



AUSTRALIAN
ISLAMIC COLLEGE

STUDENT BEHAVIOUR SUPPORT POLICY & PROCEDURE

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Table of Contents

1. Policy Statement – Improve Student Wellbeing	2
2. Scope & Responsibility	2
3. Values	2
4. Introduction to our Student Safety, Wellbeing & Behaviour Support Policy	2
5. Aim of the Policy	2
6. Rights and Responsibilities	3
7. Behaviour Disciplinary Process.....	4
8. Suspension from School	5
9. Good Standing Citizens Policy	5
10. Acknowledgement and rewards for Good Behaviour.....	6
11. Uniform Policy.....	6
12. Smoking Cigarettes / Vapor Devices Policy	7
13. Student Using or Supplying Drugs – Drug Policy	7
14. Electronic Devices	7
15. Mobile Phone Policy	7
16. Code of Conduct for Transport.....	9
17. Expected Standards.....	9
18. Physical Altercation Policy	9
19. Absence from School Policy	9
20. Permission to Leave School During the Day	9
21. School work missed due to absence caused by suspension from school.....	9
22. Late to School Policy	9
23. Truancy (intentional absence).....	10
24. Guidance and Counselling Policy.....	10
25. Relevant Legislation & Regulations.....	10
26. Relevant Internal References.....	10
Appendix 1 – High School Reflection on Behaviour.....	11
Appendix 2 – High School Detention Reflection Sheet	12
Appendix 3 – Junior Primary Reflection Sheet.....	13
Appendix 4 – Primary Reflection Sheet	14
Appendix 5 – Student Code of Conduct	15

1. Policy Statement – Improve Student Wellbeing

This policy is underpinned by the College's values of respect, cooperation and independence which aim to guide Australian Islamic College staff and students in maintaining an atmosphere in the College whereby students are actively engaged in the curriculum and are provided with interesting ways to learn.

The College forbids all forms of child abuse, corporal and degrading punishment and to this end requires all staff to ensure the wellbeing of all students is maintained during all dealings with students.

2. Scope & Responsibility

This Policy applies to all College staff, students and community.

3. Values

Putting our values into action through:

1. A positive classroom and College environment for all members of the College community, where students feel cared for by College staff and in turn develop a sense of belonging and respect for the College and its staff. Teachers know their students well, build on their strengths and encourage them to persist with tasks until they succeed.
2. Student achievement across all learning areas, supported by future focused programs that utilise current best practice in teaching and learning.
3. Student wellbeing and the prevention of inappropriate behaviour enhanced through a focus on early intervention and prevention. Students are encouraged towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and staff members.

4. Introduction to our Student Safety, Wellbeing & Behaviour Support Policy

Our Student Safety, Wellbeing & Behaviour Support Policy is designed to ensure that our core expectations are implemented fairly and consistently within the spirit of our core Islamic values.

