

AL-AMEEN COLLEGE

DISCIPLINE POLICY & PROCEDURES

GUIDING PRINCIPLES

Al-Ameen College (Formerly Langford Islamic College) seeks to work in partnership with parents to develop socially responsible young people who take responsibility for their actions. Student wellbeing and the prevention of inappropriate behaviours will be enhanced through a focus on early intervention and prevention. The College believes that student behaviour is best managed through a restorative approach where wrongdoers are encouraged to reflect on their behaviour and learn from their mistakes, where discussions about misbehaviour focus on challenging the behaviour rather than labelling the student. In respect of this:

- Students receive positive guidance towards acceptable behaviour
- Corporal or other degrading punishment is not permitted at Al-Ameen College
- Behaviour management conforms to the principles of procedural fairness and allows for student reflection.

The Al-Ameen College Positive Behaviour Management Policy sets out the expectations of behaviour at the College. Positive Behaviour Management is the guiding philosophy that underpins our discipline management system and process.

SOURCE OF OBLIGATION

The WA Registration Standards (Standard 12) requires that Al-Ameen College ensures that it provides positive behaviour management and imposes such disciplinary measures as are required in accordance with published policies and procedures which are fair, consistent, and respectful.

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 by which Al-Ameen College manages student behaviour, discipline, and punishment.

STRATEGIES TO PROMOTE GOOD DISCIPLINE

Al-Ameen 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 behaviour expectations
- Establishing specific teaching and learning programs
- Communicating expectations with the wider college 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

The Al-Ameen College Values Matrix outlines the positive behaviour expectations across the key locations and domains of the College as aligned to our values.

