



BEHAVIOUR MANAGEMENT POLICY & PROCEDURE

PREFACE

The Australian International Islamic College is committed to the positive enforcement of a safe learning environment for all students. We value a strong partnership between parents, teachers, the College leadership and the student and believe that working together we can produce Islamic scholars of the highest calibre. The policy encompasses Core Values and operational process to improve the consistency and transparency of school processes in improving student behaviour.

PURPOSE

Australian International Islamic College is committed to the safety and welfare of its students, families and staff. The purpose of this policy is to provide an education through a safe, positive environment which each student can, to the best of their ability develop academic, creative, personal, physical and social skills and attitudes to function at school and in the wider community. A whole school approach to behaviour management is based on a consistent approach and shared values between all stake holders. By providing students with opportunities to develop and practice appropriate behaviours, self-control and resilience through a whole school approach where we lead the Positive Behaviour Curriculum to teach appropriate social skills

SCOPE

The policy applies to all students of AIIC, across all campuses. This policy applies when they are on campus, travelling to and from the College, when they are off-site on excursions or camps and at any time when students are representing the College.

Approved By: Principal

Status: Approved

Contact: Heads of School

Reviewed | April 2021

Date Approved: May 2020

Next Review Due: Dec 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

VALUES

The culture of the school is inherently linked to aspects of the behaviour management processes. The Behaviour management processes revolve around 5 core values deemed essential by all stakeholders of our school community.

The core School Values include:

Learning

Creativity

Respect

Self Confidence

Service

Integrity

SCHOOL CODE OF CONDUCT

Members of the school community have a responsibility to:

- Be punctual, prepared and well presented for class.
- Display respect, courtesy and consideration for others.
- Work responsibly and diligently on all activities.
- Respect personal possessions and school property.
- Work in and maintain a quiet, orderly and safe environment.
- Encourage pride in their school.
- Work and learn without interfering with the rights of others

RIGHTS & RESPONSIBILITIES

All students have rights when they attend AIIIC, and they also have responsibilities

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
The right to work and learn without being disrupted by others.	No one should interfere with any other student's learning
The right to take part without fear of ridicule or intimidation.	Everyone should treat each other with courtesy and respect.
The right to work and learn in a clean safe environment.	Everyone should strive to keep the classrooms, school and its grounds safe and clean.
The right to have his or her individual and shared property respected.	Everyone should treat other people's property and shared property with respect.

STAFF ROLES AND RESPONSIBILITIES IN STUDENT BEHAVIOUR MANAGEMENT

Australian International Islamic College has adopted a whole-school approach to student behaviour management. To maximise the effectiveness of this approach, the following roles and responsibilities are accepted by staff.

Classroom Teachers are responsible for:

- Creating a positive classroom environment, reinforcing appropriate behaviour by encouragement, and praise. The additional use of Letter of Commendation and record of positive behaviour incidents on TASS.
- Being familiar with and implement classroom management practices and procedures, which reflect current good practice.
- Being aware of the school and classroom rights and responsibilities and the rules and display them in the classroom.
- Being consistent in their approach and fair in application of behavioural consequences.
- Focussing on the student's behaviour rather than the student.
- Allowing students the opportunity to participate in the formulation of the classroom rules. Rules should complement all the stated rights of the school community.
- Emphasising the resolution of difficulties and conflict.

- Completing a Pastoral Care Report in TASS whenever there are behavioural incidents or problems requiring resolution.
- Following up behaviour management issues including parent contact via phone call, email or message.

COMMUNICATING WITH PARENTS

The College is committed to maintain open communication with parents and members of the community. This means that parents can expect to be communicated with in the instances when their child falls below our College expectations. Further, parents will be notified if their child is the subject of an investigation for a serious breach of our College expectations

BEHAVIOUR AND DISABILITY

Australian International Islamic College acknowledge that students with a disability may exhibit behaviors that breach school codes and policies, but are the result of the disability. As such, Heads of School and the Principal will exercise discretion and compassion when dealing with students with a disability

ATTENDANCE

Whilst not a stand alone behavioral issues, it is an expectation that students attend the College regularly, and attend classes as scheduled. Unexplained absences are recorded and may constitute a behavioral infraction. All extended absences must be accompanied by a medical certificate and/or have prior approval from the Principal.

NATURAL JUSTICE

The College is committed to ensuring a fair and just process where allegations of misconduct are made.

Allegations may be made by students, parents, teachers or Heads of School.

In all instances, allegations are treated as allegations only, until such time that the facts of the matter can be established. For this reason, allegations of a serious or complex nature will be investigated thoroughly.