Our Core Expectations

Ready for learning

Exemplifying the Deen of Islam

Always respectful & safe

Determined to succeed

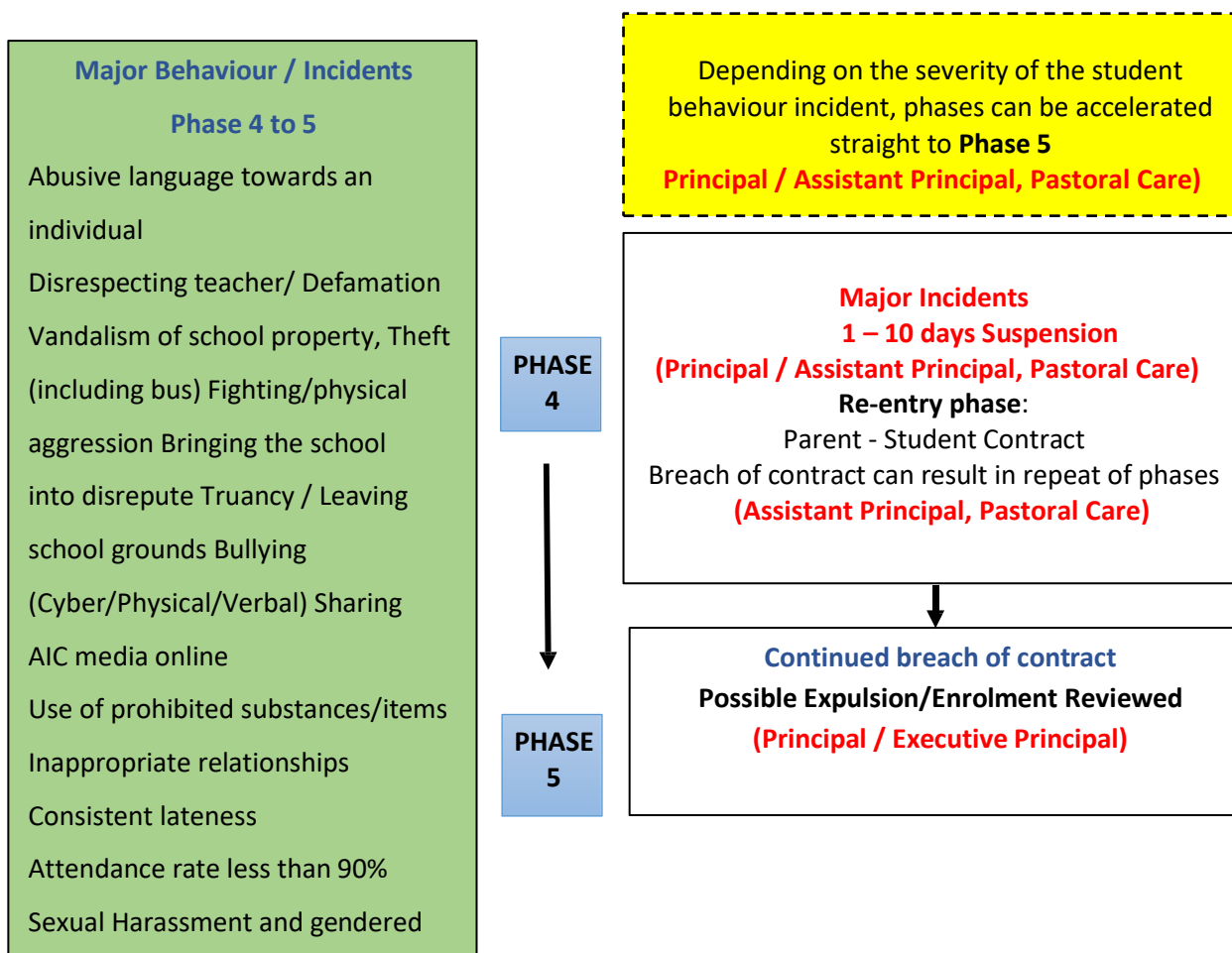
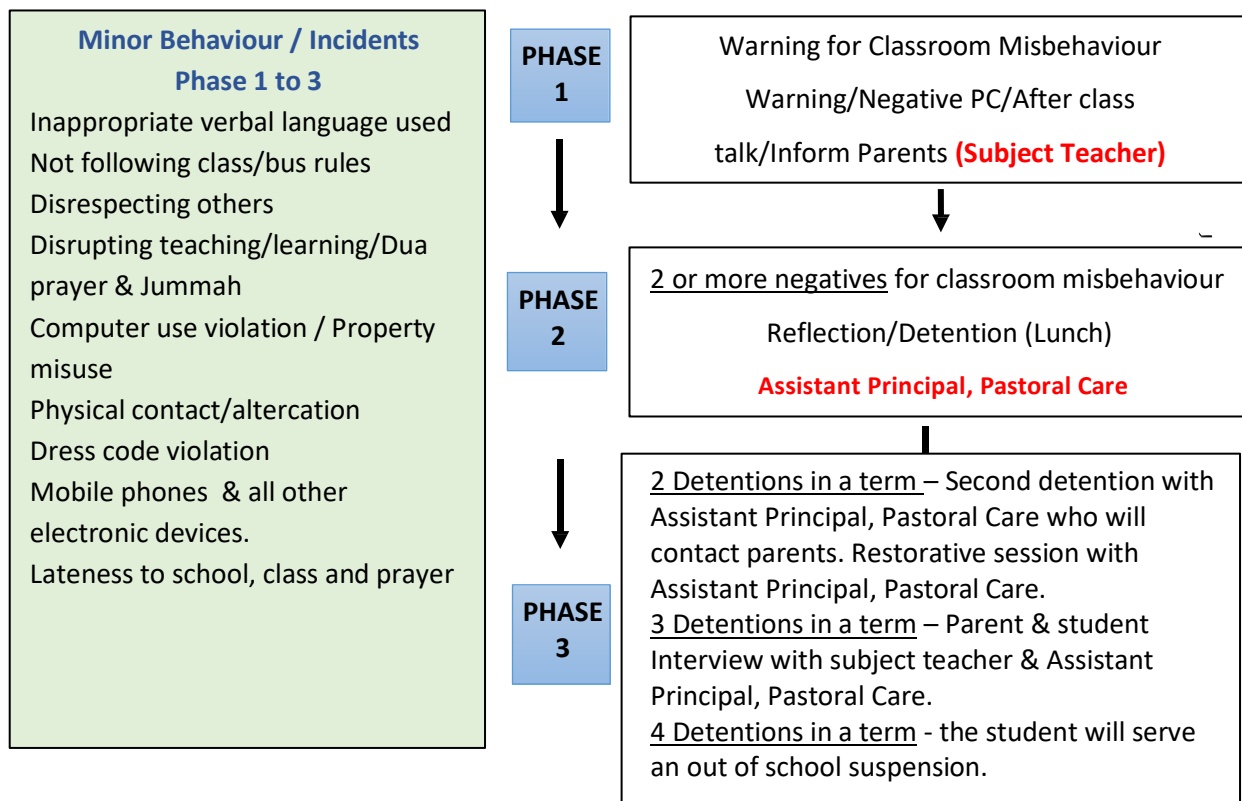
5. Aim of the Policy

