



# Updated 2018 Behaviour Management Guideline

*Creating a more safer  
environment for all students,  
staff and YOU.*




## Child Safety Statement

The leaders at Al-Taqwa College have a strong commitment to child safety and strive to uphold the policies and practices which aim to keep every child safe from any harm, including abuse.

We support and provide a safe and nurturing culture for all students at Al-Taqwa College. We agree to:

- Primarily uphold the safety and wellbeing of our students
- Create and maintain a safe and nurturing culture
- Regularly review all child safety policies, processes and practices
- Assist in the Empowerment of our students and give them an opportunity to voice their opinions, concerns and to be a part of the decision-making process
- Provide students with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing
- Implement rigorous risk-management and employment practices by ensuring our staff members are given sufficient training, knowledge and support in issues relating to child safety standards
- A commitment to a zero tolerance of child abuse
- Treat all allegations and safety concerns very seriously and consistently in line with our child safety policies and procedures
- Support and respect all students regardless of their race, religion, cultures and/or disabilities
- Commit to being proactive in the risk assessment of potential harm to our students and identify, remove and/ or reduce risks
- Ensure as part of the recruitment process, that all prospective staff members are screened to the best of our abilities
- Promote physical, emotional and cultural safety for all students
- Provide a safe environment for all students
- Actively listen to and empower students
- Ensure that all allegations are treated honestly, impartially and confidentially



## The Role of the Student Welfare and Behaviour Team (SWB)

The Student Welfare and Behaviour (SWB) team supports the welfare and wellbeing of students, their families and staff. This at times is coupled with the assistance from the school counsellors, speech pathologist and special visiting professional who may provide extra support.

### **The role of the SWB team is to:**

- Encourage students to take responsibility for their own behaviour
- Provide an opportunity for students to make decision about their learnings and behaviour
- Develop activities towards enhancing student engagement
- Identify and cater for the individual learnings needs of students
- Provide opportunities for students' and parents to discuss the students' behaviour progress
- Identify key social skills and develop plans for students to acquire them
- Ensure gender, culture and social issues are recognised and addressed equally across the curriculum
- Develop and implement policies and procedures to protect the rights, safety and health of all school community members
- With Level Coordinators, establish clear school rules which are known and understood by all school community members
- Establish and communicate networks to support students and their parents
- Ensure students feel safe and feel a sense of belonging within the school community



## Rights and Responsibilities of Students

### **Responsibilities**

- To be punctual to class
- Ensure that they are prepared with all stationery and equipment
- Dress in accordance with the school uniform policy
- Complete tasks on time and to the best of their ability
- To participate in class learning activities and be engaged in learning
- Respect their peers and staff members
- Maintain a clean and safe learning environment

### **Rights**

- Have the right to be respected by their peers and staff members
- To feel safe within the school grounds
- To receive a quality education
- To be heard



## Merit System

To promote and recognise our students' positive behaviour, an award system has been implemented. Awards will be periodically honoured to students who demonstrate these values. Students earn points for demonstrating positive behaviour.

This award system also supports the College's educational mission of creating responsible Muslim leaders and citizens of tomorrow. We strive to accomplish this by helping to develop students' ethical understandings based on Islamic values and teachings. We aim to nurture empathy and compassion in each of our students through the teachings of our *Quran* and *Sunnah* which are aligned with Australian values and equal opportunities.

Using a web based behaviour management system that allows all classroom teachers, SWB, and Level Coordinators to record and monitor students behaviour. This tool is useful as it allows parents to view their child's behaviour on a regular basis. This aims to improve the communication and relationship between parents, students and teachers.

### Award System

- One week prior to the end of the term the SWB of each subgroup will determine the top 3 highest scores for each year level.
- The top 3 students will have their names published in the school newsletter and their names will be listed on the Merit Award Board. This will be displayed at the end of each term.
- The Top 3 students will receive a certificate for their achievement which is to be presented at each Sub School's Assembly.
- At the end of each year the overall top 3 Males and Top 3 Females from each year level will be awarded a certificate to be presented to them on Excellence Night. Their names will also be published in the schools newsletter.



