



**AL SADIQ
COLLEGE**

DISCIPLINE POLICY & PROCEDURES

Discipline Policy & Procedures

Revised: March 2025

For Review: March 2027



DISCIPLINE POLICY & PROCEDURES

Introduction

From time-to-time a students' behaviour needs to be corrected. This is an inevitable feature during a child's development and the correction of that behaviour sometimes involves consequences that are intended to modify negative behaviours so that the College's learning environment is one that is safe, positive and productive, that assists the student to become more responsible and able to direct their own behaviour, this allows for maximum growth and development for every individual.

The modification of negative behaviours sometimes involves the discipline of children. At Al Sadiq College the disciplinary procedures are based on principles of procedural fairness.

"Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account when considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations;
- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making;
- an absence of bias by a decision-maker."

"The review mechanism adds to the fairness of the process and may be applied to cases of suspension and expulsion."

NESA, in its Registered and Accredited Individual Non-Government Schools (NSW) Manual

POLICY

1. Al Sadiq College prohibits the use of corporal punishment in disciplining students attending the school. Such punishment has no place in the consequences for negative behaviours or breaches of the College's behaviour expectations of children.
2. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.
3. Students at Al Sadiq College are required to abide by Al Sadiq College's behaviour, uniform and appearance standards and expectations and to follow the directions of teachers and other people with authority delegated by the College.
4. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or ill-repute to the College, staff members or other students, the student may be subject to disciplinary action which may lead to suspension or expulsion.
5. The disciplinary procedures undertaken by the College vary according to the seriousness of the alleged offence. When advised of the allegation the student and parents will be informed of the procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.

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6. The consequences imposed vary according to the behaviour and the prior record of the student. At the lower end of the scale, a warning or counselling may be appropriate. At the upper end of the scale the behaviour could result in suspension, a behaviour contract, exclusion or expulsion. The seriousness of the offence may have a consequence commensurate with its level.
7. Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student will be:
 - informed of the alleged infringement and other information related to the matter
 - provided with an opportunity to respond to the allegations
 - informed as to who will investigate the matter, and its possible consequences if sustained
 - informed of the procedures to be followed which may include, at the discretion of the College, an opportunity to have a parent or guardian present when responding to the allegations; and
 - afforded the right of review or appeal.
8. The Head of Secondary or Head of Primary (or delegate) will reach a decision in relation to the allegation, and any penalty to be imposed and advise the student (and parent/s) of the decision. The student (and parent/s) would be advised that if they wish the decision to be reviewed, they may discuss the matter with the Principal or make application for a review to the Principal and submit any information they want to have considered during the review process. The Principal will then either confirm the decision or amend the decision based on the additional information provided.
9. The Principal will be consulted on all decisions where a student is considered to have breached Codes of Behaviour that warrant expulsion.

SUSPENSION and EXPULSION

In rare cases, a student's behaviour may be of the type that may lead to Suspension (Exclusion) or Expulsion. This may include:

- **Physical assault or intimidation of staff or students**
Physical intimidation refers to any physically threatening behaviour towards school staff or towards a student. This may be in person or through email, phone, online or through a third party.
- **Verbal abuse, bullying or harassment of staff or students**
Verbal abuse, bullying or harassment of staff or students includes offences such as use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate, stalking, sexual harassment, sexual innuendo and manipulation. This may be in person, online or via a third party.
- **Wilful offence against property**
A wilful offence occurs when there is intent to deface or cause damage to property. It may also involve theft.
- **Serious or repeated breach of the College's behaviour expectations and rules which includes the school's ethos, values and the faith.**
- **In breach of the rules and expectations as stated in the Behaviour Contract**
- **Substance misuse**
This may include incidents involving substances that are not illegal but threaten the good order and proper management of the school. This may include substances such as cigarettes, alcohol, vapes and the misuse of prescribed medicines.



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- **Illegal substance offences**

The substances are those deemed illegal under the Criminal Code.

- **Other**

This may include other serious incidents deemed by the College Principal to qualify for a suspension or expulsion.

BEHAVIOUR – CORE VALUES

The Core Values are expressed for Primary children as personal attributes:

Core Values	Personal Attributes
Faith	I will respect my faith and conduct myself as per the Q'ran
	I will be pure in faith and actions
Respect	I have respect for myself
	I have respect for others
	I have respect for my school and what it represents

The Core Values for Secondary School students are expressed through the College Motto of Faith, Knowledge, Purity and through the values of respect for self and others and for the environment.

PRIMARY BEHAVIOUR MANAGEMENT

POSITIVE BEHAVIOURS

Affirming and teaching positive behaviours is an important part of the behaviour management of students and if used effectively may minimise the need for negative consequences for poor behaviour. At Al Sadiq College this includes an Award System:

- Dojo points = For showing respect for self, others, school
- Assembly Merit issued by classroom teacher for positive behaviour
- Year K - 3 super Star Awards = Top 3 from each class, end of term Head of Campus morning tea
- Year 4 - 6 receive house points for exemplary behaviour
- Year 4 - 6 Winning teams (Houses) who have accumulated the most points throughout the year, go on an outing to celebrate their win in Term 4



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NEGATIVE BEHAVIOURS

When there are instances where children display inappropriate behaviour then there is a need to have a system that deters those behaviours. The model at the Al Sadiq College Primary Campus is implemented by the following level system:

