

Al Huda Academy Behavior Expectations



School is a place where students come to get an education.

We believe students are able to learn in a school that is safe and orderly. At AHA, we insist on this because we want the best for your child. Open, honest communication with you is the best way we know to achieve this goal.

Students, parents and the school must share responsibility for creating the best possible school setting. The school must provide quality staff and programs to help children succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates. AHA has set the guidelines in this packet to ensure a positive environment for learning and growing.

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Zainab Abdul-Qaabidh
Principal

Al Huda Academy Behavior Expectations

RESPONSIBILITY

Students can show responsibility by:

- Coming to school each day
- Being prepared to learn
- Showing respect for staff members in the building at all times
- Showing respect for classmates
- Being well mannered
- Using good language
- Walking quietly in the halls
- Keeping all personal items in proper places
- Using items that belong to others only with their permission
- Seeking alternative, peaceful ways to resolve conflicts
- Not bringing disruptive, harmful, or illegal things to school
- Respecting school property

Parents can help students to take responsibility by:

- Learning from mistakes and not repeating misbehavior
- Helping children get up in the morning to arrive at school on time
- Supporting school staff in helping children develop a sense of respect for authority
- Impressing upon children that school is a place to learn
- Supporting the idea that taking what doesn't belong to another child is wrong
- Teaching and discussing good health habits
- Helping children develop a sense of respect for themselves and others
- Helping children to develop alternative, peaceful methods to resolving conflict
- Impressing upon children not to bring disruptive, harmful, or illegal things to school
- Cooperating with school staff to improve the child's behavior

Our school can help parents and students by:

- Helping children understand that continued misbehavior disrupts the educational process
- Communicating expectations for students
- Keeping accurate records of student attendance
- Communicating regularly with parents
- Showing respect for students
- Reinforcing good behavior
- Planning structured activities
- Modeling appropriate behavior
- Creating learning environments to help students behave and use their time properly
- Keeping classrooms neat and orderly
- Encouraging students to participate in good health habits and physical fitness
- Providing a school environment where students feel safe and comfortable
- Establishing an atmosphere of open communication for students to seek help from staff
- Reporting and identifying behavior problems
- Involving parents

Al Huda Academy Behavior Expectations

SCHOOL VALUES

Discipline is a combination of student self-control and a tool to allow staff the opportunity to demonstrate fairness, understanding, and consistency. Keeping our perspective and maintaining a healthy sense of humor will help all of us make AHA a better place. We are committed to helping all students learn and practice self-discipline and to understand that all of us must be responsible for our actions.

Our School Values:

1. The student learns from his/her problems.
2. The student establishes ownership of the problem.
3. The student will be required to make decisions.
4. The student will solve the problem so it doesn't make a problem for others.
5. The student will resolve the problem with the party involved.
6. The student and situation will be dealt with on an individual basis.
7. The student's dignity and self-esteem will be a prime consideration.
8. Students are made aware of the limits allowed.
9. An equal balance of empathy and natural/logical consequences replace punishment whenever possible.

Al Huda Academy Behavior Expectations

SCHOOL AND PLAYGROUND EXPECTATIONS

Building Rules

1. Arrival to school should be no earlier than 15 minutes prior to the starting time. Students should wait in their parent's vehicle until 8:15 am.
2. Students are to conduct themselves in hallways and lines in a quiet and orderly manner.
3. Hurtful words and rude demeanor will not be allowed.
4. Students are to line up for assembly at 8:20 am in the playground areas (on their class line).
5. All students should come to school dressed in proper uniform attire.

Playground Rules

1. Use equipment properly and safely.
2. Include others in games.
3. Do not leave the playground or re-enter the building without permission.
4. Fighting and rough play are not acceptable.
5. Respectful language is expected (no bad words or back-talk).
6. Use school equipment only, unless otherwise noted.

Not Permitted at School

1. Toys, radios and other electronic devices (unless requested by the teacher).
2. Sports equipment.
3. Gum or candy, unless approved.
4. Pets, unless prearranged with the teacher.
5. Unnecessary money.
6. Skateboards or in-line skates.
7. Inappropriate clothing (uniforms must be worn Monday through Thursday).
8. Cell phones. Students need to use the office phone while at school.

