



**EAST PRESTON ISLAMIC COLLEGE**

**S T U D E N T  
W E L L B E I N G  
&  
M A N A G E M E N T  
P O L I C Y**

## Purpose

The purpose of this policy is to provide students, staff members, parents and guardians with clarity as to the behaviour expected of students at the College and the consequences when those expectations are breached.

School-wide expectations encourage consistent communications and establish an effective community for all staff and students and across our college.

The college has a zero tolerance to child abuse and aims to implement fairness. Students develop personal awareness and responsibility while learning to use lifelong skills of active listening, expressing emotions and problem solving.

## Aims:

The policy aims to:

- support a culture of positive behaviour with high levels of student engagement as essential for ongoing achievement and wellbeing,
- establish a transparency around processes followed when students exhibit adverse behaviours,
- ensure the safety of all the members of the community,
- support the development of self-discipline, self-respect, self-worth and respect for others; and
- to create an environment where the right of students to learn and the right of teachers to teach is respected.

## Rights and Responsibilities

It is our aim to foster an environment that shapes our students into people who are able to take responsibility for their own actions and who will grow to contribute to their wider community.

We expect students to behave, both in and out of school, in a courteous manner that will bring respect and honour to the school, their families, and themselves.

Students have the right to learn in a mutually respectful and safe environment. For this to happen, students must realise that their personal behaviour is a key determinant of the school's environment.

## Students' Rights and Responsibilities

	<b>Student Rights</b>	<b>Student Responsibilities</b>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>- To be treated with courtesy and respect</li> <li>- To be free from violence, intimidation, bullying, harassment from other members of the school community</li> <li>- To have problems listened to and acted upon justly</li> </ul>	<ul style="list-style-type: none"> <li>- To treat others with courtesy and respect</li> <li>- To take care of themselves and others</li> <li>- To refrain from using violence of any sort (physical, verbal, sexual and emotional)</li> <li>- To refrain from bullying, intimidation and harassment</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>- To be provided with facilities and equipment that is safe and free from hazard</li> <li>- To have access to safety equipment</li> <li>- To have safety rules clearly explained and carried out.</li> <li>- To be familiar with lockdown and emergency evacuation procedures.</li> <li>- To be provided with shade areas</li> </ul>	<ul style="list-style-type: none"> <li>- To listen to safety directions and follow them implicitly and immediately.</li> <li>- To always wear safety equipment, including hats and sunscreen.</li> <li>- To move around the school sensibly, quietly and in an orderly manner.</li> <li>- To follow directions promptly and cooperate fully during lockdown and evacuation procedures.</li> <li>- To refrain from participating when not fulfilling safety requirements.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>- To be provided with a variety of learning experiences and opportunities</li> <li>- To learn with minimal disruption in an environment that promotes learning</li> <li>- To be included in all learning activities</li> <li>- To be familiar with a clearly stated and consistently implemented Student Management Policy and Procedure.</li> </ul>	<ul style="list-style-type: none"> <li>- To participate in learning activities and experiences</li> <li>- To refrain from disruptive behaviours</li> <li>- To actively listen</li> <li>- To seek help when facing challenges</li> <li>- To assist in creating an environment conducive to learning</li> <li>- To make a genuine effort to learn</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>- To be listened to</li> <li>- To have a turn to speak</li> <li>- To be spoken to respectfully</li> </ul>	<ul style="list-style-type: none"> <li>- To listen to others</li> <li>- To refrain from interrupting while others are speaking</li> <li>- To speak to others respectfully</li> </ul>
<b>Property</b>	<ul style="list-style-type: none"> <li>- To be provided with a safe and accessible place to store personal property and equipment</li> <li>- To expect that their property and equipment will be well cared for and won't be damaged</li> <li>- To work and learn in a clean and tidy environment</li> <li>- To be provided with materials/resources necessary to assist in maintaining to school environment in this way (eg. Bins)</li> </ul>	<ul style="list-style-type: none"> <li>- To take care of own and others' property and equipment</li> <li>- To assist in maintaining a clear and tidy working, learning and playing environment</li> <li>- To refrain from bringing inappropriate/hazardous property or equipment to school</li> <li>- To report possession of this type of property or equipment</li> </ul>

