

Discipline Policy 2015



The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the BOSTES for registration of the school.

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RATIONALE

Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment. All children have the right to learn and each teacher to teach in a safe, caring and orderly learning environment so that students will reach their full potential.

AIMS:

- To build a school environment based on positive behaviour, mutual respect and cooperation
- To manage poor behaviour in a positive and professional manner.
- To establish well understood and logical consequences for student behaviour

Al Hikma College has imbedded and maintained a school discipline code. Students are expected to meet the school's Discipline Code in classrooms, the playground, representing the school and while travelling to and from school.

The school rules are:

- Be truthful
- Be respectful
- Be kind
- Do your best, work hard
- Understand and follow rules

Class Rules

Good lesson preparation, engaging lessons, a pleasant learning environment, established routines, firm but fair behaviour management strategies act as deterrents for unacceptable student behaviours. Positive feedback and praise of exemplary behaviours are significant reinforcers.

Students must follow a set of class rules which are developed by the students with the assistance of the class teacher in the first week of teaching. These class rules can be used throughout the year reminding students that they were the ones that put these rules in place.

There may occur instances where student behaviour is intractable despite teachers' best efforts. In such cases the teacher must consult with the coordinator, or in more serious cases, the principal, to;

- Check that the program is meeting a student's individual needs
- Meet with parents / guardians
- Address health issues, if identified
- Raise concerns at grade or/and staff meetings
- Follow school discipline procedures

Playground Rules

Al Hikma College has a set of playground procedures and rules, these include:

- No aggressive behaviour including swearing, hitting or biting
- No bullying
- No Hat, No Play
- Do not play while eating (students must eat first before they are able to play)
- Keep ball out of no-ball areas
- Be kind and inclusive of your fellow students
- Play safely
- Keep within the playground area (remain out of corridors and out-of-bounds areas)

Playground Supervisor Roles and Responsibilities:

Teachers on duty are expected to:

- Be conversant with the disciplinary system
- Be prompt to duty
- Always carry a loud hailer and a first-aid bag
- Send injured students to first aid office in cases where injuries cannot be treated by the supplies in the first aid bag
- Circulate the playground and be aware of students
- Acknowledge and follow up complaints or concerns communicated by students

In the event of student misbehaviour, depending on the nature of the deed, teachers should:

- Send child/children to sit on a time-out bench
- Major incidences must be reported to the classroom teacher and principal (and documented)
- If children are fighting, send a runner to the staffroom for assistance; try to defuse the situation but do not put yourself at risk and send audience away
- Complete an *Incident Report* form (copy to class teacher, copy to office)

Whole School Reward Systems

While teachers utilise various behaviour management strategies, the following table describes the College's whole school approach to positive reinforcement:

Name	Colour	Value	Collection and Administration	Notes
Reward Card	Various		Administer to students where earned, e.g. class, prayer, playground, excursion	Reward card template to be given to teachers to copy
Merit Award	Blue	15 Reward Cards	Morning Assembly (once a week)	Merit Award template to be given to teachers to copy
Bronze Award	Bronze	30 Reward Cards	Morning Assembly (once a week)	Bronze Award template to be given to teachers to copy
Silver Award	Silver	50 Reward Cards	Morning Assembly (once a week)	Silver Award template to be given to teachers to copy
Gold Award	Gold	75 Reward Cards	Morning Assembly (once a week)	Gold Award template to be given to teachers to copy
Principal's Award	Special embossed paper (platinum)	100 Reward Cards	Morning Assembly (once a week)	

Dealing with Bullying

Bullying is a form of aggressive behaviour which is usually hurtful and deliberate; it is persistent and involves a power imbalance. The underlying motive of most bullying behaviour is an abuse of power and a desire to intimidate and dominate. Bullying may involve kicking, hitting, use of force, teasing, making rude gestures, name-calling, and exclusion.

The school adopts a **zero tolerance approach to bullying**. Any cases of bullying are to be referred immediately to the principal who will follow through with the appropriate disciplinary action.

Corporal Punishment

In line with government legislation *Corporal Punishment* is totally prohibited at Al Hikma College. In addition, the school does not sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline at the school. Any incidents of corporal punishment carried out by non-school persons, that the school is made aware of, will be immediately reported to the relevant authorities.

