

AL HIKMA COLLEGE



DISCIPLINE POLICY

Revised and updated July 2025

School has policies and procedures to ensure that it meets its legislative obligations in relation to disciplinary action based – Policy Requirement B9

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 embedded 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.

Rules

School rules:

- Be truthful
- Be respectful
- Be kind
- Do your best, work hard
- Wear correct school uniform
- Understand and follow rules

Class Rules

Good lesson preparation, engaging lessons, a positive 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 displayed and used throughout the year reminding students that they were the ones that put these rules in place.

Class Dojos

Class dojos are awarded for various behaviours.



DOJO REWARD POINTS

100	Change avatar
150	Teacher's helper for the day
200	Bronze award
250	Sit with a friend for the day
300	Silver award Prize from the prize box
350	1 hour free iPad time
400	Gold award 1 Week Homework Pass
800	Principal medallion
10, 000 class points	Class ice blocks

ALLOCATION OF DOJO POINTS

ALLOCATE 1 POINT	ALLOCATE 2 POINTS
Online homework	Persistence
Workbook homework	Excellent behaviour
Crunch and Sip	Helping others
On task	Showing good sportsmanship
Listening	Teamwork
Participating	Using initiative
Library bag	Being kind and respectful
Full school uniform	Punctuality
Stationery / tissue / wipes	Identifying hazards
Neatness	Effort
Reading quietly	
Lining up	
Being responsible	
Uniform	
DEDUCT 1 POINT	DEDUCT 2 POINTS
Calling out	Incomplete homework
No library bag	Not following instructions
School uniform	Swinging on chair
Not having stationery	Inappropriate behaviour
Late to class	Answering back and showing disrespect
Out of seat	Incomplete classwork
Not lining up	Off task
Disorganised and untidy	Poor teamwork
Hanging around in corridors	Chewing gum
	Vandalising
	Truancy

Procedures for dealing with misbehaving students

- Students will be given a verbal warning (see page 9)
- If students continue to misbehave, a second warning will be given. This will be followed with a phone call to parents.
- For continuous misbehaviour, the student will receive a third warning. They will receive a weekly contract and possibly a reflection time out. The teacher will contact parents by phone and refer the student to the discipline panel
- Upon receiving 3 Ds on their weekly contract, they will move to level 3 yellow. The student will be referred to the discipline panel and receive a 2nd weekly contract, warning letter and possibly a 2-day suspension
- Upon receiving 3 Ds on their weekly contract, they will move to level 4 orange. The student will be referred to the discipline panel and receive a 3rd weekly contract, second warning letter and up to 1 week suspension
- Upon receiving 3 Ds on their weekly contract, the student will be referred to the discipline panel for a notice of expulsion or be expelled
- **Every step of the process will be documented on Sentral**

Dealing with bullying

Bullying is a form of aggressive behaviour which is usually hurtful and deliberate; it is repeated 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. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all sorts of harassment including that based on sex, race or disability. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

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

Bullying that appears to involve criminal behaviour such as violence, threats, intimidation, inciting violence, hacking should be reported to the police. The Community Liaison Officer (Campsie Local Area Command, Phone - 9784 9399) will be contacted if the bullying appears to involve criminal behaviour.

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 / guardians, to enforce discipline at the school. The school prohibits the administering of corporal punishment by employees of the school and non-school persons, including parents / guardians, visitors, volunteers, contractors, or any other person whilst supervising or caring for students during school sanctioned activities, even if outside the school premises. Any incidents of corporal punishment carried out by non-school persons, that the school is made aware of, will immediately be reported to the relevant authorities.

Serious incident and procedural fairness policy

At Al Hikma College we base our behaviour management practices on principles which demonstrate procedural fairness. We believe that all children are entitled to fair and transparent processes when dealing with school authorities. We apply the 'hearing rule' and the 'right to an unbiased decision'.

The school will aim to make fair decisions, reached through an objective decision-making process. The school will endeavour to conduct an investigation in a timely manner and will endeavour to conduct an unbiased investigation.

In the event of a serious incident or disciplinary matter the school will manage it adhering to the following principles. Children and their parents / guardians have **the right to be heard, which includes:**

- Knowing what is being alleged, as well as other information pertinent to the matter
- Knowing the manner in which the matter will be deliberated
- The right to respond to the allegations
- The right to seek a review of the decision reached in response to the allegation

As part of ensuring the right to be heard, consideration will be given to the diverse and multilingual nature of our school population, by informing parents / guardians that an interpreter will be provided when requested.