The aim of the policy is to positively address individual student behaviour in ways that emphasises both support and repair through a restorative approach. Support is offered through the various structures within the school (which include teachers, the Assistant Principals and the Principal) to assist students to take responsibility for their own behaviour. The restorative practice model aims to develop strong relationships based on mutual respect and to restore a sense of belonging to the school community. Disciplinary consequences therefore centre on 'working WITH' students, making them accountable in an active way, rather than simply 'doing TO' students by handing out punishment.

6. Rights and Responsibilities

Students have a right to	Students have a Responsibility to
<p>Interact with others in an environment free from harassment and bullying.</p> <p>Engage in a purposeful and supportive environment.</p> <p>Work and play in a safe, secure, friendly and clean environment.</p> <p>Receive equal treatment regardless of status, race, gender or physical ability.</p> <p>Expect respect, courtesy and honesty.</p> <p>Be in an environment that is free from sexual harassment and gender-based violence.</p>	<p>Accept consequences for their actions.</p> <p>Ensure that their behaviour does not intimidate or harass others.</p> <p>Ensure that their behaviour is not disruptive to the learning and wellbeing of others.</p> <p>Ensure that they are punctual, respectful and organised.</p> <p>Ensure that the learning environment is kept neat, tidy and safe.</p>
Staff have a right to	Staff have a responsibility to
<p>Expect respect, courtesy and honesty.</p> <p>Teach in a safe, secure and clean environment.</p> <p>Expect cooperation and support from parents in matters relating to their children's education.</p> <p>Teach in a purposeful and non-disruptive environment.</p> <p>Be in an environment that is free from sexual harassment and gender-based violence.</p>	<p>Be vigilant and proactive about bullying.</p> <p>Make students and parents aware of the school's Student Safety, Wellbeing and Behaviour Support Policy.</p> <p>Model respectful, courteous and honest behaviour.</p> <p>Establish positive relationships and maintain regular communication with students, staff and parents.</p> <p>Report students' progress to parents.</p> <p>Ensure good organisation and planning.</p>
Parents have a right to	Parents have a responsibility to
<p>Expect that bullying will be investigated and addressed.</p> <p>Expect that positive behaviours will be promoted and reinforced.</p> <p>Be informed of the curriculum, behaviour management procedures and decisions affecting their child's health and welfare.</p> <p>Be informed of their child's progress.</p> <p>Expect cooperation and support from teachers in matters relating to their child's education.</p> <p>Be in an environment that is free from sexual harassment and gender-based violence.</p>	<p>Inform the school if the physical and emotional condition of their child has been affected by an event outside of the school which may impact negatively on their child's learning.</p> <p>Inform school of any incident of bullying occurring at school.</p> <p>Ensure that their child attends school regularly and punctually.</p> <p>Ensure that the physical and emotional condition of their child is appropriate for effective learning.</p> <p>Ensure that their child is provided with the correct materials to make effective use of the learning environment.</p> <p>Support the school in providing an equitable education for their children.</p> <p>Keep their children home if they have a contagious illness.</p> <p>Maintain regular communication with their child's teacher.</p> <p>Treat all members of the school community with respect, courtesy and honesty.</p>