Procedural Fairness

In its procedures this policy seeks to achieve the highest level of *procedural fairness* to all members of the school community in accordance with the legislation. The imposition of penalties including suspension, expulsion and exclusion, adhere to the 'hearing rule' and students are given the right to an 'unbiased decision'. That is, persons involved in cases where allegations of misconduct have been made have the right to:

- know the allegation related to the 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
- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker

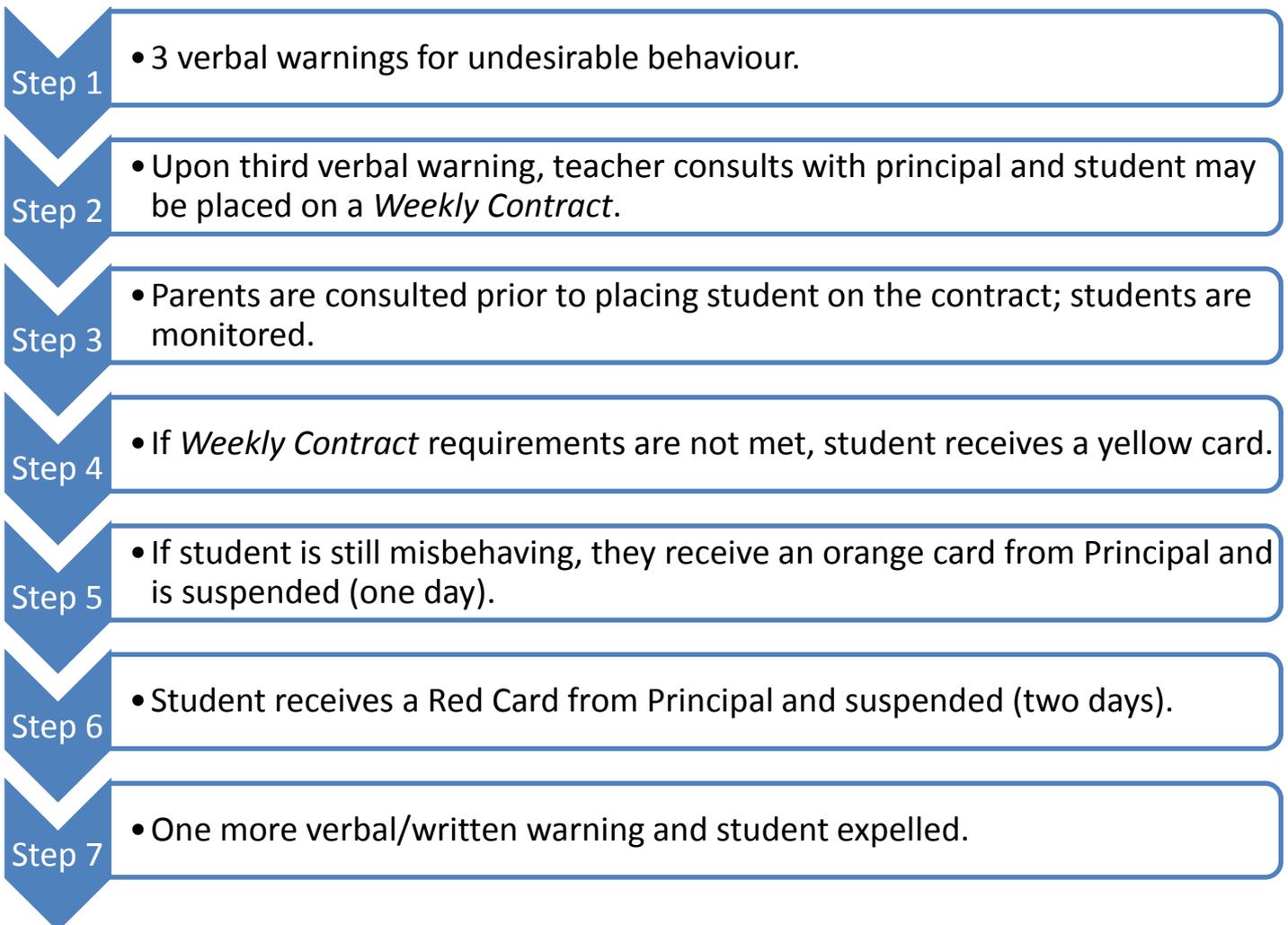
The school's policies and procedures are made available to students and parents/caregivers relating to disciplinary matters upon enrolment in the Parent Handbook and student diaries (given annually).

The principal conducts an investigation into matters where allegations have been made and, based on a thorough investigation, reasonably and objectively makes a decision as to the consequences. Parents are invited to attend interviews where the matter is discussed further. The key points of the interview/discussion are noted and saved onto the school's database.