## Teachers and Other Staff's Rights and Responsibilities

	<b>Teacher/Staff Rights</b>	<b>Teacher/Staff Responsibilities</b>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>- Be treated with courtesy and respect</li> <li>- To be free from violence, intimidation, bullying, harassment from other members of the school community</li> <li>- To have problems listened to and acted upon justly</li> <li>- To be included within the college community</li> <li>- Receive due respect and necessary support from the school community</li> </ul>	<ul style="list-style-type: none"> <li>- To treat others with courtesy and respect</li> <li>- To take care of themselves and others</li> <li>- To refrain from using violence of any sort (physical, verbal, sexual and emotional)</li> <li>- To refrain from bullying, intimidation and harassment</li> <li>- Fairly, reasonably and consistently implement the Student Management &amp; Wellbeing policy</li> <li>- To use positive reinforcement and encouragement</li> <li>- To create and maintain challenging learning environments</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>- To be provided with facilities and equipment that is safe and free from hazard</li> <li>- To have access to safety equipment</li> <li>- To have safety rules clearly explained and carried out.</li> <li>- To be familiar with lockdown and emergency evacuation procedures.</li> <li>- To be provided with shade areas</li> </ul>	<ul style="list-style-type: none"> <li>- To report occupational health and safety hazards to OHS</li> <li>- To uphold duty of care</li> <li>- To maintain child safety policy</li> <li>- To create and maintain safe learning environments</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>- To expect students to follow reasonable instructions given by teachers in the performance of their duties</li> <li>- To expect they will be able to teach in a cooperative environment</li> <li>- To expect students to be punctual and regular in attendance to school and classes and take all required equipment to participate in learning</li> </ul>	<ul style="list-style-type: none"> <li>- To know the content they teach</li> <li>- Plan, assess and report on student learning</li> <li>- Know their students and how they learn</li> <li>- Consistently implement the Berry Street Education Model</li> <li>- To differentiate learning to ensure lessons are accessible to all learners</li> <li>- To include all learners in the classroom</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>- To be listened to</li> <li>- To have a turn to speak</li> <li>- To be spoken to respectfully</li> <li>- To be informed within the scope of Privacy and Confidentiality requirements, about matters relating to students that will affect the teaching and learning program</li> </ul>	<ul style="list-style-type: none"> <li>- To listen to others</li> <li>- To be respectful in all communication</li> <li>- To inform necessary parties of matters relating to students that will affect the teaching and learning program</li> <li>- To report behaviours on Compass according to Student Management Policy and Procedure</li> </ul>
<b>Property</b>	<ul style="list-style-type: none"> <li>- To be provided with a safe and accessible place to store personal property and equipment</li> <li>- To expect that their property and equipment will be well cared for and won't be damaged</li> <li>- To work and learn in a clean and tidy environment</li> <li>- To be provided with materials/resources necessary to assist in maintaining to school environment in this way (eg. Bins)</li> </ul>	<ul style="list-style-type: none"> <li>- To take care of own and others' property and equipment</li> <li>- To assist in maintaining a clear and tidy working, learning and playing environment</li> <li>- To refrain from bringing inappropriate/hazardous property or equipment to school</li> <li>- To report possession of this type of property or equipment</li> </ul>

## Parents and Guardians Rights and Responsibilities

<b>Parent and Guardian Rights</b>	<b>Parent and Guardian Responsibilities</b>
<ul style="list-style-type: none"><li>- Expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others is maintained</li><li>- Expect communication and participation in their child's education and learning</li><li>- Expect a positive and supportive approach to their child's learning</li></ul>	<ul style="list-style-type: none"><li>- Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours.</li><li>- Ensure their child's regular attendance</li><li>- Engage in regular and constructive communication with school staff regarding their child's learning.</li><li>- Support the school in maintaining a safe and respectful learning environment for all students.</li><li>- Build positive relationships with members of the school community</li><li>- Ensure students have the appropriate learning materials and uniform</li><li>- Promote respectful relationships</li></ul>

