

Australian Islamic College of Sydney

Student Behaviour Management Policy and Procedure – High School



Related Policies:

Anti-Bullying Policy,
Staff Code of Conduct,
AICS Information Technology Policy

Purpose

The Australian Islamic College of Sydney (AICS) is committed to maintaining an inclusive learning environment and a positive school climate where students, parents and staff feel safe and have a strong sense of belonging. The school community aims to help our students become responsible, self-disciplined and **respectful** of the rights of others. The College affirms that all members of the College community have the right to be treated with respect and dignity and to learn and work in a safe and supportive environment.

This Policy aims to develop positive relationships between all members of the College community and to promote high standards of behaviour and personal responsibility. All students are expected to show respect at all times and display behaviour that reflects well on themselves, their families, the College and their faith. We focus on building respectful relationships with students by maintaining best practice through the use of class rules that emphasize safety, respect and learning

The College actively encourages the growth and development of the whole person – spiritually, intellectually, psychologically and socially – and aims to instill a deep sense of empathy and sensitivity towards the needs and feelings of others.

Policy

The Student Behaviour Management Policy incorporates the recognition of both ‘appropriate’ and ‘inappropriate’ behaviours and the ‘reward’ and ‘consequences’ for both. This policy recognizes that if the responsibility for discipline is shared by all members of the College community, with a positive outlook for the students in our care, that a safe, challenging and caring environment should be possible for all students, staff and parents. In terms of inappropriate behaviours the policy and following procedures require staff to use their knowledge of the students and situations to ‘anticipate’ what could happen and respond accordingly in an informed, non-instinctive manner, thereby helping to prevent situations arising.

1. Procedures

The following procedures are designed to make clear to students, staff and parents the standards of behaviour that are acceptable at the AICS. College rules are discussed with the students at the start of each academic year, through assemblies and individual class

teachers during roll call and class. Students are also reminded of the College's rules when specific situations arise.

Expectations of students

1. Faith which is relevant in today's world

Expected behaviours include the following:

- Being silent at the appropriate times within the Mosque
- Being attentive and reflective during prayer times
- Respecting the religious beliefs and practices of others

2. A deep respect for intellectual values

Expected behaviours include the following:

- Attending College and classes regularly and punctually
- Attending lessons fully prepared
- Contributing positively to the classroom learning environment
- Respecting the intellectual contributions of others
- Respecting the intellectual ideas of others
- Respecting the achievements of others
- Completing all homework requirements to the best of your ability
- Submitting work which is your own
- Submitting work on time and completed to the best of your ability
- Showing a positive attitude towards College work and study
- Responding appropriately during tests and examinations
- Taking responsibility for your own learning

3. The building of community based on Islamic values

Expected behaviours include the following:

- Wearing your uniform correctly
- Showing courtesy towards staff and fellow students
- Welcoming and including fellow students in school events
- Showing intolerance towards any form of bullying
- Placing the rights of the community ahead of your own

4. A social awareness which impels to action

Expected behaviours include the following:

- Respecting College property and the property of others
- Caring for the environment
- Moving quietly through the buildings
- Behaving appropriately in public
- Representing the College with pride
- Appreciating differences in others
- Contributing generously to community service activities

5. Personal growth in an atmosphere of wise freedom

Expected behaviours include the following:

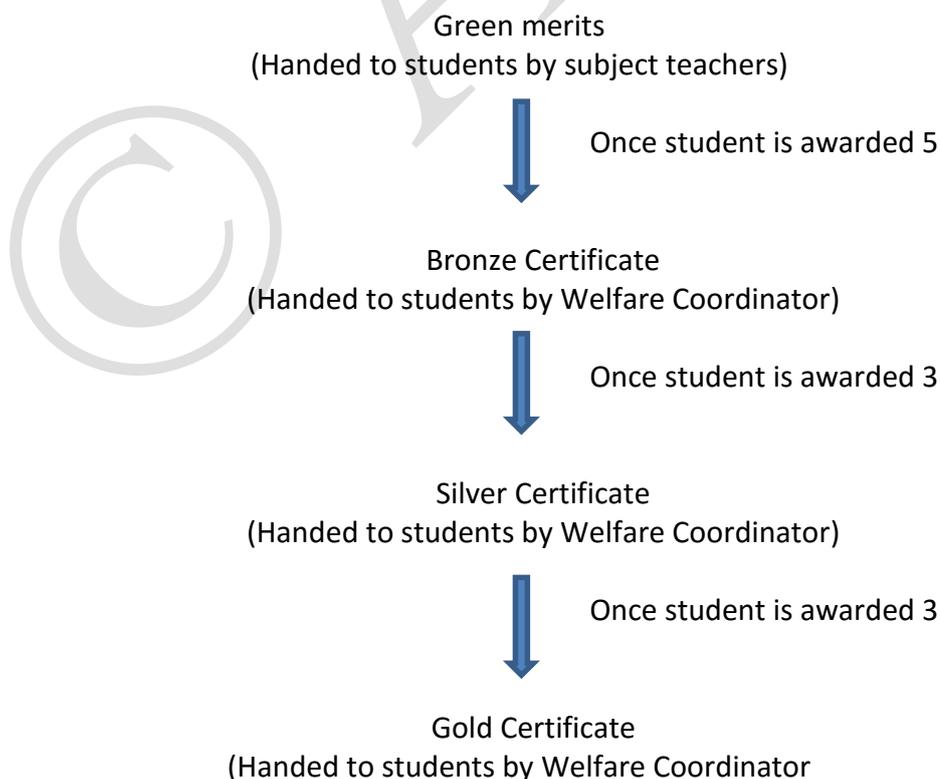
- Honouring all commitments to the best of your ability
- Taking responsibility for your own actions
- Looking after your own property
- Using College property appropriately and responsibly
- Respecting the authority of your teachers
- Admitting to, and learning from, your mistakes
- Using respectful and appropriate language
- Showing self-respect in dress and actions
- Challenging offensive behaviour and language by fellow students appropriately