7. Behaviour Disciplinary Process



8. Suspension from School

Suspension is only one strategy within the school's Student Safety, Wellbeing and Behaviour Support Policy. It is most effective when it highlights the parent(s) or carer(s) responsibility for taking an active role, in partnership with the school, to modify the inappropriate behaviour of their child. The school will work with parent(s) or carer(s) with a view to assisting a suspended student to re-join the school community as quickly as possible.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension and to accept responsibility for changing their behaviour to meet the school's expectations and core philosophy. It also allows time for the school to plan appropriate support for the student to restore them back into the community.

In determining whether a student's misbehaviour is serious enough to warrant a suspension, the Principal will consider the safety, care and welfare of the student, staff and other students in the school. In most cases a range of appropriate student welfare and discipline strategies will have been implemented and documented before a suspension is imposed. The student must also be provided formal written correspondence (email) detailing the inappropriate behaviours, as well as clear expectations of what is required of the student upon return.

Students who are suspended on four occasions in a year will be placed on a final behavioural contract whereby the student's enrolment will be reviewed depending on the requirement of the final behavioural contract. Any student found to bring the school into disrepute through their actions may have their enrolment reviewed pending the outcome of an investigation.

9. Good Standing Citizens Policy

Rationale

At the Australian Islamic College Adelaide, we believe in the values of respect and hard work. The concept of good standing at AIC is to reward students who are supportive and co-operative within the school community. All students will commence the school year with 'Good Standing' and this will be refreshed at the beginning of every term. This entitles the student to the freedom, rights and privileges of every student within the school. These beliefs are embedded into the classroom environment, in the rewards we give our students, and in our expectations around behaviour. They guide our responses to breaches of behaviour and provide the foundation for a safe, supported learning environment that allows young adults to achieve their Personal Best academically, socially and emotionally.

Attendance and Punctuality	<ul style="list-style-type: none">Regular (above 90%) and punctual attendance at school. Exceptions include school sanctioned functions or sickness covered by a medical certificate.Not exceed being late to school or class on more than four occasions a term.
Acceptable behaviour	<ul style="list-style-type: none">Student behaviour is within the guidelines of the School Code of Conduct.Consistently demonstrates desirable behaviour.No Major Incidents within the phase system.
Acceptable standards of dress	<ul style="list-style-type: none">Students dress is expected to meet the standard as described by the Australian Islamic Colleges 'Uniform Policy'.
Satisfactory Academic progress	<ul style="list-style-type: none">Completion of all requirements of their study program.Commitment to learning.Working at a level which reflects the ability of the student.Submission of all homework, assignments and course work.

All students commence the year with Good Standing. This is maintained if they consistently demonstrate Positive Behaviours in line with the Code of Conduct. If a student loses their Good Standing status, it can be regained by fulfilling the requirements for the stage they are at. If a student has lost 'Good Standing' they maybe unable to attend any extra-curricular sporting, social events or reward activities depending on the discretion of the Assistant Principal, Pastoral Care.

The aim of the policy is to focus on the positives and increasing acknowledgment of those students who maintain their Good Standing through rewards and extra-curricular activities such as certificates, theme-based rewards and special morning tea with the Principal.

10. Acknowledgement and rewards for Good Behaviour

All students deserve the opportunity to achieve success and gain positive recognition in the following three areas: **Effort, Quality of Work and Citizenship**

Effort – Is about acknowledging a student who is working to the best of their ability to achieve success. This award is not necessarily based on academic achievement but rather on the ability to demonstrate behaviours that show a desire to improve (persistence & resilience).