Level	Responsibility	Behaviour (examples of but not limited to)	Consequence (examples of but not limited to)
Red Alert	Teacher	- Unsatisfactory Classwork/Homework - Disruptive behaviour in class - Chewing gum - Rude/showing disrespect - Incorrect uniform/presentation - Rough and inappropriate play - Not following classroom expectations (eg out of seat and not following teacher instructions)	- Teacher addresses student about their behaviour - Recess and/or lunch reflection - Homework Club - Parent contacted via Dojo or phone - Playground or classroom clean up
1	Head of Campus	- Repeated Level 1 offences - Swearing - Bullying and teasing - Repeated uniform Infringement - Breaching bus policy - Inappropriate behaviour during an excursion	- Recess /Lunch reflection - Conduct Card – student must have this signed in every lesson and by the teacher on duty for recess/lunch - Parent called, possible meeting with Head of Campus and teacher
2	Head of Junior School	- Repeated Level 1 offences - Verbal abuse to teacher - Physical violence, threat of physical violence or aggressive behaviour towards another student, staff member of other person - Inappropriate use of device (eg laptop, ipad) - Inappropriate use of school device/ or own device ie BYOD (eg accessing websites etc without permission) - Not submitting phone for collection - Bringing College name into disrepute - Repeated bullying - Damaging school property	- Recess/ Lunch reflection - Time out - Parent called and a meeting is arranged with the parent, teacher, Head of Campus and Head of Junior School - Conduct Card – student must have this signed in every lesson and by the teacher on duty for recess/lunch - Confiscation of device and parent called to collect the device from school – device not returned to the student, until a parent collects it. - Ban from using devices for up to 1 week



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3	Head of Junior School in Consultation with the Principal	• Repeated Level 2 offences • Physical violence, threat of physical violence or aggressive behaviour towards another student, staff member or other person • Possession of or use of weapon • Possession or use of a vape or cigarette	• Internal or external suspension • Parent called and a meeting is arranged with the parent, teacher, Head of Campus and Head of Junior School • Meeting with Principal as needed • Issue of ongoing enrolment behaviour contract, as needed • Expulsion – after contract breach
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It is at the Principal's discretion to amend levels of consequence as deemed appropriate.

It is important to realise that principles of procedural fairness will apply and that students will have the opportunity to appeal any decisions. Parental involvement will be required in such incidences, with the appropriate Head of House or Director of Wellbeing or Head of Secondary, Head of Campus, Head of Primary or the Principal.

SECONDARY BEHAVIOUR MANAGEMENT

POSITIVE BEHAVIOURS

Affirming and teaching positive behaviours is an important part of the behaviour management of students and if used effectively, may minimise the need for negative consequences for poor behaviour. The positive approach works equally well for Secondary Students as it does for Primary age children. At Al Sadiq College this includes a Merit system:

- Merit Awards are issued by teachers for positive behaviours, both in the classroom and outside the classroom.
- Students receive House points for a Merit Award. These points contribute to the cumulative points for their House.
- Merit Certificates are presented at Assemblies on a term basis for the students in each Year group who have achieved the highest number of Merits each term.
- Annual awards of Meritorious Effort are awarded at Speech Day.

NEGATIVE BEHAVIOURS

When there are instances where secondary students display inappropriate behaviour there is a need to have a system that deters these behaviours. The model at Al Sadiq College is implemented by the following level system:



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AL SADIQ COLLEGE DISCIPLINE LEVEL SYSTEM 2023

Level	Responsibility	Behaviour (examples of but not limited to)	Consequence (examples of but not limited to)
1	Teacher	- Unsatisfactory Classwork/Homework - Disruptive behaviour in class - Lateness to class - Chewing gum - Failure to do assignments/assessments - Rude/showing disrespect - Incorrect uniform/presentation	- Teacher addresses student about their behaviour - Recess and/or lunch detention - Parental contact via email, phone or student planner - Playground or classroom clean up
2	Head of House or Head of Department	- Repeated Level 1 offences - Swearing - Truancy - Bullying - Repeated uniform Infringement - Breach of assessment or examination rules	- Afterschool detention or lunch detention - Faculty conduct card - Parental contact - Cancellation of assessment or examination and zero-mark award (in the case of breach of assessment or examination rules)
3	Director of Wellbeing	- Repeated Level 2 offences - Verbal abuse to teacher - Physical violence, threat of physical violence or aggressive behaviour towards another student, staff member of other person - Repeated truancy - Bringing College name into disrepute; Faith, Knowledge, Purity - Repeated bullying (including on online medium, in person or through third party involvement) - Mobile phones or Smart Watches on person during the school day - Graffiti/ vandalism of school property or another student or staff member property. - Vaping, use of vapour on school premises or school event or off site when in school uniform, possession of vapour.	- External suspension or internal partial suspension from specified classes. - Time out room - Afterschool detention - Parental contact - Conduct Card - Confiscation of mobile phone for one week (in the case of mobile phone on person during the school day) - Joint meeting with Director of Wellbeing and/or Head of Secondary, parents and student. - Issue of ongoing enrolment behaviour contract.



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4	Head of Secondary in Consultation with the Principal	• Repeated Level 3 offences • Physical violence, threat of physical violence or aggressive behaviour towards another student, staff member of other person • Drug use or possession of drugs, cigarettes or vapes or sale of drugs or vapes at school or on school-based activity • Weapons • Possession of and/or dissemination of inappropriate content online	• Internal partial or external suspension • Joint meeting with Head of Secondary and/or Principal, parents and student. • Issue of ongoing enrolment behaviour contract. • Expulsion • Notification to the Police for breaches of the NSW Crimes Act.
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It is at the Principal's discretion to amend levels of consequence as deemed appropriate.

It is important to realise that principles of procedural fairness will apply and that students will have the opportunity to appeal any decisions. Parental involvement will be required in such incidences, with the appropriate Head of House or Director of Wellbeing or Head of Secondary, Head of Campus, Head of Primary or the Principal.