



# RISSALAH COLLEGE STUDENT DISCIPLINE POLICY

## POLICY AND PROCEDURES DOCUMENTS 2017

### **Policy Review**

*This Policy was approved on 1<sup>st</sup> March 2017 and will be reviewed at least every two years. The next due date for review is therefore 1<sup>st</sup> March 2019. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.*

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## Rationale

Schools need to be places where every student can learn and grow with confidence. Students develop best in schools where teaching and learning occur in the context of student discipline. Rissalah College is accountable to the community for managing student behavior and for creating a safe, orderly, productive and successful learning community. The College is founded on Islamic traditions, thus the values of social behaviour as set down in the Holy Qu'ran and practised by the Prophet Mohammed (PBUH), are reflected in the *Rissalah College Student Discipline Policy*.

The Rissalah College Student Discipline Policy ensures that no student is discriminated against on the grounds of his/her disability, sex or race. The school aims to create an inclusive environment, which affirms diversity and respects difference. Students are encouraged to own their own behaviour, respect the rights of others and build workable relationships with all. The Code of Behaviour provides clear guidelines for appropriate behavior, incorporating teachers' expectations and reflecting the values of the community.

## Policy Overview

- 1.1 Rissalah College students are required to abide by the School's Code of Conduct and to follow the directions of teachers and other people with authority delegated by the School.
- 1.2 Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the students may be subject to disciplinary action.
- 1.3 The disciplinary procedures undertaken by the College will vary according to the seriousness of the alleged offence. Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.
- 1.4 The consequences vary according to the behaviour and the prior record of the student. Repeated incidences of the same behavior may be dealt with more seriously. At the lower end of the scale, an admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion.
- 1.5 Rissalah College prohibits the use of corporal punishment in disciplining students attending the school.
- 1.6 Rissalah College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.
- 1.7 It is the responsibility of the school to determine incidents that may require suspension or expulsion. The process that leads to the imposition of such penalties, particularly but not exclusively in relation to suspension and expulsion, must be procedurally fair.

Suspension is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set period of time.

Expulsion is the permanent removal of a student from one particular school.

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to all parties being heard (often referred to as the 'hearing rule') and the right to an unbiased decision.

To be procedurally fair, the Principal must act justly and be seen to act justly. While it is difficult to combine the roles of investigator and adjudicator, it is acceptable to do so given the nature of the Principal's responsibilities. Nevertheless, it may be preferable to have another appropriate delegate, such as the Deputy Principal or Stage Coordinator, carry out the investigation where possible. The review mechanism adds to the fairness of the process.

In matters where a long suspension or expulsion is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness.

1.8 The review of appeal at Rissalah College will take place as follows:

The Principal will reach a preliminary decision in relation to the allegation and any proposed penalty and advise the student (and parent/s) of the view. The student (and parent/s) would be advised that if they wish this preliminary decision to be reviewed, they may make application for a review to the Principal and submit any information they want to be considered during the review process. The Principal will then either confirm the preliminary decision as the final decision or amend the preliminary decision based on the additional information provided.

## Code of Behaviour at Rissalah College

Students are encouraged to take ownership of their behaviour; respect the rights of others and build commendable relationships with all. The Code of Conduct provides clear guidelines for appropriate behaviour incorporating students' views and teachers' expectations and reflecting the values of the community.

Students are expected to:

- Treat others with empathy and not tease or laugh at others;
- Be polite to others and treat them with respect. This applies to both students and teachers;
- Provide a safe environment and not engage in physical and verbal abuse;
- Treat the property of others with respect - do not steal or damage;
- Learn self-control by not denying the rights of others;
- Respect others as individuals and not treat them unfairly because they may be different in some way;
- Cooperate with teachers and other students and not interrupt the learning process;
- Be clean and tidy in appearance and respect the rights of others and
- Keep the School clean and tidy - place any litter in the garbage bins provided.