Quality of Work – This area recognises students working toward academic achievement.

Citizenship – Recognising students who are good citizens of the school, who contribute to positive relationships, Islamic values and create a respectful culture of belonging.

11. Uniform Policy

Male

- Blue shirt with logo
- Grey charcoal trousers
- Bucket hat with school logo
- Navy or black socks
- Navy jumper with logo
- Navy jacket with logo/Leaver's Jacket for Year 6 & 12 only
- Black leather closed in school shoes

Boys PE Uniform

- Navy blue polo (long sleeve or short sleeve)
- Navy microfibre track pants
- Sports shoes – any colour

- Strictly no radical haircuts (hair length should be of uniform level)
- Hair must be one length with no patterns or lines (no longer than shoulder length)

Female

- Navy long dress with logo
- Blue blouse with logo
- Navy hijab with light blue undercap, to be secured so the neck area is covered
- Navy or black stockings
- Navy jumper with logo
- Navy jacket with logo
- Black leather closed in school shoes
- Navy visor with logo

Girls PE Uniform

- Navy blue long-sleeved polo with logo
- Navy microfibre loose track pants
- Sports shoes – any colour
- Strictly no make-up, nail extensions, nail polish, nose rings or jewellery

Breach Procedure

- Students will be asked to **take off and hand over** any incorrect items such as jackets, hats, jewelry, etc. to be collected by student at the end of the day (the school takes **no** responsibility for such items if loss should occur).
- Three or more breaches of the Uniform Policy will result in the students having an out of school suspension and not be allowed to return to school until they have the correct uniform.

Reminder – Parents must inform the School Office if there are valid reasons why the student does not have the correct uniform (NB: haircuts fall under the Uniform Policy).

12. Smoking Cigarettes / Vapor Devices Policy

Students Caught Smoking Cigarettes / Electronic Vapor Devices

Any student in possession of, selling, distributing or uploading videos/images of them vaping on their social media or other online platforms / forums will have their enrolment reviewed, PHASE 5.

13. Student Using or Supplying Drugs – Drug Policy

Indefinite suspension with the reviewing of their enrollment and PHASE 5

Uses, Supplies, or is in Possession of, a Suspected Illegal Substance or Supplies a Restricted Substance within school hours or after school hours on or off school grounds.

The College is committed to being a place which is free of illegal drugs. A student found using, supplying or possessing an illegal or restricted substance during or after school hours will have parent / guardian contacted and an immediate **indefinite** suspension. Termination of enrolment will be determined on a case-by-case basis, subject to an investigation conducted by Senior Management. Students who assist other students to obtain illegal substances or supply restricted substances during or after school hours, such as prescription drugs, will also be subjected to the above procedure.

14. Electronic Devices

The inappropriate use of mobile phones and similar electronic devices is disruptive to the learning environment of students and therefore the use of these items is restricted.

Laptops

Laptops and the general use of school computers are to be used in an appropriate manner. Accessing any website or social networking sites for any non-curricular purpose is not permitted. They are not to be used to record, distribute, display or upload images or videos of staff, students, or parents on school premises unless this is part of an activity supervised by a teacher or other staff member. Any breach of this rule will result in suspension.

15. Mobile Phone Policy

While we acknowledge and appreciate the importance of technology in the lives of young people today and while we recognize that technology plays a big role in students' learning, mobile phones have been found to be a distraction within the classroom environment. We therefore have "no mobile phone policy" at school (including earphones and Smart watches); however, we understand that some of our students travel to school via public transport. Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. The College reserves the right for female Senior Management to check if a female student is wearing earphones under her scarf if there is a reason to believe the student is wearing headphones. The check will be performed in the presence of an Assistant Principal.

Australian Islamic College

Mobile Phone Policy

Any student's phone/device SEEN or HEARD between 8.00am and 4.00pm on school grounds will be confiscated. Phones cannot be used at the canteen to make purchases. (CASH OR CARD ONLY)

FIRST OFFENCE

- The device will be confiscated by the teacher and passed onto their Assistant Principal at the end of the lesson.
- The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member, then the incident must be referred to the Principal.
- The incident will be entered into TASS Student Behavioural Records.

