

STUDENT WELLBEING AND BEHAVIOUR SUPPORT POLICY

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Opening Statement

The Al-Ameen College Student Wellbeing and Behaviour Support Policy sets out the expectations of behaviour at the College and helps identify positive student behaviours. Positive Behaviour Management is the guiding philosophy that underpins our restorative system and process.

Upon enrolling your child at Al-Ameen College, Parents and Students agree to abide by all relevant policies and procedures.

Guiding Principles

Al-Ameen College is committed to developing an environment where ***faith*** enlightens ***knowledge*** and ***discipline*** guides action. The College seeks to work in partnership with parents and guardians to develop socially responsible young people who take accountability for their actions, and an understanding of their faith and its teachings. Our guiding principles are centred on these values – faith as the moral compass, knowledge as the foundation for informed decision-making, and discipline as the tool for shaping character and conduct.

The College forbids all forms of child abuse, corporal and degrading punishment, and is committed to ensuring the wellbeing of all students, at all times.

Aim

Al-Ameen College prioritises early intervention and prevention, focusing on mentoring our students through ***counselling*** and ***restorative sessions***, regular ***student wellness checks***, and ***professional development for staff*** to enhance student wellbeing and discourage inappropriate behaviours.

Student behaviour is best managed through a restorative approach, where students are to reflect on their behaviour and learn from their mistakes, aligning with Islamic values and principles, emphasising personal growth.

A positive and safe classroom environment is the most effective way to ensure and promote learning. Students are expected to uphold the values of ***respect, responsibility, and righteousness*** with regards to their behaviour and interactions with staff, peers and with the community.

Al-Ameen College complies with the WA Registration Standards (Standard 12) and ensures that it provides positive behaviour management and implements such corrective measures as are required in accordance with published policies and procedures which are fair, consistent, and respectful.

Rights and Responsibilities

| Students have a right to | Students have a responsibility to |
|--|---|
| <ul style="list-style-type: none"> • Learn, work, and socialise in a friendly, safe, clean, and supportive environment. • Interact and engage freely without harassment and bullying. • Receive equal treatment regardless of race, gender, or physical ability. • Feel valued, respected, and listened to. • Engage in learning without disruptions and have their property respected. | <ul style="list-style-type: none"> • Be accountable for their behaviour and actions. • Actively learn and take responsibility for their own learning. • Ensure punctuality, respectfulness, and organisation. • Respect the rights of others and not disrupt their learning and wellbeing. • Follow school rules and staff instructions and contribute to a clean environment. |

| Staff have a right to | Staff have a responsibility to |
|---|---|
| <ul style="list-style-type: none"> • Work in a clean, safe, and supportive environment. • Work without disruption and have their property respected. • Be treated courteously and respectfully. • Be supported by the whole school community. | <ul style="list-style-type: none"> • Treat others courteously and respectfully. • Support students in their learning, provide an appropriate curriculum, and encourage students to maximise their potential. • Be vigilant and proactive about bullying. • Encourage and support students to take responsibility for their own behaviour. • Ensure students and parents are aware of the Student Wellbeing and Behaviour Support Policy. |

| Parents have a right to | Parents have a responsibility to |
|--|--|
| <ul style="list-style-type: none"> • Be treated courteously and respectfully. • Be informed of their child's progress and request support and cooperation from staff. • Expect their child to participate fully in their educational programs. • Be informed of any behaviour or matters affecting their child's health and welfare. | <ul style="list-style-type: none"> • Treat others courteously and respectfully. • Maintain regular communication with teachers and monitor their child's progress. • Ensure their children attend school, provide necessary materials (books, stationery, uniform, etc.), and follow school policies and procedures. • Inform the school of any incidents or concerns relating to their children's physical and emotional condition. • Keep their children at home if they have a contagious illness. |

Good Standing Citizens

At Al-Ameen College, we uphold the principles of respect and diligence. Maintaining a positive standing within our community is essential, reflecting a student's commitment to cooperation and support. This status grants students the full array of freedom, rights, and privileges within our institution. These values shape our classrooms, reward system, and conduct expectations, fostering a secure and nurturing learning environment where students can excel academically, socially, and emotionally.