Al Huda Academy Behavior Expectations

DISCIPLINE PROCESS

Solve Problems

AHA students are taught to solve problems. Example of techniques used include:

1. Talk it over and listen to others
2. Apologize: "I apologize for," or "I didn't mean it," in a sincere fashion.
3. Ask a friend or grown-up for help.
4. Take turns.
5. Share.
6. Ignore it/Walk away.
7. Write a Plan.
8. Find something else to do.
9. Use "I" messages ("I feel _____, when you _____, because _____")
10. Other...

Range of Consequences

Since students are made aware of the limits allowed and an equal balance of empathy and natural/logical consequences replace punishment whenever possible, the following types of disciplinary actions may occur, but are not limited to:

(note: no sequential order is implied)

- Problem solving assignments
- Loss of privileges
- Time in Help Center
- In-house suspension
- Parent notification
- Parent conference
- Referral to Principal's Office
- Contracts
- And as a last resort, home suspension and/or expulsion

Al Huda Academy Behavior Expectations

DISCIPLINE PROCESS

In the case of extreme acts of violence, threats and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long term suspension or emergency expulsion in accordance to school rules and regulations. In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and/or staff members. Under any of these or similar circumstances, school procedures will be followed. A report completed by the principal will be sent to parents summarizing allegations, investigation results and assigned consequences.

Student Discipline Forms Requiring Parent Signature

In order to communicate together, we have developed the following system:
(See Samples Attached)

Recess Communication Slip

Recess Communication Slips record and communicate behavioral problems between school staff members about the situation.

Behavior Reflections Form

A **Behavior Reflections Form** assigned by a staff member, completed by the child and signed by the parent to reinforce communications and returned to school for resolution.

Rules Violations Slip

Rules Violations Slip completed by the principal, if a discipline issue has been referred to the principal for resolution.

*Al Huda Academy uses **four additional forms** to increase communication between staff members when issues of discipline occur. These forms do not require a parent signature and often the discipline matter is handled by the classroom teacher.*

Speeding Tickets

These tickets are issued for hallway disruption. A student loses 15 minutes of recess automatically when issued a Speeding Ticket.

Lunch Tickets

These tickets are issued for lunch misconduct. A student loses 15 minutes of recess automatically if issued a Lunch Ticket.

Help Center Pass

These passes are used for communication purposes between the classroom teacher and other school personnel.

Office Pass

These passes are used for communication purposes between the classroom teacher and the Office Manager.

Al Huda Academy Behavior Expectations

BEHAVIOR SELF-REFLECTION – EARLY CHILDHOOD (PK – GRADE 2)

Name _____

Date _____

Expectation(s) Not Met

___ Respect your school's purpose ___ Respect others ___ Respect property

___ Obey school personnel ___ Be safe ___ Follow school rules

Before

What was I supposed to be doing?

Action/Behavior

What did I do?

Consequence

What happened because of my behavior?

Practice

What will I do to practice positive behavior?

Student signature

Staff Signature

Parent Signature ***(Please sign and return)***

Copy home/copy student file

Al Huda Academy Behavior Expectations

BEHAVIOR SELF-REFLECTION – UPPER ELEMENTARY (GRADES 3 – 5)

Name _____

Date _____

Expectation(s) Not Met

___ Respect your school's purpose ___ Respect others ___ Respect property

___ Obey school personnel ___ Be safe ___ Follow school rules

Situation

Tell what happened that caused the problem. Include names. Please use complete sentences.

Choice You Made

Start with the word 'I' and tell what you did. Use complete sentences.

Effects

What problems did you cause for others, your classmates, teachers or yourself?

The Plan

What will you do differently?

Student Signature

Staff Signature

Parent Signature *(Please sign and return)*

Copy home/Copy student file

Al Huda Academy Behavior Expectations

SCHOOL RULE VIOLATIONS SLIP

Name _____

Date _____

Classroom Teacher _____

Given by _____

School Rule(s) Violated

Respect your school's purpose Respect others Respect property

Obey school personnel Be safe Follow school rules

Describe rule violation

Consequence assigned

This is the ___ instance of a school rule violation(s). Excessive violations will lead to the development of a formal behavior plan.