## Student Management Policy and Procedure

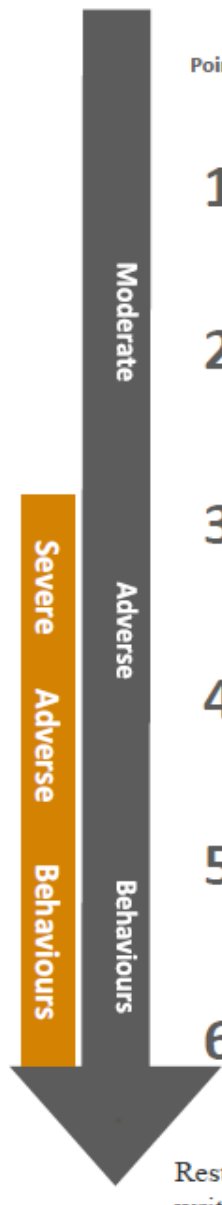
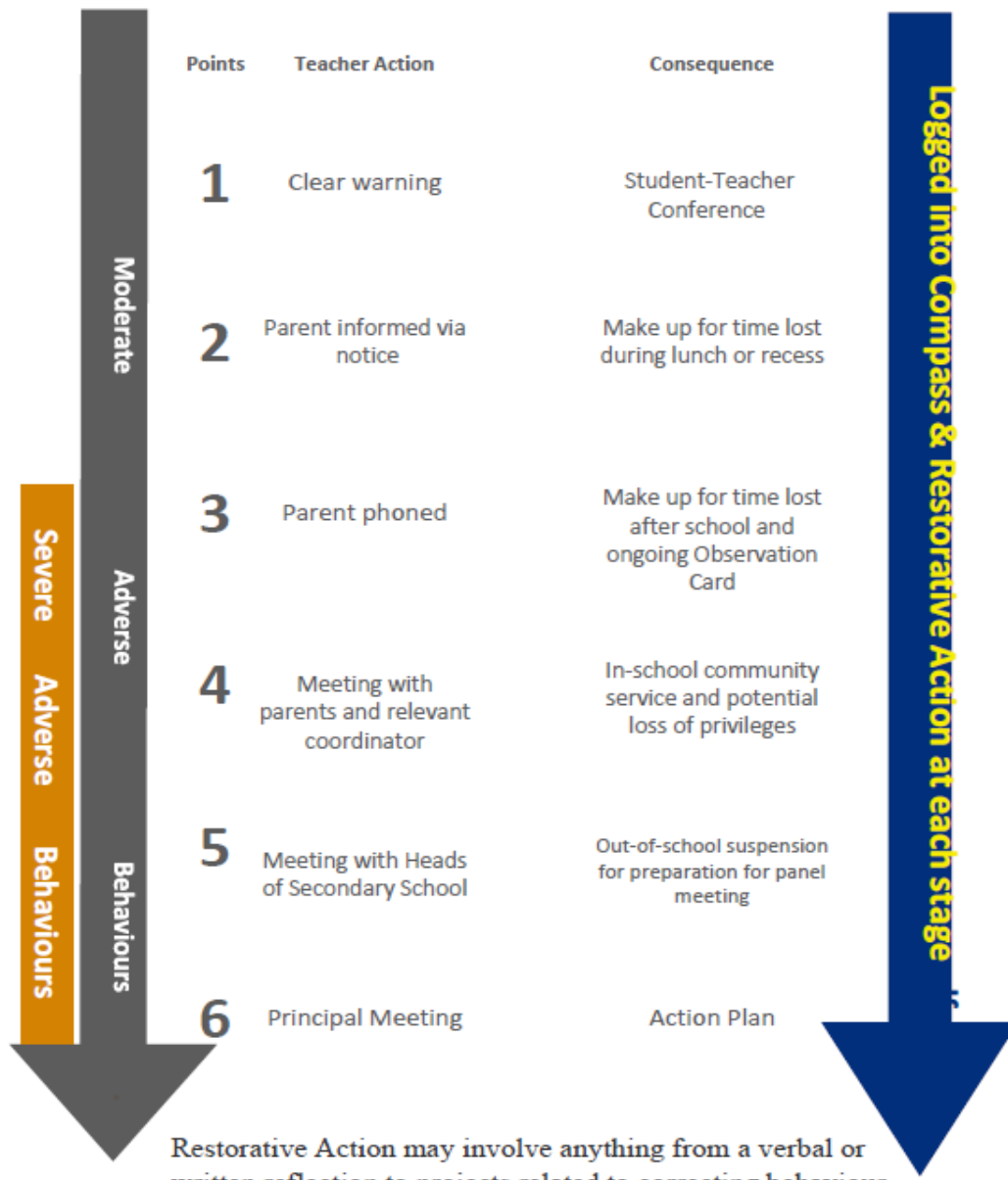
Implemented in 2019, the Student Management Policy and Procedure was designed in line with the Berry Street Education Model. The goal of the Student Management Policy and Procedure is to be consistent across the college so that the college can combat incidents of adverse behaviour fairly and cultivate an environment that celebrates student achievements and affirms students' positive behaviours.