The College emphasises recognition for students who maintain their Good Standing. We actively celebrate their achievements through virtuous commendations (*refer to virtuous commendations policy*), certificates, canteen vouchers, and other school activities, fostering a culture of positivity and achievement within our College community.

Good Standing Criteria

Every student begins the academic year with Good Standing status, which is reviewed each term. This status is maintained by consistently exhibiting positive behaviours that align with the Student Code of Conduct.

Loss of Good Standing

If a student loses their Good Standing, they will be placed on a monitoring checklist for a set period ranging from 2-5 weeks, depending on the nature of the incident. During this time, students will be given specific goals to improve their behaviour. Participation in school events such as incursions, excursions, and sporting activities may be restricted if necessary. This will be constantly reviewed depending on the students' progress to re-enter a social event. Students who show significant improvement within the given period, may regain their good standing status and privileges.

| | |
|-----------------------------------|---|
| Attendance and Punctuality | <ul style="list-style-type: none">• Arrive at school and attend classes on time.• Loss of Good Standing occurs after serving detention on three occasions. |
| Behaviour Parameters | <ul style="list-style-type: none">• Adhere to the Student Code of Conduct.• Any suspension results in an immediate loss of Good Standing for 5 weeks. |
| Uniform Requirements | <ul style="list-style-type: none">• Wear the correct uniform as outlined in the Uniform Policy.• Loss of Good Standing occurs after four breaches of the uniform policy, but this can be rectified once the student meets uniform requirements consistently over a period specified in the Individual Behaviour Plan (IBP). |
| Academic Requirements | <ul style="list-style-type: none">• Complete all classroom requirements.• Show commitment to learning and work at a level reflecting the student's ability.• Submit all homework, assignments, and coursework.• Repeated failure to comply on five occasions results in a loss of Good Standing until the student realigns their study commitments over a period specified in the IBP. |

Restorative Practices and Early Intervention

At Al-Ameen College, we prioritise restorative approaches in managing student behaviour. When conflicts arise or misconduct occurs, students will participate in restorative sessions aimed at repairing harm, rebuilding relationships, and fostering a deeper sense of responsibility. These sessions may involve mediation between affected parties and focus on promoting empathy, understanding, and accountability.

Positive Reinforcement

Positive behaviour is encouraged and celebrated at Al-Ameen College. Students who consistently uphold school values, show respect for others, and demonstrate responsibility are acknowledged through various reward systems. These may include:

- Certificates of Achievement.
- Public recognition during assemblies.
- Special privileges such as leadership roles, participation in school events, and extracurricular activities.
- Vouchers and other incentives.

Wellbeing Initiatives

Al-Ameen College takes a proactive approach to student wellbeing by offering regular mental health check-ins, access to school counsellors, and wellbeing workshops that teach students coping mechanisms for stress, anxiety, and peer pressure. Peer mediation programs and student wellbeing committees are available to support students before behavioural issues escalate.

Early Intervention

The school employs early intervention strategies such as regular monitoring of student behaviour and wellbeing assessments. Teachers and the Wellbeing Department will work together to identify at-risk students and offer support before more serious disciplinary measures are required.

Behaviour Flow Chart



BEHAVIOUR FLOW CHART

LEVEL 1

Warning for Behaviour
Warning / Pastoral Entry / Recess / Lunch Detention

Teacher / Student

LEVEL 2

Repeated or persist behaviour.
Pastoral Entry / Recess / Lunch Detention
Teacher / HOLA / Student / Parent

3 or more level 2 entries will escalate to level 3

LEVEL 3

Contact Parents
Parent – student meeting
Student checklist / Restorative sessions /
Counselling
Co-curricular detention / Suspension

ONLY Wellbeing Coordinators

Major Misconducts will result in a suspension

*Depending on the severity of the incident, levels
can be escalated straight to level 3-5
(Principal)*

LEVEL 4

Parent – Student meeting
Student put on contract / suspension
Breach of contract can result in escalation to level 5

Principal / Assistant Principal Wellbeing

LEVEL 5

Continued breach
Possible Expulsion / Enrolment Reviewed

Principal / Assistant Principal Wellbeing

Misconducts

Level 1

Off-task

Disruptive Behaviour

Misuse of Property (Devices/Equipment)