SECOND OFFENCE

- The device will be confiscated by the teacher and passed onto their ASSISTANT PRINCIPAL at the end of the lesson.
- The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member.
- Parent contact will be made and warned of the consequences of a third offence.
- The incident will be entered into TASS Student Behavioural Records.

THIRD OFFENCE

- The device will be confiscated by the teacher and passed onto their Assistant Principal at the end of the lesson.
- The device has to be collected by a Parent or Guardian at the end of the school day.
- The incident will be entered into TASS Student Behavioural Records.
- Any repeat offence will be dealt with on a case-by-case basis by the Assistant Principal.

IMMEDIATE SUSPENSION

Using an electronic device to record, photograph, distribute, display or upload any images or videos (as previously defined) of any staff, student, College property / ground or parent / visitor at any time will result in suspension.

16. Code of Conduct for Transport

Students are held to the same standards on bus travel, as they are on the campus. Drivers are required to record behaviour incidents and pass them onto the Bus Coordinator.

The Bus Coordinator shares all information with the Assistant Principals who unify these incidents on the AIC system. The first incident occurrence on a bus, a student receives a verbal and incident is recorded. On the second occurrence, the parents of the student are notified via the Assistant Principal, who warns the family of the potential termination of their bus contract. If an incident occurs for a third time, the student revokes their privilege of the AIC bus system and will no longer be picked up.

17. Expected Standards

The following standards outline the expectations for students.

18. Physical Altercation Policy

All students and education workers have a right to work in a safe and violence-free workplace. In addition to its criminal law implications, violence in schools is a health and safety issue and it is the responsibility of the employer to provide a safe working environment. It is also a moral responsibility of the school to provide learning environments which enable all students to reach their full potential. Adequate resourcing and support arrangements need to be provided by the school level to deal effectively with violence.

Australian Islamic College has a zero tolerance policy with regards to violence.

Any displays of violence or gender-based violence will incur a minimum of a 5 to 10 day suspension and a maximum of expulsion.

This is determined on a case-by-case basis.

19. Absence from School Policy

At the Australian Islamic College, student attendances are considered as high priorities. We know that students who regularly attend are more likely to be successful.

It is a legal requirement for any absence to be recorded by a phone call, text messages, email or written explanation from the student's parent or legal guardian. Parents are requested to ring School Office on **83407799**, send an email to info@aic.sa.edu.au or send a written explanation with the child.

20. Permission to Leave School During the Day

Students who need to leave school for an appointment or medical reasons, will need to have their parents come to the front office to sign them out.

The parent / guardian must sign the register. On returning to school, students must sign back in at Student Reception.

Students will NOT be allowed to leave the school grounds without a parent / guardian

21. School work missed due to absence caused by suspension from school

School normally suspends students after several warnings and contact with parents or sometimes due to extreme unacceptable behaviours. Students are required to follow the teaching-learning programs given them prior to the suspension. If the suspension is more than a week, parents have the responsibility to contact the Assistant Principals to make arrangements for school work. School will not take any responsibility for the students' academic progress.

22. Late to School Policy

At the Australian Islamic College, we are committed to provide our students excellent learning opportunities both academically and socially to become responsible young adults both within the school and the greater community. **Students must arrive at school by 8.25am.**

Access into school after 8.30am must be through the Front Office only.

23. Truancy (intentional absence)

Truancy is a breach of our school policy as we have a duty of care for our student's safety and wellbeing. Any students found truanting class will be dealt with on a case by case basis by the AP.

Any student found to have purposefully missed assembly, Prayer, any classes or leaving school grounds without permission from parents and the school will be dealt with by the Assistant Principal, Pastoral Care.

24. Guidance and Counselling Policy

This policy having due regard for the education Act 1998 sets out how guidance is regarded as a core element of this school's curriculum.

The Australian Islamic College "shall use its available resources to ensure that students have access to appropriate guidance to assist them in their educational needs and career choices". Furthermore, our College wishes to promote the moral, spiritual, social and personal development of student in consultation with their parents. Teachers may refer students of concern (referral form Appendix 1 and 2).