Incidents where students demonstrate adverse behaviours will result in prompt restorative actions and consequences.

Additionally, the policy aims to make students accountable for their own behaviour by implementing fair and effective consequences in line with restorative practices and Islamic Values.

The policy enables the school to establish clear, predictable expectations of and for students.

# Student Management Process & Policy



# Expectations of Secondary School Students

## General Attitude and Behaviour

Students are expected to be respectful towards themselves, their peers and the College staff. Students are expected to follow reasonable requests made by their teachers or other staff members at the College and refrain from disruptions to learning or deliberate defiance. Chewing gum is not permitted in school.

Littering, and vandalising including drawing on tables is not permitted in school.

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## Behaviour on school bus and outdoors

Student must comply with all the rules related to safety, respect of others and all other discipline expectations stipulated in this policy. No food or drinks are permitted on the school bus.

The students must observe all the discipline rules and regulations whilst participating in outdoor activities such as excursions, incursions, morning, recess and lunch breaks and whilst travelling to and from school, students must:

## Student Presentation

### Make Up & Accessories

Students may wear a non-electronic watch, and no other piece of jewellery including rings, necklaces, bracelets or chains.

Students are not permitted to wear make-up or nail polish.

### Hair

Male student's hair must be natural in colour and style. Hair should not cover eyes and be worn off the face. Hair that is collar length or longer must be tied up during all practical subjects or when requested by a teacher.

Males may grow facial hair.

Female students must wear a white hijab, covering the neck at all times while on the school grounds and during incursions/excursions which are not on the school grounds.

### Wearing Extra Clothing

Students are not allowed to add any of their own items to the school uniform. Students are not permitted to wear beanies or hats in the classroom. These items, if worn, will be confiscated.

White, black or navy-blue singlets, shirts or skivvies may be worn under their uniform on cold days as long as they are not noticeable. Scarves must be navy blue or black.

### Bullying and Harassment

The below information must be read in conjunction with the East Preston Islamic College's Secondary School Anti-Bullying and Harassment Policy.

### Hands Off Policy

The college School uphold a strict 'hands-off' policy at all times to ensure students' safety. Breaches of this policy are deemed severe and will result in consequences.

### Harassment

Incidents of harassment are deemed severe within the College and prompt action will be taken.

#### **Harassment can include behaviour such as:**

- telling insulting jokes about particular racial groups, genders or class
- stalking
- sending explicit or sexual emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunting someone
- asking intrusive questions about someone's personal life.
- Calling someone sexually explicit or derogatory names
- Forwarding text messages and inappropriate pictures via text or e-mail
- Cat-calling and other intimidating hall-way behaviours
- Inappropriate gestures or staring
- Spreading rumours or gossip
- Unwanted, unwelcomed physical contact
- Invasions of personal space
- Intimidation tactics.

Actions which take the form of harassment or assault, or which are coercive, including those that are seemingly justified on the basis of being an initiation into, or punishment within a group, are unacceptable. Harassment is not tolerated at the College.

Harassment is not limited to the above examples. All reports of harassment will be taken seriously.



## Bullying

Bullying is an ongoing or repeated misuse of power in relationships, with the intention to cause deliberate harm. There are four types of bullying (verbal, physical, social and cyber bullying). These are defined as below:

Verbal Bullying- name calling or insulting someone about their weight, height or other attributes.

Physical Bullying- hitting or otherwise hurting someone, shoving or intimidating another person or damaging or stealing their property.

Social Bullying- consistently excluding another person or sharing information or images that will have a harmful effect on the other person.

Cyber Bullying- can occur through SMS, text, apps or online in social media or gaming, where people can view, participate in or share content. It includes sending, posting or sharing negative or harmful, false or mean content to someone.

East Preston Islamic College believes that the learning environment should be comfortable for all staff and students and free from any form of bullying.