Al Hikma College staff will direct parents / guardians to the relevant policies and procedures on the school's website; they will also be available to parents / guardians on the school premises.

Children and their parents / guardians have the **right to an unbiased decision, which includes:**

- An impartiality in the investigation and decision-making stages
- An absence of bias by the decision maker

If the Principal reaches a decision in relation to the allegation and, where the misconduct is considered so serious that, the Principal recommends exclusion (the permanent exclusion of a student from Independent Schools) the School Board and the Principal will seek legal advice from the Association of Independent Schools NSW, of which the school is a member.

Procedures

Communication with Parents / Guardians

- Parents should be informed of behaviours causing concern which could lead to suspension
- Parents should be made aware of the school processes for suspension
- Records of serious incidents and unacceptable behaviours relating to suspension must be kept on file

Suspension

Suspension occurs when a student's attendance at school has been temporarily withdrawn as a disciplinary measure, on the authority of the Principal, for a set short period of time or on the authority of the Principal for an extended period of time.

- Short suspension is a suspension from or in school for up to *two* school days
- Extended suspension is a suspension for up to *five* school days

Process for Suspension

Normally, suspension would be invoked after several warnings. However, in some circumstances, serious misbehaviour or misconduct may lead to immediate suspension. An Incident Report

outlining serious misbehaviour or misconduct such as, but not confined to, may lead to immediate suspension.

- Severe harm towards a student
 - Violent behaviour or outbursts
 - 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
- When a decision is made to suspend a student, the student and parents / guardians are informed of the reasons for the suspension and given an opportunity to respond
- A written notification will be given to parents / guardians. The notification should include:
 - the reason(s) for the suspension
 - the length and dates of the suspension
 - the parents / guardians responsibility for the student during the time of the suspension
 - expectations regarding online schoolwork during the suspension period
 - details regarding the student's return to school, which may include a behaviour management support plan
- Students must be re-admitted to class after the period of suspension
- During the suspension period, the student's absence will be marked on Sentral

Expulsion and Exclusion

- Expulsion occurs when a student's enrolment at Al Hikma College is terminated after a final decision has been made by the Principal
- Exclusion occurs when a student is prevented from enrolling in any Independent school after a final decision has been made by the School Board
- Any physical abuse towards another child in the school may result in an immediate expulsion after the investigation

Process for Expulsion and Exclusion

- Where a recommendation to expel a student has been made by the Principal, the student and parents / guardians are to meet with the Principal to outline the reasons for the expulsion
- Parents / guardians and the student will be given an opportunity to respond
- The evidence in support of the recommendation to expel as well as the response of the parents / guardians and student will be considered by the Principal
- The Principal will make a final decision after discussion with the discipline panel; if the decision is to expel a student, the parents / guardians and the student will be notified in writing
- The processes described above will also apply where a final decision is made by the Principal to exclude a student.
- Specific advice will be sought from the Association of Independent Schools if an expulsion or exclusion is recommended by the Principal

Appeals (Review process)

- Where a student has been suspended, expelled or excluded, parents / guardians may request a review of that decision. A request for review should be in writing, addressed to the Principal, outlining the grounds on which the review is being requested
- The review will be conducted by the School Board in the case of an extended suspension; in the case of an expulsion or exclusion, specific advice will be sought from the Association of Independent Schools and a specially convened panel may be assembled to conduct the review
- Notwithstanding that a short suspension made by the Principal is under review, the suspension will be upheld pending the review
- Where a request has been made for a review of an expulsion or exclusion of a student, the student is to remain expelled or excluded until the review has been conducted.

STEPS IN REINFORCING DISCIPLINE



- Student receives verbal warnings. Parents are notified by phone. This will be documented on Sentral.



- Upon the third verbal warning, they will receive a weekly contract and possibly a reflection time out. The teacher will contact parents by phone and refer the student to the discipline panel. This will be documented on Sentral.



- Upon receiving 3 Ds on their weekly contract, the student will be referred to the discipline panel and receive a 2nd weekly contract, warning letter and possibly a 2 day suspension. This will be documented on Sentral.



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