The following behaviour will not be tolerated at Rissalah College:

- Any form of discrimination or harassment against students or staff, including all forms of bullying
- The unlawful possession of dangerous implements or weapons
- Dangerous or violent behaviour
- The possession of illegal drugs, alcohol and tobacco
- Sustained disruption of work.

## Code of Conduct

The framework for school's code of conduct is centered on the 4 Rs:

- **RESPECT:** Be respectful of yourself and others.
- **READINESS:** Be ready to do your best.
- **RESPONSIBILITY:** Be responsible for your words and actions.
- **RIGHTEOUSNESS:** Be a good Muslim citizen.

The code of conduct framework is supported by the School's values 'Faith, Knowledge and Discipline'.



4 Rs

- 👍 BE **RESPECTFUL** TO OTHERS
- 👍 BE **RESPONSIBLE** FOR YOUR WORDS AND ACTIONS
- 👍 BE A **RIGHTEOUS** MUSLIM
- 👍 BE **READY** TO DO YOUR BEST



## **Unacceptable Behaviour**

- Any form of discrimination or harassment against students or staff, including all forms of bullying
- The unlawful possession of dangerous implements or weapons
- Dangerous or violent behaviour
- The possession of illegal drugs, alcohol and tobacco
- Sustained disruption of work

## **Strategies to Promote Good Discipline and Effective Learning**

At Rissalah College, the following strategies are used to promote good discipline and effective learning:

1. A relevant and challenging curriculum is implemented, which also provides for children with special needs.
2. The creation of a positive classroom environment, where students' learning is maximised. This is demonstrated by:
  - being well-prepared;
  - using a variety of activities to cater for different learning styles;
  - supporting students in achieving success in learning;
  - establishing and clarifying common rights, responsibilities, rules and routines;
  - consistently rewarding positive behaviour and effort;
  - enforcing consistent consequences for negative behavior; and
  - updating staff skills through participation in relevant training and development programs.
3. Staff modelling of consistent, caring and controlled behaviour.
4. The provision of opportunities for students to participate in shared decision making through class meetings, establishing rights, responsibilities and rules through dialogue or meeting procedures.
5. Student support programs.
6. Whole school implementation of the Code of Conduct.
7. Involvement of parents and caregivers in managing student behaviour by informing them of their role and responsibility to support and reinforce the Code of Conduct.
8. Encourage respect for teachers as professional educators.
9. Understanding of and sensitivity to the particular needs and pressures experienced by individuals in the total community.
10. Liaison with supportive community agencies.

## Practices to Recognise and Reinforce Student Achievement

Students are recognised for their achievement and appropriate behavior, both in the classroom and the playground, through the school's formal award system. This includes:

### Class-based awards

- Incentives and awards.
- Acknowledgment of effort and achievement in curriculum areas.

### The School's formal awards

- Hi-5 Merit Stickers for consistent, positive behaviour in following the 'Code of Conduct'.
- Bronze Award issued, upon receiving 30 Hi-5 Merit Stickers.
- Silver Award issued, upon receiving 60 Hi-5 Merit Stickers.
- Gold Award, upon receiving 90 Merit Stickers.
- Principal's Award and medal, upon receiving 120 Hi-5 Awards

30 Hi 5 stickers

**Bronze Award**

60 Hi 5 stickers

**Silver Award**

90 Hi 5 stickers

**Gold Award**

120 Hi 5 stickers

**Principal's Award**

**Rissalah's  
Rewards**



In addition to this formal reward system, students may, from time to time, receive:

- Recognition of participation in special events, such as Athletic Carnivals, etc.
- Public recognition of school and individual students, e.g. Creative writing, Art awards.

## Strategies for Dealing with Unacceptable Behaviour

This section of the Rissalah College Student Discipline Policy outlines a graded set of consequences for breaches of the Code of Conduct.

