



AL-AMEEN COLLEGE POSITIVE BEHAVIOUR MANAGEMENT POLICY

1. PURPOSE

An effective and positive classroom environment is the most effective way to ensure and promote learning. Al-Ameen College (formerly known as Langford Islamic College) recognises that effective learning can only occur in a safe and positive classroom environment where the dignity, rights and responsibilities of others are known and respected. Positive behaviour management in the classroom is based on the notions of a supportive school environment and a positive discipline policy. Underpinning this positive behaviour management policy is the importance of positive relationships between students and teachers.

Values need to guide all interactions (verbal and non-verbal) between students, teachers and members of our community. Students are expected to uphold the values of 'Respect, Responsibility and Righteousness' when it comes to their behaviour and interactions with staff members. These values are to be upheld in the way students behave in the College and also in the community. The purpose of a whole school approach to positive behaviour management is to provide a consistent structure to facilitate and ensure an effective learning environment via positive behaviour management where standards and rules are fairly and consistently applied. Inappropriate behaviour requires a response which protects the rights of students who want to learn, supports the rights of teachers to teach, and offers the students involved a chance to learn how to make a more appropriate choice in the future.

2. SCOPE

This policy applies to all students and staff at Al-Ameen College.

3. POLICY

Al-Ameen College is to provide a safe, caring and orderly learning environment in which the rights of all students to learn and all teachers to teach are respected. Accordingly, the College is to ensure the following:

- All students receive positive guidance and encouragement towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers.

- The College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment and provides clear guidance to all members of the College community about what forms of behaviour management, discipline or punishment are permitted.
- The administration of permitted forms of behaviour management, discipline or punishment conforms to the rules of procedural fairness and non-discrimination.
- College is committed to and takes responsibility for social justice whereby every student has the right to access education free from impediment caused by inappropriate behaviour by others.
- Good behaviour management is to be based on rules that are maintained consistently. The classroom management plan is for all students in all classrooms and operates fairly and consistently at all times throughout the College.
- All behaviours are to have consequences however, good behaviour management is to provide students with a choice by making clear the consequences that result from particular behaviours.
- Positive Behaviour Matrix is to be implemented by all teachers in all classrooms.

AL-AMEEN COLLEGE Behaviour Matrix

		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 area 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 accounts 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 Zkr 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 hurrying 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
	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 it 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

The following are to be adhered to and implemented by all staff and conveyed to students and parents in order to ensure there is positive behaviour management taking place throughout the College.

A. KNOW THE RIGHTS & RESPONSIBILITIES OF STUDENTS, STAFF & PARENTS

Every student has the right to:	Every student has responsibility to:
* Learn without disruption	* Allow others to learn
* Be treated courteously and respectfully	* Treat others courteously and respectfully and to follow teacher's instructions
* Work in a clean environment and have their property respected	* Contribute to a clean environment and respect student, staff and school property
* Work in a safe environment	* Behave in a manner that ensures the safety of everyone, including self
* Reach their potential	* Participate fully in their educational program and come to all classes with all required equipment
Every staff member has the right to:	Every staff member has responsibility to:
* Work without disruption	* Provide and/or support relevant and challenging educational programs
* Be treated courteously and respectfully	* Treat others courteously and respectfully
* Work in a clean environment and have their property respected	* Contribute to a clean environment and respect student, staff and school property
* Work in a safe environment	* Behave in a manner that ensures the safety of everyone, including self
* Have support of whole school community	* Support the school's ethos, policies and procedures
Every parent has the right to:	Every parent has responsibility to:
* Be treated courteously and respectfully	* Treat others courteously and respectfully

* Be informed about their child's progress	* Monitor their child's progress
* Expect their child to participate fully in their educational program	* Ensure that their children attend school, provide materials and support the school's policies and procedures

B. HELPFUL ASSUMPTIONS ABOUT MISBEHAVIOUR

- Misbehaviour stems from discouragement.
- Students are usually aware of the consequences of their behaviour, but unaware of their goals.
- Students may change goals, depending on the situation.
- Students may use different misbehaviour for different goals.
- Attention, power, and revenge can be pursued actively or passively.

