



New Madinah College

Behaviour Management Policy

This policy addresses issues in relation to:

Section 3.7 (Discipline) of the Registered and Accredited Individual Non-government Schools (NSW) Manual)

POLICY

Any student who is believed to be in breach of the discipline policy or is displaying continual offensive behavior may be subject to actions under the discipline policy.

- (1) In this policy, breach of discipline means:
 - a. Conduct that impairs the reasonable freedom of any person (whether or not a student) to pursue his or her studies or work with New Madinah College or on the premises of the school.

- (2) A student commits breach of discipline if the student does any of the following:
 - a. Assaults or threatens to assault a person,
 - b. Engages in any offensive conduct or any unlawful activity,
 - c. Removes, damages or uses any property of New Madinah College without having permission from the organization or member of staff,
 - d. Obstructs a member of staff in the performance of the member's duties,
 - e. Willfully disobeys or disregards an order or direction of a member of staff, including a direction regarding appropriate behavior or safety,
 - f. Commits or engages in any dishonest or unfair act in relation to an examination or other form of academic assessment,
 - g. Discriminates against a person on the grounds of the person's age, race, sex, physical or intellectual disability or religion,
 - h. Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of age, race, sex, physical or intellectual disability or religion of the person or members of the group.

- (3) Conduct does not cease to be a breach of discipline merely because it takes place elsewhere than on the premises of New Madinah College.

- (4) For the avoidance of doubt, a breach of discipline may be committed by an act that involves:
 - a. A communication in person or in writing or by telephone or other telephonic or electronic means, or
 - b. A transaction using electronic, digital or other means of media.

- (5) For the purposes of this clause: **offensive conduct** includes any of the following:
- Spitting,
 - Littering,
 - Using offensive language,
 - Being under the influence of alcohol,
 - Being under the influence of a drug (other than medication that has been prescribed by, and taken in accordance with the instructions of, a registered medical practitioner).
- (6) **Unlawful activity** includes any of the following:
- Using, possessing or supplying any prohibited drug, substance or weapon,
 - Stealing the property of another person.
- (7) A member of staff who believes that a student has committed a breach of discipline:
- Must, as soon as practicable, report the alleged breach to a Teacher, Team Leader or Principal, and
 - May suspend the student from attendance at the school for the remainder of the day on which the alleged breach occurred, or until a decision can be made regarding the consequences of the breach.

7 STAGES OF DISCIPLINE

New Madinah College believes in allowing students the opportunity to learn by their mistakes. The College practices the Positive Behaviour for Learning strategy in managing minor classroom misbehaviours. Should a student persist in breaching the guidelines of the school there are **7 Stages of Discipline** that can be progressed through.

Note: Lower Primary students move up to stage 3 in discipline only. The Principal and/or Assistant Principal at his/her discretion may move a student beyond stage 3 if they see necessary.

- 1st Stage – One Day Detention:** A one day lunch detention and an Intervention Agreement (Appendix 1) or the writing of lines completed with the student during lunch detention. A second one day lunch detention follows if the student continues to breach school guidelines.
- 2nd Stage – 3 Day Detention** - A 3-day detention and a phone call to the parent/guardian outlining the areas of breach in school guidelines. 3 consecutive lunch detentions served.
- 3rd Stage – 5 Day Detention** - An interview involving the student, parent/guardian, Class Teacher and Principal. 5-consecutive day lunch detentions served.
- 4th Stage – After-School Detention** – The fourth stage will include:
 - A phone call to parent informing them of the after-school detention.
 - 2 consecutive days of 45-minute after school detention served.
 - If a student continues to breach school guidelines this stage of discipline can be adopted up to 2 consecutive occasions before reaching stage 5 in discipline.
- 5th Stage – Exclusion** - The fifth stage will include:
 - Verbal confirmation of fifth stage process to student by Teacher and Principal
 - Exclusion of student in school which involves student being segregated from peers in class and during breaks. Student is to report to the Head Teacher before and after school.

- c. This stage of discipline can be adopted up to 3 separate occasions the first being a 1 day exclusion then a 2 day then 3 day, before reaching the stage 6 in discipline.

(6) **6th Stage – 5 Day Suspension** - The sixth stage will include:

- a. Verbal confirmation of fifth stage process to student by Teacher and Principal,
- b. Suspension of student from school,
- c. Phone call to parent advising of suspension by Principal.
- d. An Incident Report will be made and filed in the students file.

(7) **7th Stage – Expulsion** – The seventh and final stage includes:

- a. Removal from school premises where necessary,
- b. Termination of placement report by Principal to be posted to student,
- c. Termination letter posted to parent/guardian,
- d. Administrator to send withdrawal notification form to DEC Home School Liason Officer.
- e. An Incident Report will be made and filed in the students file.

All documents to be printed in duplicate – one for parent, one for school. The standard response is that a student should not be suspended from school without firstly being notified of the possibility of this in writing.

When a student receives notification of the possibility of suspension from New Madinah College the Principal will contact the parents to offer inclusion of involvement in the increase support the student requires at this time.

Should students conduct themselves in a manner that constitutes a serious breach of discipline they can be suspended immediately with parental notification occurring as soon as practical after the fact.

Without a considerable breach of acceptable behavior, a student cannot be temporarily expelled from the school unless they have been firstly suspended.

We also believe finding innovative and flexible ways of assisting our students make any appropriate changes in their behavior or attitude. Some other possible strategies that could be beneficial include, change in timetable, exclusion from certain activities or excursions, a mutual respect contract, mediation, etc.

