5-10 days suspension, conference with School counselor and parents, police notified, materials confiscated, restitution, recommendation for expulsion
27. Minor forms of disrespect to school staff or teachers	Showing minor forms of disrespect to teachers or members of the administration such as ignoring when talked to, walking away when spoken to, minor forms of answering back, etc.	Saturday detention, meeting with student counselor	1 day suspension, meeting with student counselor and parents	2-3 days suspension, recommendation for expulsion.
28. Sales, use, possession, or distribution of tobacco products	Using, selling, purchasing, distributing, possessing or attempting to possess substances, distributing any tobacco on school property or at school functions or events	1-2 day suspension	3-5 days suspension, meeting with student counselor, authorities notified	Open suspension, police notified, recommendation for expulsion.



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
29. "Off campus" Rules	Suspected use of tobacco, any alteration in smell, or apparel, If student is late in returning for any reason, reckless driving	Privilege may be suspended or revoked		
30. Driving Recklessly	Driving privileges to school offense may be suspended or revoked including, but not limited to: Speeding, driving in wrong direction, getting tickets during "off campus" events.			

LEVEL 3 INFRACTIONS = CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

CPSA considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school board and/or legal action. Students expelled from CPSA due to a level three infraction may not be reinstated at a later date. The proper authorities may be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
31. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct including sexual harassment.	2-3 day suspension, and recommendation for expulsion (depending on nature of offense)	3-5 days suspension, recommend for expulsion, authorities notified	open suspension, recommend for expulsion, authorities notified
32. Arson	Utilizing unauthorized fire ,smoke, or explosives, which present a risk of danger to life or property	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
33. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.
34. Bomb Threats or False Alarms	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.	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.	Open suspension, authorities notified, and recommendation for expulsion.
35. Breaking and Entering	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authority to do so	Under \$50, restitution, 3-5 days suspension and recommendation for expulsion (depending on nature of incident)	6-10 days suspension, restitution, and recommendation for expulsion (depending on nature of incident) authorities notified	Open suspension, restitution, recommendation for expulsion, and authorities notified.
36. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	Open suspension, restitution, recommendation for expulsion, and authorities notified.	Open suspension, restitution, recommendation for expulsion, and authorities notified.	Open suspension, restitution, recommendation for expulsion, and authorities notified.
37. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	Under \$50, restitution, 3-5 days suspension and recommendation for expulsion (depending on nature of incident)	6-10 days suspension, restitution, and recommendation for expulsion (depending on nature of incident) authorities notified	Open suspension, restitution, recommendation for expulsion, and authorities notified.



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
38. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-5 days suspension, recommendation for expulsion (depending on nature of incident), meeting with student counselor	6-10 days suspension and recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents	Open suspension, recommendation for expulsion
39. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-5 days suspension, recommendation for expulsion (depending on nature of incident), meeting with student counselor	6-10 days suspension and recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents	Open suspension, recommendation for expulsion
40. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-5 days suspension, restitution recommendation for expulsion (depending on nature of incident), meeting with student counselor, authorities notified	6-10 days suspension, restitution, and recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents, authorities notified	Open suspension, restitution, recommendation for expulsion, authorities notified



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
41. Gambling	Participating in or the organizing games of chance to gain money or other items	3-5 days suspension, recommendation for expulsion (depending on nature of incident), meeting with student counselor, authorities notified	6-10 days suspension and recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents, authorities notified	Open suspension, recommendation for expulsion, authorities notified
42. Legal but potentially dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling	3-5 days suspension, recommendation for expulsion (depending on nature of incident), meeting with student counselor	6-10 days suspension and recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents	Open suspension, recommendation for expulsion
43. Sales, use, possession, or distribution of alcohol, drugs, or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
44. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-5 days suspension, restitution, recommendation for expulsion (depending on nature of incident), meeting with student counselor, authorities notified	6-10 days suspension, restitution, recommendation for expulsion (depending on nature of incident), meeting with student counselor and parents, authorities notified	Open suspension, restitution, recommendation for expulsion, authorities notified
45. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion
46. Obscenities, Verbal abuse, vulgarity towards any other individual, or group	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward any person, student, school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion



INFRACTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD SUSPENSION
47. Gender fraternization Promiscuous behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamically immoral behavior or communication, written or otherwise.	Open suspension, school authorities notified, and other disciplinary actions recommended.	Open suspension, school authorities notified, and other disciplinary actions recommended.	Open suspension, authorities notified, recommendation for expulsion
Abusive use of electronic/communication device	Use of an electronic/communication device in an inappropriate manner, cheating through instant photography, instant/text messaging, or other means, recording an individual without consent, or use of device in any other deviant manner.	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion	Open suspension, authorities notified, recommendation for expulsion

Addendums:

- Any actions not detailed in the CPSA Discipline policy will be addressed by the School Administration and dealt with appropriately.
- Since CPSA is a closed campus, no students, including seniors, may leave the school grounds for any purpose (including lunch.)

DETENTION

Detentions are minor consequences given to students in order to instill in them an understanding that the act they were involved in is unacceptable.