The College will provide support for anyone who feels that they are being bullied or harassed and will work towards resolving the issue with both parties. If the problem persists, a formal complaint should be made to the relevant Head of School, who will investigate the complaint and take action appropriate to the circumstances.

## Attendance, Punctuality and Leaving School Grounds

### Attendance

Whilst ensuring student attendance at school is a legal obligation of parents/guardians, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community.

School attendance is important as it maximises life opportunities for young people by providing them with education and support networks.

Low attendance will be followed up by Year Level Coordinators and/or the Head of School.

### Punctuality

Being on time is essential to the success and smooth running of the College and classes. When a student is absent, parents should call the Office on **9478 3323** by 9.00am and indicate the reason for the absence.

When a student returns to school after an absence, they must present a letter from their parents explaining the absence. Students absent from school are responsible for all work missed and should discuss this with their subject teachers.

Any student who arrives at school after 8.35am must report to the Office and sign in. Consistent lateness will be followed up.

If a student is more than 10 minutes late to any lesson (without valid reason), the teacher will record the student as absent and inform the Year Level Coordinator should it happen again. Students cannot leave the school grounds for any reason without the written permission of the Year Level Coordinator. Recurring lateness and absences from classes will be dealt with by the Year Level Coordinator and the relevant Head of School.

### Leaving School Grounds

The school shares with parents and students' responsibility for student safety and conduct. Therefore, if it is necessary for a student to leave school during a school day, they must bring a note from a parent or guardian for the school and be picked up.

Once students leave school grounds, they cannot re-enter the school grounds unless a prior arrangement has been made in consultation with the school and a parent/guardian.

### Truancy

If students deliberately skip classes, they will be suspended either internally or externally.

### Prohibited Substances

If a student is in possession, uses and/or supplies alcohol, tobacco, e-cigarettes, illegal drugs, restricted substances or misuses over-the-counter and prescribed medication on school premises, or on external events, immediate action will be taken.

## School Action and Consequences

Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must strictly NOT be used at the College under any circumstances.

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school classroom practices, including targeted and individualised support when required.

Whole school practices include:

- ☑ Establishing predictable, fair classroom routines and positive learning environments
- ☑ Ensuring student participation in the development of classroom and whole school expectations
- ☑ Providing personalised learning programs where appropriate for individual students
- ☑ Consistently acknowledging all students
- ☑ Empowering students by creating multiple opportunities to take responsibility and be involved in decision –making

☒ Providing physical environments conducive to positive behaviours and effective engagement in learning

Inappropriate behaviours will be supported through a staged response, including:

Understanding the student's background and needs

☒ Ensuring a clear understanding of expectations by both students and teachers

☒ Providing consistent school and classroom environments

☒ Scaffolding the student's learning program

☒ Engaging in restorative conversations

Broader support strategies will include:

☒ Involving and supporting the parent/carer

☒ Involving support services as appropriate

☒ Mentoring and /or counselling

☒ Convening student support group meetings

☒ Developing individualised learning, behaviour or attendance plans

☒ Providing broader educational programs (work experience, camps)

☒ Involving community support organisations

## **Suspension**

A student may be excluded from school in situations where all other measures have been implemented without success, or where an immediate suspension is the only appropriate course of action in response to the student's behaviour which may put the health, safety and well-being of other students, staff, or themselves at significant risk.

Consequences which may be used prior to suspension include:

☒ Withdrawal of privileges

☒ Use of behaviour and observation sheets to monitor behaviour

☒ Withdrawal from class activities for a specified period. Where appropriate, parents/carers will be informed of such withdrawals

☒ Detention: teachers may require a student to complete school work or additional work or duties at recess or lunch break, or afterschool. No more than half the break time may be given to detention and afterschool detentions will not exceed forty-five minutes. Parents will be informed at least the day prior to the detention and in family circumstances where this would create undue hardship, the school may negotiate an alternative disciplinary measure with parents/carers.

### **Expulsion**

When a student has been given an opportunity to improve behaviour through Restorative Practices, Individual Support Plan, Suspensions and Contracts however continued to display repetitive behaviour which may result in serious breach of the school's values or risk to safety, parents will be recommended to withdraw the student from school by the College Vice Principal or Principal.

The college uses the Compass Management System to record suspensions and expulsions.

### **Review**

This policy will be reviewed in 2022.