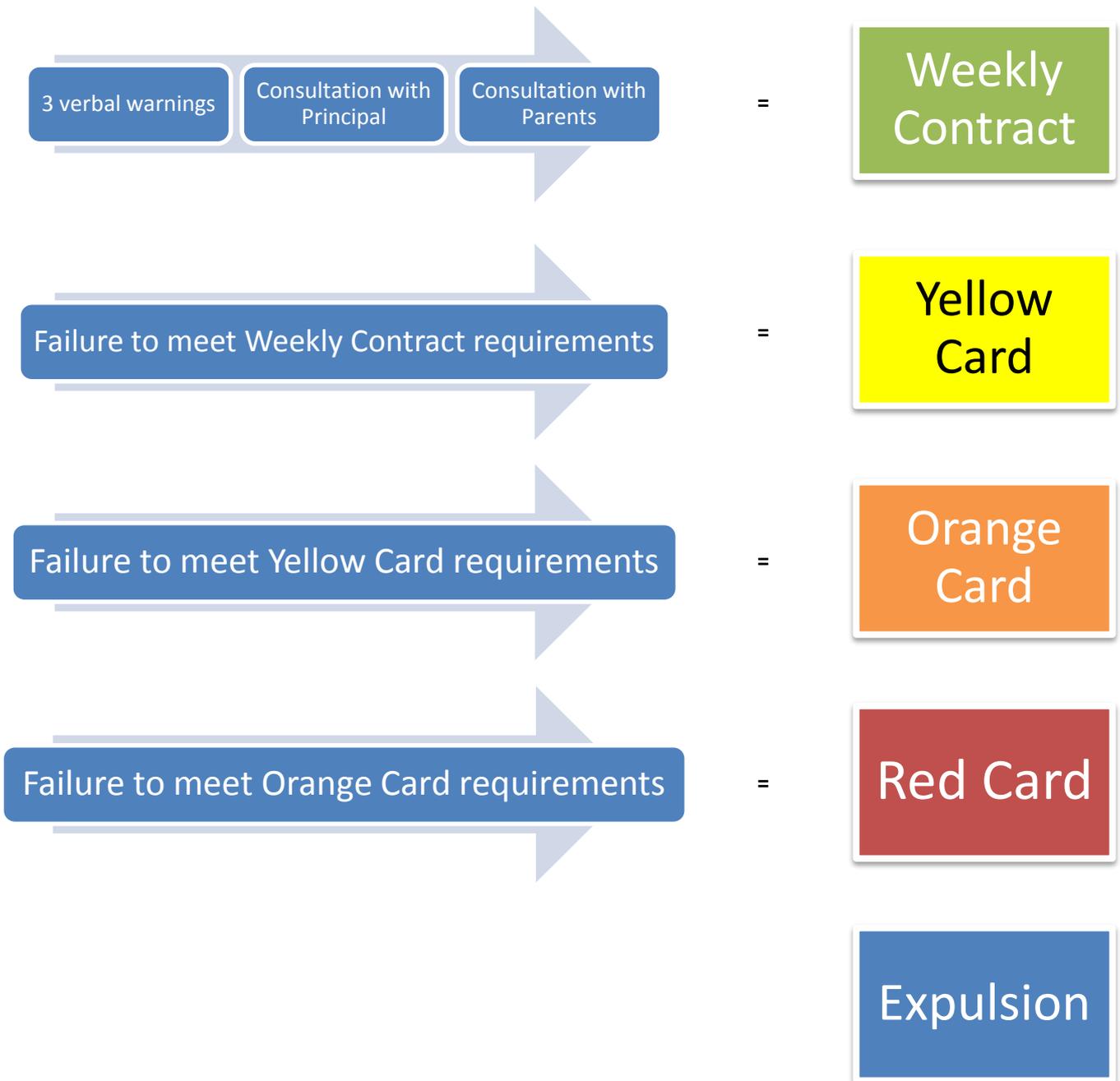
Guidelines for Teachers Dealing with Discipline

Although each class teacher has their own way of disciplining students in their respective classrooms, there is a singular system that encourages both positive and negative reinforcement strategies to develop correct behaviours in students. All classrooms need to develop their own strategies. Unfortunately, behaviour in some students can sometimes get out of hand in the classroom or playground, especially as there are so many contributing factors leading to inappropriate behaviour in a student's life.

Hence, the following is a table for teachers and staff to follow when preventative disciplinary tactics are not helpful to the student, teacher or class.



Graphical Representation of the Discipline Policy



Exemptions:

Below is a list of behaviours that are exempt from the outlines process and alternatively require automatic incident report and possible immediate suspension.

Automatic Incident Report

- Severe harm towards a student
- Evident bullying
- Stealing
- Compulsive swearing
- Verbal abuse towards teachers and/or peers
- Violent behaviour or outbursts

Automatic Suspension (Refer matters to the Principal)

- Hitting the teacher
- Lighting fires
- Sustained damage to school property
- Distributing pornography
- Sexual or violent abuse of other students
- Possession of a suspected illegal substance
- Possession of a weapon
- Other types of extreme negative behaviour (at the discretion of teachers and executive staff).