Guidance may be defined as a range of experiences to help students make personal, social, educational and career choices.

Counselling may be seen as the empowerment of students to make decisions, solve problems, develop coping strategies and resolve difficulties they may be experiencing.

25. Relevant Legislation & Regulations

- Education & Early Childhood Services (Registration and Standards) Act 2011
- Disability Discrimination Act 1992
- Disability Standards for Education (2005)

26. Relevant Internal References

- ICT Acceptable Use Policy
- Uniform Policy
- Student Code of Conduct
- Bullying Policy
- Child Protection Policy & Procedure
- Student Mobile Phone & Personal Devices Policy

Reviewed date: [April 2025]
Approved by: [Executive Principal]
Next review: [January 2026]

Reflection on Behaviour



Student Name: _____

Date: _____

Year: _____

Area/s of Concern:

SMART Goal/s

Strategies identified by the student:

Signed by Student: _____

Sighted by:

Assistant Principal – Pastoral Care:

Parent/Guardian:



High School Detention Reflection Sheet

Today's Date: _____

Student Full Name: _____ was issued with a detention for the following behaviour incident(s):

This was issued by the following teacher(s): _____

Please read, sign and return this form with your child to their class teacher tomorrow.

Student Reflection Notes

1. What choices led to your detention, and how do you feel about those choices now? (Reflect on your actions and whether they align with the values of respect, honesty, and responsibility.) _____

2. How could you have handled the situation differently to avoid this outcome? (Think about how the Prophet Muhammad PBUH responded to challenges with patience and wisdom.) _____

3. What steps will you take to ensure this behaviour does not happen again? (Consider the importance of self-discipline and seeking forgiveness. How can you improve yourself?) _____

4. Next time if I feel like repeating the same mistake, what will I do? (Think about a hadith or Quranic verse that encourages self-control and kindness in difficult moments.) _____

Signed by Student: _____

Sighted by:

Detention Supervisor: and/or Subject Teacher: Parent:



JUNIOR PRIMARY REFLECTION SHEET



Student's Name _____ Date _____

Draw a picture of what happened.

Tick the box that explains why this behaviour was not a good choice.

It wasn't safe	
It was unkind to someone	
It hurt someone	
It damaged property	
It disrupted teaching and learning	

How were you feeling when this happened?

 sad	 angry	 frustrated	 scared	 worried
--------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

Circle some strategies that you could use if this happens again.

Tell a teacher	Choose to be kind
Walk away	Count to ten slowly
Think before acting	Take three deep breaths

Please read, sign and return this form with your child to their class teacher tomorrow.

Parent Signature : _____

Appendix 4 – Primary Reflection Sheet

Primary Reflection Worksheet



Student's Name	
Date	
Teacher	

1. How am I feeling at the moment?

2. What did I do (being honest and trustworthy)?

3. Who did my actions affect (getting along and doing my best)?

4. What choices should I make next time (doing my best)?

Please read, sign and return this form with your child to their class teacher tomorrow.

Parent Signature : _____

Appendix 5 – Student Code of Conduct

Student Code of Conduct **(To be signed by each student at the beginning of each year)**

I will endeavour to always:

- Adhere to Islamic values as specified in the Behaviour Policy.
- Be thoughtful, considerate and polite in my interactions with others.
- Make the most of my schooling this year.
- Be respectful of the rights of all staff and students to have a productive learning environment.
- Be punctual and well-organised.
- Show pride in my school by the way I behave and wear my uniform.
- Respect school facilities and the property of others.

I understand that as a member of the Australian Islamic College Adelaide community, I am bound by the policies of the school and will abide by these. I accept the consequences for any breach of these guidelines.

I have read and understood the following guidelines:

- All members of the community have the right to feel physically and emotionally safe. All interactions should promote positive, co-operative relationships.
- Access to the ICT network and computing facilities supports students in their studies and enables communication related to their studies. Use of these facilities must reflect the guidelines outlined in the ICT Policy.
- All school work is to be submitted on time, on the designated date. Any adjustments to submission requirements must be negotiated before the due date. Late submission will incur penalties.
- All students are to take care of and have pride in their AIC Adelaide uniform according to the Uniform Policy.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Initialed by Assistant Principal: _____