Minor matters

In minor matters, a teacher or Head of School may determine that a student has behaved in such a way that falls below our expectations and is in breach of our Values. In these cases, the student will be issued with a logical consequence for this behaviour. Logical consequences are designed to teach students, not to punish them.

Examples of minor, or simple breaches of College expectations may include but not limited to:

- Littering
- Being late to class
- Being unprepared
- Talking in class
- Wearing the uniform incorrectly
- Using disrespectful language
- Minor breaches of IT protocols
- Misbehaving during Salah
- Vandalism

Serious and/or complex matters

Where a student is alleged to have been involved in a more serious breach of our College expectations, or where the case is more complex, the College will initiate an investigation. This investigation is designed to gather the facts of the case, to give all parties an opportunity to respond and for the Head of School to make a determination of the Outcome. During an investigation of this matter, parents will be communicated with where appropriate.

Interim measures

During an investigation of a serious breach of College expectations, interim measures may be imposed. These are not behavioural consequences, but rather interim measures put in place to ensure the safety and integrity of all parties. Interim measures may include

- Instructing students not to communicate
- Moving students to different classes to avoid contact
- Having students work out of the Student Engagement Office
- Asking students to work from home

Examples of serious, or complex breaches of our College expectations that may require an investigation include

- Bullying and/or harassment
- Violence towards a student or staff member
- Malicious truancy
- Theft
- Being in possession of banned items
 - Tabaco products
 - Drugs
 - Alcohol
 - Weapons
 - Sexually explicit material
 - Other banned items as identified by the College
- Any form of criminal offence
- Inappropriate messages
- Swearing
- Disrespectful behaviour towards staff
- Repeated and malicious behaviour

CONSEQUENCES

Where a child has been found to be falling short of our College values, and in breach of our expectations, either singularly or repeatedly, the college will impose logical consequences. These consequences are designed to not only teach the child how to behave, but to ensure all other students have their rights protected.

Examples of consequences that may be issued include

- A litter duty or lunch time detention
- Formal counselling with a Head of School
- Being placed on a Student Re-engagement plan
- Restorative Justice practices aimed at remedying situations of bullying and harassment between students
- In-school withdrawal, where students work in an alternative environment
- Loss of school privileges, such as loss of free time and break times, or not attending an excursion or event
- In-school suspension, where students are supervised in the Student Engagement Office where their behaviour indicates they cannot be a part of the regular school classroom
- External suspension, where students are not permitted to attend the College for a period of time following serious breaches of College expectations, acts of violence or serious behavioural infractions
- Termination of enrolment

PRIVACY & CONFIDENTIALITY

The students of AIIC have a reasonable expectation that their privacy and confidentiality is preserved by the College, as is legislated. The College is committed to enforcing our own Privacy policy, in line with legislation.

This means that we will only discuss your child with you. Similarly, parents can feel comfortable knowing that their child will not be discussed with other parents. This position excludes situations of serious child safety, or where the College must communicate with external parties such as the Police.

In situations of a serious breach of College expectations, where a child has been victimised, parents can expect to be communicated with to explain

- That the matter has been investigated

- What the outcome of the investigation was
- That the student/s who victimised their child have been issued logical consequences.

We ask that parents respect our position as a College and not attempt to direct or dictate what those consequences should be. As an institution of learning, we believe that children can learn from their behaviour and will endeavour to help children learn, not simply punish them.

SUSPENSION OF ENROLMENT

A student may have their enrolment at the College suspended. This may be internally or externally. Suspension of enrolment is taken where the behaviour of the student puts others at risk, or where their repeated behaviour indicates an unwillingness to abide by our College values.

Where a student has their enrolment suspended, parents will be communicated with in writing, and must come to collect their student immediately.

Following suspension, students must attend a **Re-entry meeting** with their parent and a respective Head of School. This meeting is designed to ascertain the student's suitability to return to the College. If a student demonstrates by their behaviour and attitude that they are not ready, their suspension will be extended.

It may be determined that following an external suspension a child will transition to class gradually and will be placed on a Student Re-Engagement card.

TERMINATION OF ENROLMENT

Where a student's behaviour is so severe, dangerous or in such serious violation of our College expectations, their enrolment may be terminated. The termination of a student's enrolment is at the sole discretion of the Principal.

Where a student engages in criminal behaviour, serious or repeated violent behaviour, serious or repeated bullying and harassment or where their behaviour demonstrates a repeated and malicious intent to defy our College Values, the Principal may make a determination to terminate enrolment.

In these rare instances, the child will first be suspended, pending termination. This allows for a thorough review and consultation regarding the child and their behaviour. During this time, the student is not permitted to attend the College. Following this review, the Principal will make a decision regarding termination and this will be communicated in writing.