		AT ALL TIMES	IN THE LEARNING SPACE	NON-CLASSROOM SPACES	IN ASSEMBLY	MUSALLAH	IN THE COMMUNITY	AT THE CANTEEN	SOCIAL MEDIA & TECHNOLOGY
FAITH	RESPECT YOURSELF, OTHERS AND THE ENVIRONMENT	<ul style="list-style-type: none"> Wear uniform correctly and with PRIDE Arrive on time Listen to and follow staff instructions Stay within supervised areas Use respectful language Be mindful of others Keep your hands/feet to yourself 	<ul style="list-style-type: none"> Line up quietly Have appropriate equipment ready Leave the learning space tidy 	<ul style="list-style-type: none"> Be responsible on the way to and from school Be responsible at school breaks Leave your environment clean and tidy 	<ul style="list-style-type: none"> Leave bags in designated areas Wear formal uniform with PRIDE Enter and sit quietly as directed Follow audience etiquette 	<ul style="list-style-type: none"> Arrive in a quiet manner Make sure your clothes do not have sand or mud on them Find your line and prayer to Rakat before you sit down Sit quietly without disturbing anyone around you If you need anything raise your hand to speak 	<ul style="list-style-type: none"> Be polite and courteous to others Be aware of other's privacy Respect yourself, your family name and the image of Islam in your behavior and conduct 	<ul style="list-style-type: none"> Leave bags in designated area Enter in a calm and orderly manner Line up quietly Join the line in order of arrival Leave the canteen after purchasing items Speak to the staff with polite manners 	<ul style="list-style-type: none"> Know that Allah can see you Only use technology in class with the teacher's permission Use technology within school guidelines Communicate in a positive manner Build a positive social media footprint Be aware of other's privacy Protect safety of yourself and others
	BEING HONEST & HAVING A STRONG ISLAMIC IDENTITY	<ul style="list-style-type: none"> Take responsibility for your actions Be honest about your behaviour Bring all equipment needed for the day Put litter in the bin Report inappropriate behaviour 	<ul style="list-style-type: none"> Be prepared to learn Return any resources you borrow Ensure your work is your own Use the school reference system for assessments Use the orange movement passes appropriately 	<ul style="list-style-type: none"> Being responsible by providing a good example of Muslims during excursions and incursions Always speaking appropriately and using the best language Always engaged and active listeners Being respectful to people and property Collect and return sporting equipment on time Collect correct passes as needed 	<ul style="list-style-type: none"> Move from assembly as directed 	<ul style="list-style-type: none"> Focus your thoughts on being thankful to Allah for the blessings you have Try and follow the way of the Prophet (s) in every step of the prayer to get full reward 	<ul style="list-style-type: none"> Represent the school positively Meet commitments Help others when you see them needing help 	<ul style="list-style-type: none"> Pay for all purchases Return any extra money received 	<ul style="list-style-type: none"> Report inappropriate use Report students uploading content of owners without the person's permission Only use your own account's Report damage to school devices in a timely manner
DISCIPLINE	SHOWING CARE & DETERMINATION IN EVERYTHING I DO	<ul style="list-style-type: none"> Be punctual Give your best effort every day Complete all tasks 100% attendance Attempt all tasks 	<ul style="list-style-type: none"> Complete all assigned work including missed work Plan assessment tasks so that they are completed before the due date Complete all tasks even when you believe it is difficult Have a growth mindset 	<ul style="list-style-type: none"> Take responsibility for your belongings Listening to warning bells and moving quickly to your lessons Use this time to go to the toilet Always follow the rules Choose behaviours that help others, not harm 	<ul style="list-style-type: none"> Sit in your class line as directed 	<ul style="list-style-type: none"> Remain quiet after the prayer ends and make the Zikr after prayer respectfully Make sure there is no mess left in the area you were praying and keep the Masjid clean Stand up when your row is called quietly and walk down in a straight line without harrang Be patient with those younger than you 	<ul style="list-style-type: none"> Complete all tasks whilst on work placement Participate in all activities Wear your school uniform with PRIDE Be prepared when representing the school 	<ul style="list-style-type: none"> Only handle the food you will buy Remain in line until served Have money ready before you take food 	<ul style="list-style-type: none"> Take care and keep your device clean Bring your device fully charged Manage and respond to school emails regularly Maintain a positive social media footprint Report issues in a timely manner Check your personal security settings regularly Be protective of your personal information
KNOWLEDGE	PERFORMING TO THE HIGHEST OF STANDARDS	<ul style="list-style-type: none"> Do your best Put 100% effort into all tasks in class, at home and during assessment 	<ul style="list-style-type: none"> Complete all assessment on time Understand the requirements of your subjects 	<ul style="list-style-type: none"> Walk away from situations that may hurt others or yourself Learn the safest way to move around the College 	<ul style="list-style-type: none"> Support peers in pursuit of excellence Remove hats and beanies Take out earphones 	<ul style="list-style-type: none"> Recite the Quran in your prayer to fill with reward Learn new Dua to make in your prayers Make Dua for yourself, family, friends, teachers and school Teach those who need help with their prayer by showing in your Prayer the best manners and way of Praying 	<ul style="list-style-type: none"> Represent the school positively 	<ul style="list-style-type: none"> Alert staff to theft 	<ul style="list-style-type: none"> Report negative issues on social media Say no to friend requests from people you do not know or trust

PROHIBITION OF CORPORAL PUNISHMENT

It is the national policy that:

- We prohibit corporal punishment
- We prohibit other degrading punishments, meaning any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares, or ridicules a child
- We do NOT explicitly or implicitly sanction the administering of corporal or degrading punishment by non-school persons, including parents, to enforce discipline at the college.

The use of any corporal or degrading 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.

PROCEDURAL FAIRNESS

Students have a right to procedural fairness in dealings that involve their interests. The College keeps records of all disciplinary action to ensure that the college's relevant policies are implemented fairly.

The principles of procedural fairness include the right to:

- Know what the rules are, and what behaviour is expected of students
- Have decisions determined by a reasonable and unbiased person
- Know the allegations that have been made, and to respond to them
- Be heard before a decision is made
- To have a decision reviewed (but not to delay an immediate punishment)

Al-Ameen College is committed to ensuring procedural fairness when disciplining a student.