Parent was called.

Parent could not be reached. Student will take form home, have his/her parent or guardian sign it below, and return it the next school day. Parent is welcome to contact school office for discussion of the rule violation slip.

Parent: Please discuss with your child the importance of following school rules.

Comments

Student Signature

Staff Signature

Parent Signature ***(Please sign and return)***

Copy home/ Teacher's copy/Copy student file

Al Huda Academy Behavior Expectations

<p>Al Huda Academy Recess Communication Slip</p> <hr/> <p>Name _____ Playground Staff _____ Date _____ Time _____</p> <p>Reason for write-up <input type="checkbox"/> Bad or abusive language <input type="checkbox"/> Rough Play <input type="checkbox"/> Touched displayed student work <input type="checkbox"/> Repeat offenses (throwing items, poor sportsmanship) <input type="checkbox"/> Harassment, bullying, intimidation <input type="checkbox"/> Fighting/hitting another student <input type="checkbox"/> Disrespect/disobedience towards playground staff <input type="checkbox"/> Other _____</p> <p>Student signature _____ Parent signature _____</p> <p>Required <i>This slip must be signed by a parent, returned to school, before this student is allowed to return to recess.</i></p>	<p>Al Huda Academy Recess Communication Slip</p> <hr/> <p>Name _____ Playground Staff _____ Date _____ Time _____</p> <p>Reason for write-up <input type="checkbox"/> Bad or abusive language <input type="checkbox"/> Rough Play <input type="checkbox"/> Touched displayed student work <input type="checkbox"/> Repeat offenses (throwing items, poor sportsmanship) <input type="checkbox"/> Harassment, bullying, intimidation <input type="checkbox"/> Fighting/hitting another student <input type="checkbox"/> Disrespect/disobedience towards playground staff <input type="checkbox"/> Other _____</p> <p>Student signature _____ Parent signature _____</p> <p>Required <i>This slip must be signed by a parent, returned to school, before this student is allowed to return to recess.</i></p>
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Al Huda Academy
Office Pass

Name _____
Teacher _____
Date _____ Time _____

Reason

Temperature Upset stomach
 Phone Head injury
 Uncooperative behavior
 Disrespectful/rude to classmate or teacher
 Classroom disruption Injury
 Fighting Incomplete work
 Other _____

Action Taken

Temperature _____ Time out: ___ min
 Incident form Missed recess
 Ice pack Parent called
 Behavior/Violation Slip Sent home
 Community service Back to class
 Stay until work is done Principal
 Wash and band-aid Other _____

Comments

Al Huda Academy
Help Center Pass

Name _____
Teacher _____
Date _____ Time _____

Reason for coming

To finish work
 Behavior
 Other _____

Expectation for student

Stay entire period
 Finish work then can leave
 Other _____

Help Center

Teacher _____

Comments concerning student

Quiet and worked hard
 Quiet and did not work
 Disruptive behavior
 Read
 Other _____

Al Huda Academy
Speeding Ticket

Name _____
Teacher _____
Reported by _____
Date _____ Time _____

I failed to show respect when I:

Ran in the halls
 Talked in the halls
 Touched displayed student work
 Disrupted other classrooms
 Failed to follow staff directions
 Was in the halls without permission
 Did not keep hands and feet to myself
 Other _____

I understand the consequence, I go to the office during recess for 15 minutes.

Teacher's copy/Office's copy

Al Huda Academy
Lunch Ticket

Name _____
Teacher _____
Reported by _____
Date _____ Time _____

I failed to show respect when I:

Ran in the classroom/hallway
 Used a loud voice
 Used inappropriate table manners
 Disrupted other tables
 Failed to follow staff directions
 Got up from the table without permission
 Threw away trash in an irresponsible manner
 Other _____

I understand the consequence, I go to the office during recess for 15 minutes.

Teacher's copy/Office's copy