Detentions are given for level 1 infractions, and some minor level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to the Administration. The Administration then makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve a Saturday morning detention, from 8:30 a.m. to 11:30 a.m. for every five detentions received. For example: 5 detentions, 10 detentions, 15 detentions, etc. unless they receive 3 or more detentions in the same school week. In the latter case, they will be suspended for one day. Students who receive 10 detentions in one quarter will be suspended for one day.

The number of detentions will also reflect on whether a student gets accepted into specific clubs and committees such as, but not limited to Student Council and National Honor Society. Detention will exclude students from leadership opportunities and special recognition such as Honor Roll.



SUSPENSION

Suspensions are major consequences given to students in order to instill within them an understanding that the act they were involved in is not only unacceptable, but also detrimental to the well-being of the school and individuals in the school. Suspensions will come in the form of written referrals given by a teacher or administrator to the Discipline Coordinator who, upon reviewing the case, will give a written notice to the student. An effort to contact a parent/guardian at work, home, or through e-mail will be made through school hours.

A first-day suspension may be served In-School, if the administration deems it to be beneficial for the student involved, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. In-School suspensions (ISS) are held during the school day from 8:00 a.m. to 3:20 p.m. The number of suspensions will be cumulative during High School and a student's permanent record/transcript will reflect any accumulated suspension(s) during their course in High School as well as to whether they will be allowed to run for specific clubs and committees such as, but not limited to Student Council and National Honor Society. In-School suspensions and out of school suspensions are considered excused absences. Upon returning to school, the student will be allowed to make-up homework, tests and quizzes, which he/she missed during the suspension. It is the student's responsibility to request missing work from the teacher. The student must hand in all materials due as posted from previous school day(s). It is the teachers' discretion to determine how much credit the student shall receive on their assignments.

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises.

EXCESSIVE CLASSROOM DISRUPTION POLICY

It is the responsibility of parents, students, teachers, staff, and administration to ensure the students receive a quality education; as such any behavior that takes away from this goal will not be tolerated. Consequently, the school will adopt the following policy for any class that has excessive interruption of instructional time.

A student who is disrupting the class will be informed either verbally or by having his/her name written on the board without any discussion. The teacher is the only individual to decide what constitutes disruptive behavior under this policy. The next time the student disrupts the class he/she will have a check given next to their name. At the third disruption, the student will be sent to the Discipline Coordinator with another student from the class. If the Discipline Coordinator is not available, the student must see the next available administrator. If the situation is not resolved or persists, the administration will call home and explain to their parent that they will not be allowed to return to class the rest of the day and will be suspended from that teacher's class for the next day and or may be suspended from school. Subsequent incidents under this policy by the same student will be referred to the executive committee and the student may be expelled from school.

The imposition of the above policy is left to the discretion of the administration and parents will be informed in writing of the application of the policy. The policy would remain in place until further notice.

GRIEVANCE PROCEDURE

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the executive committee of the school board. The committee will review the grievance and will respond in writing. Parents may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.



DISCIPLINARY PROBATION

If a student earns two suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the executive committee for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the executive committee for possible expulsion. At the end of each quarter the administration will submit the list of all students on Disciplinary Probation to the Executive Committee. The executive committee will review all information and make a decision regarding the status of the student. A decision to readmit the students or not for the following school year, will be made.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken.

Students on Disciplinary Probation may not participate in extracurricular activities without prior approval from the Principal. The administration will review the discipline record of each student at the beginning of each quarter; Students with poor discipline records for that school year will be referred to the Executive Committee even if they have not been placed on probation. CPSA reserves the right to refuse readmission for the next year to students with poor discipline records.

DISCIPLINARY PROBATION POLICY

Students, who have accumulated any one of the following consequences during the course of a school year, will be placed on probation for the following year:

- ◆ Two or more days of suspension.
- ◆ 1 suspension with 10 or more detentions
- ◆ Ten detentions per semester, for any given semester.
- ◆ Gross disrespect to teacher.
- ◆ 5 referrals – not processed to a further consequence will count as 1 detention for disciplinary probation purposes.

One Saturday detention equals 2 regular detentions. Except tardy to school which equals 1 regular detention.

Disciplinary Probation entails the following:

1. Students on disciplinary probation will not be permitted to participate in extra-curricular activities. If they are interested, they must seek written approval from the administration; permission will continuously be re-assessed based on student behavior.
2. They will only be allowed to register for school the following year upon the approval of administration.
3. The school reserves the right to restrict certain privileges, such as field trips, school events/parties, etc...

Their status will be reviewed on a quarterly basis and a recommendation for expulsion or non-renewal of admission for the following year will be made if the following occurs:

1. No demonstrated improvement of behavior.
2. Displaying similar behavioral concerns as cited in the probation letter.
3. Violation of a level 2 or 3 infraction.



EXPULSION PROCEDURES

A student may be referred to the executive committee for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the executive committee for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The executive committee will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal **in writing** to present their case to the executive committee.
4. The executive committee will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the executive committee maybe appealed to the Board.

Students on open suspensions may not return to school without a decision from the Executive Committee. They may not be on school premises or participate in **any school activity** or function including field trips or after school events.