RULES AND THE EXPECTED STANDARDS 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:

- Student Code of Conduct
- Bullying Prevention & Intervention Policy
- Uniform Policy

A student's rights and responsibilities:

- To learn, work and socialise in a friendly, safe, and supportive school
- To feel valued and respected and to be listened to
- To be an active learner and take responsibility for his/her own learning
- To be accountable for his/her own behaviour
- To respect the rights of others
- To follow the instruction of staff at all time
- To follow the school rules

A teacher's rights and responsibilities:

- To teach in a safe and conducive school which is supported by the whole school community
- To be respected
- To support students in their learning
- To provide an appropriate curriculum and encourage students to maximise their potential
- To encourage and support students to take responsibility for their own behaviour
- To be consistent in the implementation of the school policies

CONSEQUENCES

There are a range of consequences that students will face if they breach college rules or are disobedient.

These include:

- Warnings or reprimands (verbal and written)
- Time outs
- Cancellation of privileges
- Withdrawal from college activities
- In school withdrawal
- Suspension
- Expulsion

A decision to suspend or expel a student may only be made by the Principal & the Head of the Discipline Committee in consultation with Senior Management.

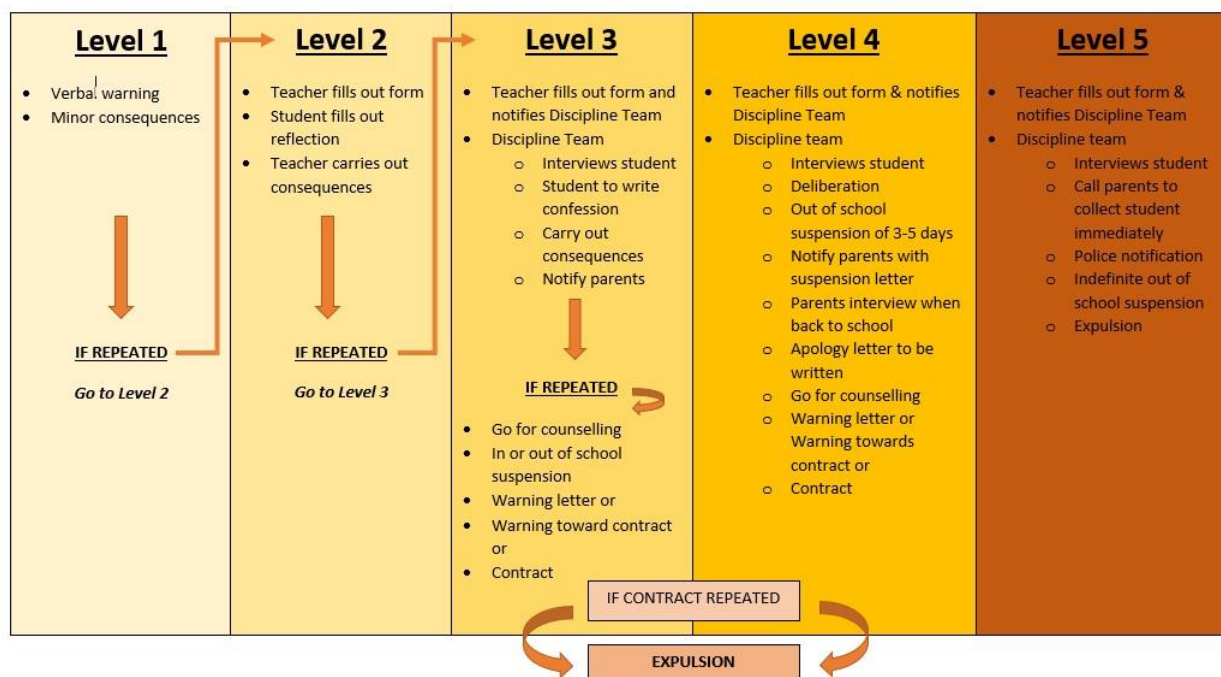
Consequences for a breach shall be based on the severity of the breach and at the relevant level set out below.

