



# STUDENT DISCIPLINE POLICY

## 1 DISCIPLINE POLICY

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Student Discipline Policy sets the framework through which Minaret College manages student behaviour and discipline.

## 2 SOURCE OF OBLIGATION

The Victorian Registration Standards (s 4.3.1(6)) require that our policies relating to the discipline of students are based on principles of procedural fairness and must not permit corporal punishment.

## 3 PROHIBITION OF CORPORAL PUNISHMENT

It is our policy that corporal punishment is prohibited.

**The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.**

## 4 BEHAVIOUR MANAGEMENT

Minaret College seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour.

- Strategies for developing this culture include:
- clearly setting expectations with respect to student behaviour
- establishing specific teaching and learning programs
- communicating expectations with the wider school community
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards
- maintaining records with respect to student behaviour.

## 5 PROCEDURAL FAIRNESS

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

- a) The principles of procedural fairness include the right to:

- b) know what the rules are, and what behaviour is expected of students
- c) have decisions determined by a reasonable and unbiased person
- d) know the allegations that have been made, and to respond to them
- e) be heard before a decision is made
- f) to have a decision reviewed (but not so as to delay an immediate punishment).

Minaret College is committed to ensuring procedural fairness when disciplining our students.

## **6 THE RULES AND EXPECTED STANDARD OF BEHAVIOUR**

Students are expected to abide by the rules of the College, and the directions of teachers and staff.

Examples of written rules that students are expected to follow are dealt with in:

- a) Bullying Prevention & Intervention Policy
- b) Cyber Safety Policy
- c) Information & Communication Technology Policy
- d) Drug and Alcohol Management Policy
- e) Attendance Policy
- f) Student Promotion Policy

## **7 CONSEQUENCES**

There are a range of consequences that students will face if they breach school rules, or are disobedient. These include:

- warnings or reprimands (verbal and written)
- cancellation of privileges
- withdrawal from school activities
- lunch time detentions
- after school detentions
- internal suspensions
- suspension
- expulsion

In ordinary circumstances, removing a student from the classroom and continuing to teach the class results in inadequate supervision, and is not an appropriate consequence or classroom management strategy.

A decision to suspend a student may be made by the Head of School (HOS) after a recommendation by the Student Wellbeing Specialist.

A decision to expel a student may only be made by the Executive Principal upon a recommendation by the Head of Campus (HOC).

## **8 INCIDENTS AND CONSEQUENCES**

The College categorises incidents into four levels based on the severity of the behaviour. Consequences are then applied to each level. The below tables outlines examples of behaviours in each level and the consequences applied.

**8.1 LEVEL ONE**

<b>Behaviours</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Littering</li> <li>• Loitering</li> <li>• Lateness to class, school and/or prayer</li> <li>• Violation of dress code without valid reason</li> <li>• Running in the halls at any time</li> <li>• Wearing jewellery, make up and nail polish</li> <li>• Wearing gel, mousse, or any other hair product</li> <li>• Ignoring homework and assessment</li> <li>• Lack of participation in classroom activities</li> <li>• Disrupting classroom activities and teachers (first time)</li> <li>• Constant talking in class and/or in the mosque</li> <li>• Eating/drinking in class without teachers permission</li> <li>• Not having a student diary</li> </ul>	<ul style="list-style-type: none"> <li>• Warning (first time)</li> <li>• Note to parents in the students' diary or through online platform</li> <li>• Students with unacceptable hairstyle or uniform may be required to be sent home</li> <li>• Community work</li> </ul>

**8.2 LEVEL TWO**

<b>Behaviours</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Repeated level one incidents (more than once)</li> <li>• Absenteeism without a valid excuse</li> <li>• Truancy and skipping classes</li> <li>• Coming late to school repeatedly and without a valid reason</li> <li>• Using a mobile phone during school hours without prior permission from the teacher</li> <li>• Using laptops without permission/not following laptop guidelines</li> <li>• Repeated lateness to class or prayer</li> <li>• Leaving the classroom without permission</li> <li>• Being outside the classroom without permission</li> <li>• Misbehaviour in camps, excursions and incursions</li> <li>• Any act of behaviour that is not considered Islamic</li> </ul>	<ul style="list-style-type: none"> <li>• Parent may be invited to school to discuss the case. The student will be put on a behaviour contract/Internal Reflection/External Reflection/Reflection Day at Home/Suspension for a specific period. The daily behaviour sheet should be signed by all teachers for every period and then by the Year Level Coach at the end of the day</li> <li>• Community services for a week</li> <li>• Suspension of recess/lunch privileges</li> <li>• Suspension from class for part of a day for up to 2 days</li> <li>• Suspension from school for up to a week</li> <li>• Mobiles will be kept with the Year Level Coach until returned to parents. If it happens the second time the mobile will be kept until the end of the term with the Wellbeing Specialist/Head of School</li> <li>• Laptops will be kept with the Wellbeing Coach overnight (first time). If it happens a second time, the laptops will be kept with the Year Level Coach until returned to the parents</li> </ul>