**a. Minor breaches will result in:**

- Reminder of appropriate behaviour
- Short term in-class or playground isolation
- Time out from activity
- Loss of minor privilege

**b. More serious behaviour transgressions may be handled by the Classroom Teacher using the following strategies:**

All teachers will use the 'Steps in Reinforcing Discipline' Levels System. (See Appendix 1)

In so doing, teachers will incorporate the following management strategies as part of their daily practice:

- Reprimand, targeting specific behaviour
- Relocation within the class
- In class / playground isolation
- Restitution
- Loss of privilege
- Working through Bill Roger's '4Ws'
  - a. What did I do?
  - b. What rule did I break?
  - c. What rights did my behaviour ignore?
  - d. What can I do to fix it up?
- Issuing of Compliance Letter (see Appendix 2) to communicate concerns to parents/caregivers.

## The 'Steps in Reinforcing Discipline' for breaches of the Code of Conduct

The Levels System gives students, staff and parents a consistent structure with which to reinforce the Code of Conduct. It provides the Classroom Teacher with executive support for student discipline and a framework for student to make decisions about behaviour in the full knowledge of positive and negative consequences.

Serious or consistent breaches of the Code of Conduct are recorded in the Individual Behaviour Log (see Appendix 3), indicating the name of the student and the action taken by the teacher at the time of the breach. The Stage Coordinator or Deputy Principal determines the appropriate follow-up action.

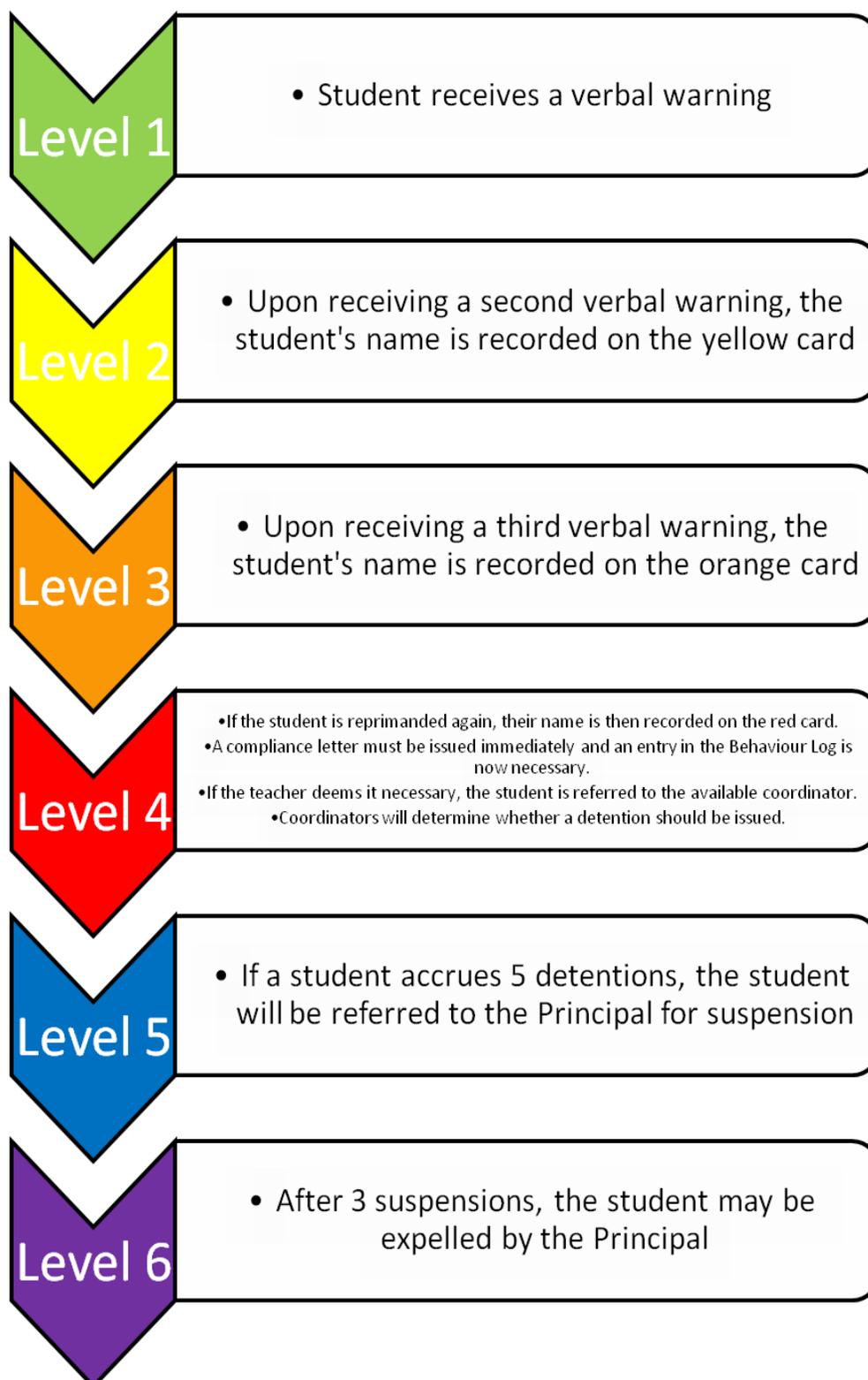
Serious breaches of behaviour or repeated transgressions of the Code of Conduct require children to attend a **detention** at lunchtime. The students' attendance and their total number of detentions are recorded in the detention book.