Decisions on the consequences will be decided by the Disciplinary Committee, where members include the discipline coordinator, assistant principals, and the principal.

The Principal holds the right to override these policies and procedures and make a final decision based on the nature and severity of the misconduct when there has been a serious breach of college rules, serious disobedience, or severe misconduct.

The consequences below range from mildest (Level 1) through the most severe (Level 5).

Misconduct Level Issued According to Seriousness



Friday Detention:

Occurs during the ECA (Friday, periods 5 & 6). Student's ECA is substituted by a Detention session.

Contacting Parents to Discuss an Issue

The Head of the DC will convene this meeting and discuss the issue with parents. The discussion may be followed with a formal letter of caution, warning, or conditional enrolment, depending on the severity or the recurrence of the misconduct. The School counsellor or pastoral care may be contacted by the discipline coordinator for discussion, which may result in counselling session or mentoring session for the student to be arranged.

Withdrawal from Activities

Students may be withdrawn from excursions, ECAs, recess and lunch to spend time with the Head of DC.

In-School Withdrawal

Student is withdrawn from the normal classroom and spends the day under supervision with the Head of the DC or the school Counsellor. Teachers will provide work for the students.

Letter of Caution

This is a friendly reminder to the first-time offender.

Warning Letter

If a student receives more than three Level 3 forms, a Warning Letter will be issued by the Principal.

Conditional Enrolment Letter / Warning towards Contract

If the behaviour persists even after receiving a Warning Letter, the Head of the DC will recommend to the Principal to issue a Conditional Enrolment / Warning towards Contract Letter. This is the final opportunity for the student to redeem himself/herself, failing which expulsion may take place.

Out of School Suspension:

Where out of school suspension takes place, the parents and the student will attend a meeting with the Head of the Disciplinary Committee and the Principal/Assistant Principal to discuss the issue. A Letter of Suspension will be issued to the parents indicating the timeframe of the said suspension.

Expulsion:

If after receiving a Conditional Enrolment or Warning to Contract letter, the Level 3 misdemeanour continues, expulsion may occur.

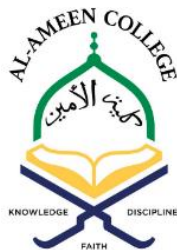
Al-Ameen College has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to **Suspension and Expulsion Policy**.

Where the level of misbehaviour is in breach of the college's Code of Conduct, individual behaviour management plans may be made.

Plans will be negotiated between college staff, students, and parents/guardians, and will consider the student's:

- i. developmental needs;
and
- ii. 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 his/her behaviour.



AL-AMEEN COLLEGE

SUSPENSION AND EXPULSION POLICY

Suspension and Expulsion Policy Source of Obligation

The WA Registration Standards (Standard 12) require that College ensures that it provides positive guidance and encouragement towards acceptable behaviour and is given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers. The administration of permitted forms of behaviour management, discipline or punishment must conform to the principles of procedural fairness and the prohibition of unlawful discrimination.

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.

The Student Discipline Policy sets the framework through which Al-Ameen College manages student behaviour, discipline, and punishment.

Suspension and Expulsion Defined

Suspension or expulsion may occur because of a serious breach of college rules, or serious disobedience.

A suspension is a temporary removal of a student from all classes that a student would normally attend at school for a set period.

Expulsion is the permanent removal of a student from a school.

It is our policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness.

This policy sets out the procedures to be followed when deciding about the suspension or expulsion of a student.

Who May Decide to Suspend or Expel a Student?