CLASSROOM BEHAVIOUR POLICY

5 Warnings System for Minor Misbehaviour

Misbehaviour offences are divided into two categories, minor offences and serious offences. For minor misbehavior offences, the 5-warning system will be implemented. Serious misbehavior offenses will be dealt with immediately by the Principal.

Minor Misbehaviour Offence*	Serious Misbehaviour Offence**
Distracting in Class or During Prayer Sessions	Swearing
Poor Effort in Work	Physical Violence
Mean/Teasing Another Student	Destroying Property
Not Respecting Class Property	Accessing or Downloading Material on the Computer Without Permission, like games etc.

Rude/ Disrespectful Behaviour	Leaving Class Without Permission
Uniform Infringement	Not Participating in Prayer Sessions
Leaving Seat without Permission	No Attempt at Homework
Incomplete Homework	

CLASSROOM BEHAVIOUR PROCEDURE

A whiteboard 'Behaviour Watch' chart will be placed in an allocated area in each classroom.

This 5 warnings system is to be implemented by **ALL** staff who are in each room in a consistent and fair manner. Teachers will give students a chance by giving them a verbal warning before it becomes a strike.

Teachers are not permitted to give double/triple strikes at the same time if they are very frustrated with the students' behaviour / conduct. Instead, warn students that if their behaviour does not improve within a reasonable time, then they will receive a strike.

Students are given 5 strikes on a rolling week basis, whereby strikes are removed from display at the start of the current day for the corresponding day in the previous week. Students will be aware that after the fifth strike has been given out, lunch detention follows. If a student is given 3 strikes in any given day, it will be treated as 5 strikes.

When a student has received 5 strikes on the Behaviour Watch chart the **5 Stages of Discipline** procedure is followed.

Students on detention are supervised by a teacher who will insist on silence. Students may be given a task to complete for the duration of the detention.

**Kindergarten will have their own classroom discipline for Terms 1 – 2, before preparing Kindergarten for the normal classroom discipline.*

***Serious Misbehaviour will result in an immediate arrangement for a parent and Principal interview whereby the disciplinary measure can be negotiated depending on the severity of the offence.*

CORPORAL PUNISHMENT

New Madinah College does not permit corporal punishment of students attending our school under any circumstances.

Corporal punishment includes the use of force, striking or withdrawal of basic life needs to be used as a form of punishment on the student.

The College and its staff are also not permitted to use corporal punishment regardless of whether the parent or caregiver has requested or given permission to do so.

The College also does not explicitly or implicitly sanction the use of corporal punishment by a parent or caregiver or any other non-school persons to reinforce any discipline actions implemented by the school or any disciplinary decision by a parent or caregiver.

PROCEDURAL FAIRNESS

Procedural fairness is a basic right of all individuals dealing with authorities. All members of the New Madinah College community have a legitimate expectation that staff will follow these principles in all circumstances, including when dealing with suspensions and expulsions.

Procedural fairness is generally recognised as having two essential elements:

(1) **The right to be heard** which includes:

- a. The right to know why the action is happening,
- b. The right to know the way in which the issues will be determined,
- c. The right to know the allegations in the matter and any other information which will be taken into account,
- d. The right of the person against whom the allegations have been made to respond to the allegations, and
- e. The right to an appeal.

(2) **The right of a person to an impartial decision** that includes:

- a. The right to impartiality in the investigation and decision-making phases,
- b. The right to an absence of bias in the decision maker

The decision-making process regarding a student's withdrawal or suspension of placement will be made in the first instance by the Teacher. If necessary the Principal will become involved as a part of the Appeals process.

As part of ensuring the right to be heard, the Principal should establish if parents or caregivers require an interpreter and, if so, make arrangements for one to be available. If required heads of school should also ensure that students and parents or caregivers have access to policies and procedures under which actions is being taken. Whenever a student is involved in a process involving school authorities regarding their future placement they have a right to have with them a support person, either from the school or of their personal choosing.

To ensure the elements of procedural fairness are met, it is appropriate to provide students and their parents or caregivers with details of all allegations relating to the incident. This usually will involve providing copies of any relevant statements. Should the Principal be of the view that it is not appropriate to provide copies of statements, for example, because of a fear that witnesses may be intimidated, full details of the allegations outlined in the statements should be provided.

APPEALS

- (1) Students and parents or caregivers who consider that correct procedures regarding the withdrawal of a student placement has not been followed, or that an unfair decision has been made, may appeal.
- (2) Appeals should be in writing, stating the grounds on which the appeal is being made. This should be done within 1 week of the decision to withdraw a student.
- (3) These details should be provided to the Principal and an appointment made with the Principal to discuss and decide the matter. The Principal will review the circumstances; hear from the student party and from the Teacher and attempt to make an impartial decision regarding the future placement of the student in question. The appeals process wherever possible will be finalized within 1 month of the student's original withdrawal date.

New Madinah College

Learning from My Mistakes Sheet



Date:

Class:

First Name:

Surname:

You have made choices that have caused you the need to stop and 'Think About It!'

Why have I been placed on detention?

During this time I was not being?

- Respectful Trustworthy **Because:**
 Responsible Safe
 Caring Honest

What should I have done instead?

What am I going to do to improve my behavior and make sure it never happens again?

How did my behavior make others feel?

Do I need to apologise to anyone? To who and why?

**Teacher on Duty
Signature:**

**Class Teacher
Signature:**

Once signed by the teacher on duty and class teacher please hand this sheet to Administration to be filed in the student's file.