Normally, the majority of students will meet most of our expectations most of the time. At times many students will also exceed normal expectations and will be rewarded.

Acknowledgment of positive behaviour

The College recognises positive student behaviour throughout the academic year. There are various awards available to students in acknowledgment of good behaviour. The main acknowledgment occurs via the College's 'merit award' system. Students are rewarded with merit awards which accumulate and transfer into subsequent bronze, silver and gold awards once a specific number has been awarded to the student. These awards are collated over one academic year. The College staff reward outstanding effort, achievement, displaying Islamic ethos and College citizenship, improvement, voluntary service, community help and similar exemplary behaviour where the student shows quality and character.

The Australian Islamic College of Sydney – Merit system



Once the student has accumulated sufficient certificates at each level, they are to submit them to the High School Co-ordinator who will then pass on the higher certificate to the Year Advisors.

Student achievement and positive behaviours are also acknowledged during the 'End of Term' assemblies. Awards entitled 'Academic performance', 'Most Improved', 'College Ethos' and 'College Citizenship' are awarded to the students who have received the most votes from their subject teachers.

Normally, the majority of students will meet most of our expectations most of the time. At times some students will not meet the College's expectations; these students will receive the following consequences.

Procedures for dealing with inappropriate behaviour

The College functions on a 'warning slip' system (Appendix A) which categorises inappropriate behaviour into three levels according to their level of misbehaviour. The three levels of inappropriate behaviour incur a set amount of warning points – 1, 2 and 3. Three points determine an after school College detention (Appendix B) during which time the students complete set work with the allocated teacher on duty. Once the student has accumulated three after school detentions they are suspended for a period of one day (Appendix C). On return to the College the student is placed on a 'conduct card' (Appendix D) which is monitored by the Deputy Principal. If the student proceeds to accumulate three suspensions or fails to complete their 'conduct card' the student's enrolment at AICS will be reviewed with the view of possible expulsion (Appendix E). **The AICS does not actively exclude students.**

Level 1 Rules

- Students should not play games indoors, in corridors or on balconies, with the exception of the school hall during Physical Education lesson
- Students should move quietly between classrooms or along corridors
- Students are not permitted in a classroom when no teacher is present
- Students should show respect to their peers during class time and in the playground
- Students are not permitted within the college buildings during recess/lunch without an approved reason and staff supervision
- Students must work within the rules set by the teacher
- Students are not allowed to leave the classroom without an 'out of class' pass
- Students must bring all necessary materials to class
- Students must wear the correct sports uniform
- Students must respond promptly to the College bells
- Students must arrive on time to roll call and class
- Students are not permitted to eat in the classroom

Level 2 Rules

- Students are not permitted to throw objects at one another
- Students must respect all AICS property and property belonging to other students
- Students must obey instructions given to them from any member of staff at AICS
- Spitting is not permitted
- Chewing gum is not permitted
- Littering is not permitted

Level 3 Rules

- Dangerous objects and materials such as knives are not permitted
- The use of 'bad' language is not permitted
- Bullying or intimidation is not permitted
- Students are not permitted to leave the college grounds at any time unless under supervision or written consent
- Fighting is not permitted
- Smoking is not permitted
- Malicious vandalism is not allowed
- Stealing is not allowed
- Truancing is not allowed
- Racism is not allowed

Suspension:

- Suspension occurs as a result of an investigation using the principles of procedural fairness.
- Only the Principal may suspend a student.
- The suspension of a student always involves discussion with the parent or guardian.
- A formal notification of suspension is sent to the parent or guardian by the Principal.

Throughout the outlined procedure for inappropriate behavior the student will be actively encouraged to seek assistance from the College's Counselor.

The College does not tolerate/allow corporal punishment of any kind. The principles of procedural fairness are followed in regard to the follow-up of any issue. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- Know the process by which the matter will be considered
- Respond to the allegations
- Know how to seek a review of the decision made in response to the allegations

The 'right to an un-biased decision' includes the right to:

- Impartiality in an investigation and decision-making
- An absence of bias by a decision-maker

Procedural fairness includes making available to students and parents or caregivers policies and procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This means that those involved in investigating a matter within the College will act fairly, in good faith, without bias and exercise discerning judgment. Each party should have the opportunity to state their case adequately, correcting or contradicting any relevant prejudicial information pertinent to their case.

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