**Gold – 10 points**

Demonstrating pride in school

Helping teachers/staff

Participation in extra curricular activities

Citizenship skills

Bravery

Volunteering for events for the community

**Silver – 5 Points**

*Being honest*

*Demonstrating kindness*

*Exhibit a positive attitude in their class*

*Responsible behaviour*

*Leadership skills*

*Helpful behaviour*

*Being motivated in class*

*Volunteering for events within the school*

**Bronze – 1 point – Classroom Teachers**

*Works well in teams*

*Organisation in class (bringing all required equipment)*

*Consistently completes tasks on time*

*Listening and following instructions*

*Consistently wearing clean and correct uniform*

*Responsible use of the tablets*

*Consistently punctual to class*

*Consistently behaves well in the mosque*

*Submission of homework*

*Consistently participates in class*



### Minor category – Classroom Management Issue

Late to class (please refer to the late to class policy)

Not bringing stationery or necessary learning tools (Exclusion Notice)

Not respecting intellectual property (sharing accounts and e-books, subscriptions etc)

Lying (that doesn't pose a threat to the safety and wellbeing of peers and staff members)

Throw rubbish on ground

Lost diary, damaged diary, diary not signed and not bringing diary to school (exclusion notice)

Disobeying teacher instruction or person in authority

Sharing food which is in contradiction of our anaphylaxis policy

Sharing and chewing gum

Swearing/obscene language & rude gestures to peers that is unprovoked

Unclean and incorrect uniform (including makeup, jewellery, haircut, nose ring/studs). Male students Hair must be of one length with a maximum of 4cm. (Exclusion Notice)

Bringing and using electronic equipment and personal devices (as per mobile phone policy)

Distracting self-only & materials viewed is age appropriate and not illicit or inappropriate

Misuse of computer/tablet/laptop (refer to ICT use policy) – including playing games

Misbehaving at mosque (staff on duty to follow up)

Distracting others and their learning

Bringing Mobile Phones (including earphones) to school (*please refer to mobile phone policy for consequences/procedures*)

*\*This is not a complete list*



## 1<sup>st</sup> Offence

Verbal Reminder and/or Warning

Procedure of a minor incident – of the same offence

## 2<sup>nd</sup> Offence (of the same offence)

Verbal Warnings and note in Diary to Parents. An SMS is to be sent by the secretary to the parents

## 3<sup>rd</sup> Offence (of the same offence)

Recess/Lunchtime detention by staff and an sms sent to the parents by the secretaries.

## 4<sup>th</sup> Offence (of the same offence)

The student is now dealt with by the Level Coordinator Team, consequences will include; detention and/or exclusion from camps and excursions

Students may be deducted 1 point from their merit score by the Level Coordinator.

- If students are still breaching a minor then they will be asked to see the Head of Secondary and will be placed on an Improvement Plan. Failure to follow the improvement plan may result in students being placed on a behaviour contract and may result in expulsion.***





### Medium category – students may lose 5 point from their merit scores

Vandalism (graffiti without involving extremely rude symbols or phrases and extent of damage is relatively small )

Unauthorised access to rooms (other than speciality rooms)

Consistent blatant defiance and rudeness (inc. swearing) towards other students

Behaviours resulting in health and safety issues without an injury

Unauthorised fundraising/income generation

Cheating on school assessed work/forgery (forging parent's or teachers' signature/ Using another student's diary without their consent/knowledge )

Bullying (e.g. Name calling) be it in the real or virtual world ( cyber bullying )

Concealing information to protect somebody who has seriously breached a school policy

Being present in an area not meant for them (boys/girls area, primary area, bus and car park area etc)

Buying and selling of unauthorised merchandise at school for personal gain

Wagging class within the school grounds – including mosque, health room and class

Misuse of computer/tablet/laptop (refer to ICT use policy)

Lying which may result in a threat, risk or safety issue to staff or peers which connects to a major or extreme investigation

Leaving class without permission

Plagiarising other students work

**Please note : The 4th medium becomes 1 major**

**Please note:** \*students may be excluded from extra-curricula activities if receiving a consequence



## Procedure of a Medium Incident

### 1<sup>st</sup> Offence

Recess/Lunch time detention and an sms to parents by the secretaries.

Students may be deducted 5 point from their merit score by the SWB team

### 2<sup>nd</sup> Offence

After-school detention and written advice to parents. Provide counselling if needed.

Students may be deducted 5 point from their merit score by the SWB team.

### 3<sup>rd</sup> Offence

Internal Suspension (counselling and/or Imam consultation if needed)

Students may be deducted 5 point from their merit score by the SWB.