C. SOME EXAMPLES OF INAPPROPRIATE CLASSROOM BEHAVIOURS ARE:

- Talking back to teacher
- Throwing objects without intent
- Non-compliance with teacher
- Speaking inappropriately with other students
- Disturbing others
- Damaging own property
- Work avoidance
- Attention seeking behaviour
- Running in class
- Uninvited comments: minor or infrequent

D. TEACHERS TO UNDERTAKE THE FOLLOWING:

- **Teachers' Responsibility:** Student behaviour in the classroom is the responsibility of the teacher, in the first instance. It is expected that teachers will take active responsibility for behaviour management, using preferred practices both in the classroom and in their wider duty-of-care role.
- **Positive Behaviour Matrix:** All teachers must discuss the 'Positive Behaviour Matrix' with their class and should be clearly visible in the classroom. The 'Positive Behaviour Matrix'

should be discussed at parent/teacher meetings at the beginning of the year and can also be sent home to parents who are not able to attend

- **Classroom Rules:** All teachers to establish a set of classroom behaviours/rules based on the 'Positive Behaviour Matrix' and have them clearly displayed in the classroom
- **Core Values:** Explicit teaching and modelling of the core values, based on the 'Positive Behaviour Matrix' should take place.
- **Immediate Reminder:** Teachers are to alert students when their behaviour is unacceptable, at the point the behaviour is occurring. Teachers' responses should emphasise how the rights of others are negatively affected by their behaviour.
- **Class Reward System:** All teachers to implement class reward systems appropriate for the year level of the students.
- **Implement Discipline Procedures:** All teachers are to implement the school discipline procedures when values are not displayed in behaviour and there is disruptive and disrespectful behaviour.
- **IBP:** Teachers are to implement an 'Individual Behaviour Plan' if a student is not responding to whole class behaviour strategies.
- **Assistant Principal-Pastoral Care:** is to be called for extreme breaches or emergency situations.
- **Awards and Recognition:** Present awards at assemblies to recognise whole class positive behaviour and reward good behaviour.
- **Minor Classroom Breaches:** Implement the classroom management plan or discipline policy according to the level of misbehavior and age of student.
- **Major Classroom Breaches** If the student behaviour is severe, or repeated minor breaches occur, the Discipline Officer is to be called and the behaviour and consequences will be managed by him or her.
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E. TEACHERS MUST NOT

- Use sarcasm, putdowns, ridicule or intentional embarrassment to gain control. This approach does not acknowledge or protect mutual rights and is not a positive approach to behaviour management.

F. MANAGEMENT RESPONSIBILITY

- Promote a whole-school approach to positive behaviour management and provide the necessary resources. Teachers have behaviour management support from members of the Management Team.
- Assist and support teachers to build positive relationships with students so that an effective learning environment can be established and maintained.
- Discipline Officer is to manage serious breaches. The Discipline Officer will provide support in developing classroom management plans, record keeping, parent contact and interview, suspension, exclusion and external referrals and follow up counselling of students with College Counsellor.
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G. PARENT COMMUNICATION & INVOLVEMENT

Parents are partners in the education and support of their child's learning, health and well-being. The College fosters an open-door, approachable calm relationship with parents to support the appropriate remediation of their child's behaviour. Parents have a right to respond to sanctions imposed by the school in a reasonable timeframe. They can expect teachers to communicate via phone, email or personalised interviews. If further support is required, the following plans could be implemented:

- IEP- Individual Education Plan
- IBMP- Individual Behaviour Management Plan
- RMP- Risk Management Plan
- IAP- Individual Attendance Plan

H. OTHER IMPORTANT INFORMATION

- Teachers to plan and implement a classroom management plan, which outlines consequences for inappropriate behaviour as well as reinforce appropriate behaviour.
- Classroom management plans are discussed with students at the commencement of each semester/term/year. A 'step' warning system is to be used, when appropriate, so that students can exercise a choice about continuing inappropriate behaviour before a consequence occurs.
- Teachers should consistently refer to classroom rules and school values, provide students with the opportunity to behave appropriately, use consequences that are previously understood by students, apply consequences firmly but without use of physical or verbal

aggression and use the Discipline Officer of Management Team to remove an unwilling student from class.

- Appropriate behaviour applies equally to out of lesson times such as recess, lunch, on buses travelling to and from school and on excursions and camps. Recess/Lunch and after school detention systems are in place to provide consequences in such circumstances.
- Teachers actively engage students in the learning process. They are responsible for creating a positive environment that motivates each student. This is achieved by delivering a sound curriculum utilising those pedagogies and instructional skills that make the learning process relevant and interesting.

4. RELEVANT LEGISLATION OR POLICIES

- Registration requirements that are relevant to management of students' behaviour, as set out in the Registration Standards for Non-Government Schools (determined by the Minister for Education under section 159(1) of the School Education Act 1999 (WA)) (the Registration Standards), including:
 - Registration Standard 12 – Management of Students' Behaviour
 - Discipline Policy

5. REVIEW

Year of Review	Reviewed By	Amendments/Review
2017	NM	New Policy
2021	PR/ME	Revised. Additional Positive Behaviour Matrix and updates.