### Suspension and Expulsion

In cases where there has been a severe breach of the Code of Conduct, or extremely unacceptable behaviour has been exhibited, suspension or expulsion will be considered.

Suspension is not intended as punishment. It is only one strategy for managing inappropriate behavior within the College's discipline policy. Suspension is reserved for serious breaches in the Code of conduct such as physical violence or bullying behavior. Suspension may also be deemed necessary where repeated incidents of the same behavior have occurred and all other consequences have been exhausted. In this instance, the College is seeking the parent/carer's active role, in partnership with the College, to modify the inappropriate behavior of their child.

## Appendix 1: Steps in Reinforcing Discipline



**N.B. Teachers are entitled to forgo previous levels, if the student's breach in conduct is serious enough.**

## Appendix 2: Compliance Letter



### RISSALAH COLLEGE COMPLIANCE LETTER

Dear ,

Date:

Assalamu 'alaikum wa rahmatullahi wa barakatuh.

I regret to inform you that your son \_\_\_\_\_ of class \_\_\_\_\_ is not adhering to the Rissalah College Discipline Policy, as indicated below:

_____	frequently refusing to complete class work	_____	displaying disrespectful behaviour to teachers and/or students
_____	constantly distracting other students from their learning	_____	intimidating another student through words or actions other
_____	displaying poor behaviour in the class	_____	deliberately hurting another student
_____	displaying poor behaviour in the playground	_____	damaging school property

FURTHER DETAILS:

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This compliance letter comes after we have previously contacted you regarding your child's misbehavior. We bring this to your attention so that you can assist the school in the education of your son/daughter by making sure the school requirements are met. Your cooperation will allow your son/daughter to receive a better education.

Please be aware that once five detentions have been issued, your child will be suspended. After three suspensions, you will need to find a more suitable school for your child. If you wish to discuss this matter further, please phone the school to make an appointment.

Wassalaam,

Stage Coordinator

To, \_\_\_\_\_ Date: \_\_\_\_\_

I have received your letter regarding the school requirements and have discussed the matter with my son/daughter.

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Comment: \_\_\_\_\_

Parent's/Caregiver's name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Appendix 3: Individual Behaviour Log Slip

#### INDIVIDUAL BEHAVIOUR LOG SLIP

Name:	Class:	Date:
Incident	Consequence	

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