**8.3 LEVEL THREE**

<b>Behaviours</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Repeated level two incidents (more than once)</li> <li>• Misbehaving during prayers</li> <li>• Repeated disruptive behaviour in class after several warnings</li> <li>• Failure to comply with instructions</li> <li>• Disrespect towards teachers and staff including subordination, pranks and lying to school personnel</li> <li>• Inappropriate relationships among students which are against Islamic values</li> <li>• Defamation of character</li> <li>• Misbehaviour in the bus towards the bus driver, students or causing a nuisance to the public</li> <li>• Using vulgar or abusive language, cursing or swearing</li> <li>• Use of profanity, orally, in writing or online</li> <li>• Misuse of lab materials and facilities</li> <li>• Stealing</li> <li>• Cheating/plagiarism</li> <li>• Misbehaviour that damages the school reputation camps, excursions and incursions (major)</li> <li>• Any act or behaviour that is not considered compatible with the Islamic ethos of the school</li> <li>• Selling, using, transmitting or possessing obscene material in hard or soft copies</li> <li>• Engaging in lewd and inappropriate behaviour or misuse of electronic media in any form</li> </ul>	<p>All level three incidents will be considered a threat to the school community since they affect the offender and his family, the victims and their family, the students in the school and their families, the staff members and the community at large. It also affects the reputation of the school in a negative manner.</p> <p>Parents are informed of the offence, in addition to suspension from school up to a week, followed by counselling.</p> <p>In case the offence is repeated, students may face expulsion (see suspension and expulsion policy). In some cases, students will be asked to leave the school after one serious offence. IN that case, the student, the parent, the Head of Campus, Head of School and Wellbeing Specialist will meet to discuss the case. Each case will be considered in light of Minaret College policies and investigated with procedural fairness.</p>

**8.4 LEVEL FOUR**

<b>Behaviours</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Subsequent instances of Level Three or any misconduct while on conditional enrolment</li> <li>• Any form of physical fighting including pushing, shoving or hitting others</li> <li>• Bullying, cyber bullying or intimidating and threatening others physically or verbally at school or through any electronic media inside or outside school</li> <li>• Possession of prohibited items including drugs, alcohol, cigarettes, vape pen or knife (including imitation items)</li> <li>• Smoking or vaping</li> <li>• Graffiti/vandalism or damaging school property or the property of others</li> <li>• ‘Sexting’ using any electronic media inside or outside school post a photo or video recording on social media, which includes Minaret College name, logo, uniform, facilities, Minaret College students or staff and has the potential to cause reputational damage to the College;</li> <li>• Wilful and deliberate inappropriate relations between students</li> </ul>	<p>Due to their serious and often pre-meditated nature of these incidents, after procedural fairness of an investigation, if the student is identified to have engaged in a Level Four incident, the consequence will be expulsion (see Suspension and Expulsion Policy).</p>

**9 PROCEDURES FOR SUSPENSION AND EXPULSION**

Minaret College has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to our Suspension and Expulsion Policy.

**10 INDIVIDUAL BEHAVIOUR MANAGEMENT PLAN**

Individual behaviour management plans may be made in certain circumstances.

Behaviour Management Plans will be negotiated between school staff, students and parents/guardians, and will consider the student’s:

- a) age
- b) developmental needs
- c) behavioural context.

Desired behaviour/goals of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

The College will refer the student to other support available and review, assess, change and modify the plan as needed.

## **11 IMPLEMENTATION**

This policy is implemented by:

- a) staff training and professional development opportunities in behaviour management
- b) communicating this policy to the College community
- c) monitoring the effectiveness of the policy
- d) reviewing and evaluating the policy annually.

These policies and procedures are communicated to staff, students, guardians, parents and the College community through:

- the College website
- the Staff information sessions
- school announcements or letters.

Minaret College has set up a series of compliance tasks to ensure that key obligations under the Victorian Registration Standards are managed effectively.

## **12 RELATED POLICIES**

- Suspension and Expulsion Policy
- Bullying Prevention & Intervention
- Drug and Alcohol Management Policy

## **DOCUMENT CONTROL**

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