### 4<sup>th</sup> Offence

Behaviour is now treated as a first offence in the major category. The student is now referred to the Head of SWB

Students may be deducted 10 point from their merit score by the Head of SWB.

If a student commits their 8th medium then they will be placed on a behaviour contract.



**Major category – students may lose 10 points from their merit scores**

**Leaving school grounds without permission**

**Driving into school alone (not accompanied by an adult)**

**Unauthorised access to specialty rooms or undesignated facilities**

**Stealing, accessing or using a student members property without permission**

**Physically touching and harassing a peers that clearly breaches acceptable interaction general**

**Smoking including e-cigarettes**

**Watching, encouraging, cheering and photographing/video-recording and/or**

**Uploading a fight onto social media - without making any effort to stop the fight or informing an authority figure**

**Inappropriate boy/girl interaction including on social media**

**Participating in a fight or any form of disruptive public behaviour that can turn into a group fight or disrupts the public peace**

**Unauthorised fundraising that may include fraud and self-gain**

**Bullying of a serious nature involving acts of racism, discrimination, persistent name calling, public humiliation, be it in the real or virtual world. Physical bullying disguised as an accidental pushing and shoving and encouraging others to do the same**

**Tampering with school safety equipment such as fire extinguishers, fire hydrants, Smoke alarms and first aid kits that can potentially create life threatening situations. This includes putting staff and/or students at risk. (To use discretion whether medium or major)**

**Physical contact – pushing and shoving but with physical injury and confined to a small group of students between 2-3 people, this includes physical play fighting**

**Materials are of concern in nature (pornographic or extremely violent)**

**Encouraging dissent among the Muslim Ummah by promoting different ideologies (Sectarianism & Mathahib)**

**Hacking**

**Behaviours resulting in health and safety issues without an injury**

**Blatant defiance and rudeness (inc. swearing) to any staff or adult**

**Please note: The 3<sup>rd</sup> Major becomes an extreme**

**Please note:**\*students may be excluded from extra-curricula activities if receiving a consequence

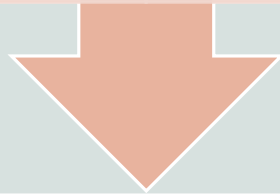


## Procedure of a Major Incident

### 1<sup>st</sup> Offence

At least one day external Suspension. Students may be asked to see a counsellor. SWB to prepare letter for the HOSWB to review

Students may be deducted 10 points from their merit score by the SWB.



### 2<sup>nd</sup> Offence

At least two days external suspension with counselling. SWB to prepare letter for the HOSWB to review. Students will be placed on a **Behaviour Contract**

Students may be deducted 10 points from their merit score by the SWB



### 3<sup>rd</sup> Offence

**This now becomes an extreme Procedure. Students will be asked to stay home pending an expulsion decision.**



Extreme category –immediate expulsion

Sexual harassment (including inappropriate physical or verbal jokes/pranks)

Extortion

Possession of weapons for example penknife, slingshots, potato gun and laser guns

Stealing, accessing or using a staff members property without permission

Physically touching and harassing a staff that clearly breaches acceptable interaction general

Engaging in illicit boy-girl relationship on school grounds or using school facilities to further this relationship even if it is consensual including nudity (inc social media)

Possessing and using, sharing and selling illicit substances including posting this on social media (drugs and alcohol )

Gambling: participating and initiating involving money or property.

Engaging in dangerous and disruptive behaviours in public that can create dangerous situations e.g. Illegal public assembly, participation in group fights, instigating, planning and orchestrating a group fight for public spectacle

Promoting terrorism or participating in terrorism even if it is outside the school.

Misusing electronic equipment and social media involving elements of fraud and illegal activities such as identity fraud (victim may include students or teachers) bullying, harassing, defaming

Cheating during major and national exams

Serious prank calls and hoaxes. (Example involving bomb scares and any form of intimidation that threatens life and limb).

Bullying of staff and students of a serious nature involving acts of racism, sexual harassment, discrimination, persistent name calling, public humiliation be it in the real or virtual world. Physical bullying disguised as an accidental pushing and shoving which is persistently committed over an extended period of time and encouraging others to do the same (causing immediate and prolonged stress which inflicts social, emotional and psychological damage)

Harassing staff after hours, including the physical or on social media.

Any physical altercations that could result in serious harm (inc king hit/coward punch)

Using everyday objects with the intent to hurt someone

Any form of pre-arranged group fights including bringing the school into disrepute