The decision to suspend or expel lies entirely with the Principal and the Disciplinary Committee (Assistant Principals, High School & Primary School Coordinators, & Discipline Coordinator), who can make a reasonable and unbiased decision. In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents to review the suspension must be convened as soon as is practicable.

Procedural Fairness – Procedures

Al-Ameen College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with our Student Discipline Policy and recorded to ensure that the College's policies are implemented fairly.

Where a decision is being considered to suspend or expel a student, the Principal / Discipline Committee will:

- Write to the student's parents/carers stating:
 - The reasons that the student is under consideration to be suspended or expelled
 - The relevant allegations said to warrant suspension or expulsion
 - Allow the student and/or the student's parents/carers to give a response, either in writing or verbally
 - Arrange a meeting with the student, and the student's parents/carers
 - Arrange for an interpreter if one is required
 - Meet with the student and the student's parents/carers
 - Ensure that the outcomes of such a meeting is recorded in writing.

Suspension and Expulsion – Consideration

The Principal / Discipline Committee, after following the procedures set out in this policy, will decide on the facts surrounding the allegations against the student. The Principal / Head of Discipline Committee will then decide whether to suspend or expel a student based on the following considerations:

- The safety of all students, staff, and visitors
- The seriousness of the student's acts
- The response or remorse of the student, if applicable
- The pastoral care and welfare of the student

- The student's prospects for rehabilitation
- Whether the student has violated any serious Islamic ethos

Suspension and Expulsion – Consequences

A decision under this policy may result in the following consequences:

A. Short Suspension

A short suspension may be imposed because of behaviours such as continued disobedience, or aggressive behaviour. The student may be suspended from attending school for a period of two (2) to three (3) school days or less.

B. Long Suspension

A long suspension may be imposed because of behaviours such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour. The student may be suspended from attending school for a period of more than five (5) school days.

C. Expulsion

A student may be expelled from Al-Ameen College. This should be considered as a last resort.

An expelled student will be disenrolled from Al-Ameen College and will not be allowed to reenrol without the permission of the Principal / Discipline Committee.

Notification of Decision

The decision made under this policy will be communicated in writing to the student's parents/carers. The Principal / Head of Discipline Committee will also attempt to communicate this decision verbally. The student, and the student's parents/carers must abide by the terms and conditions of the decision.

Disclaimer

The Principal holds the right to override these policies and procedures and make a final decision based on the nature and severity of the misconduct when there has been a serious breach of college rules, serious disobedience, or severe misconduct.

Appeals

A student/parent may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds of appeal. An appeal from a decision to expel a student must be made to the Principal and the Discipline Committee.

Implementation

This policy is implemented by:

- Staff training and professional development opportunities in behaviour management
- Record keeping
- Communicating this policy to the college community
- Monitoring the effectiveness of the policy; and
- Reviewing and evaluating the policy annually

ACKNOWLEDGEMENT

By signing this Acknowledgement, you are agreeing to abide by this Discipline Policy to the best of your ability and acknowledge that you understand this policy to its fullest.

I _____ have read, understood, and agree to comply with the terms of this Policy.

Parent's Signature

Dated

Student's Signature

Dated

Teacher's Signature

Dated

Principal's Signature

Dated

Related Policies

Chapter 4 - Standard 12: Discipline and Punishment

LIC Discipline Policy

Appropriate Behaviour Policy

Pastoral Care Policy

Substance Abuse Policy

Student – Parent Handbook

Review History

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2017	NM & HD	Originally Released
2019	NM	
2020	NM	Prohibition of Corporal Punishment Consequences Who May Decide to Suspend or Expel a Student?
2021	ME, MJ & NM	Addition of Positive Behaviour Matrix Addition of Discipline Consequences Grid Review, updates, and clarifications Block List Alert List Added in "Acknowledgement"
2022	MJ	Change of WA Registration Standard references from 14 to 12
2023	MJ	Suspension and Expulsion Policy Decision to suspend or expel – serious misconduct