Level 2

Repeated Disruption

**Repeated Misuse of Property
(Devices/Equipment)**

Disrespecting Students

Inappropriate Language/Gestures

Inappropriate Physical Play

Misconducts

Level 3

Defiance

Disrespecting Staff / Defamation

Physical Altercation (Or Instigating)

Racial Remarks

Truancy / Leaving Without Permission

Bullying (Cyber / Physical / Verbal)

Bringing the School Into Disrepute

Mobile Device (Or Social Media Misuse)

**Possession of Prohibited / Dangerous
Items**

Incorrect Uniform

Level 4

Intended Physical Aggression

Vandalism / Theft

Repeated Bullying

Inappropriate Relationships

Extreme Defiance

Abusive Behaviour

Unsafe Behaviour

Level 5

Severe Injury From Aggression

Ongoing Vandalism / Theft

Severe Ongoing Bullying

Illegal Substances / Activities

Persistent Abuse / Harassing Behaviour

Student Misconduct

At Al-Ameen College, student behaviour is managed through a structured system of Pastoral Note entries, with escalating consequences for breaches of school rules or acts of defiance. This policy aims to correct misbehaviour through progressive restorative practice, fostering personal development while maintaining a respectful and safe learning environment.

Consequences Hierarchy

1) Verbal Warning

- Minor infractions result in a verbal warning, and parents are notified.

2) Detention

- Depending on the severity of the misconduct, detention can be assigned during recess, lunch, after school, or during co-curricular activities.

3) Cancellation of Privileges

- Students may lose participation in school events, Sporting Academies' and co-curricular activities.

4) Out-of-School Suspension

- For significant breaches of the school code, students may be suspended from attending school.

5) Four-Tier Escalation Continuum

- For repeated or severe violations, the Four-Tier Escalation Continuum applies, with increasing seriousness:

1) Caution Letter

2) Warning Letter

3) Warning to Contract

4) Final Contract

6) Expulsion

Please refer to the *Suspension and Expulsion Definitions* section of policy.

Flexibility

Depending on the severity of the behaviour, the College reserves the right to escalate consequences immediately, bypassing lower levels in cases of serious misconduct. Severe breaches may lead directly to suspension or expulsion.

Behavioural Agreements

If a student's behaviour or conduct falls outside of the school's expectation, students will be placed on a behaviour agreement. This agreement will provide students the opportunity to correct their behaviour outlined by the letter and commit to improve their conduct that is in adherence to the school policy.

Factors Considered in Decisions

- Safety of students, staff, and visitors.
- Seriousness of the student's actions.
- Remorse shown by the student.
- Wellbeing and capacity for improvement.
- Violations of Islamic ethos or core school values.

Suspension and Expulsion Definitions

Out of School Suspension

The temporary removal of a student from school premises and all classes for a set period. This measure is intended to ensure the safety of others while giving the student an opportunity to reflect on their actions.

- **Short Suspension:** lasting one (1) to three (3) days, for minor to moderate violations.
- **Long Suspension:** lasting up to five (5) days, for severe or repeated violations, such as physical violence, possession of prohibited items, or other serious breaches of school policy.

Any student who receives multiple suspensions will be escalated onto the four-tier escalation continuum.

Expulsion

Permanent removal of a student from the school due to serious or repeated violations of school policies.

Four-Tier Escalation Continuum

1) Caution Letter

The first stage of formal intervention. The letter serves as an official suspension notifying the student for a need of immediate attention, improvement in their behaviour and adherence to the school policies.

2) Warning Letter

The second stage indicates another official suspension, warning the student that their actions have reached a critical level, putting their continued enrolment at the school in jeopardy. Behavioural improvement is expected, or further consequences will follow.

3) Warning To Contract

When a student is issued a warning to contract, a suspension will be concurrently implemented. This action indicates that the situation has escalated to a critical level prior to the implementation of a final contract: The agreement involves the wellbeing committee, the student, and their parents / guardians.

Parents and school management must sign the contract before a student is allowed back to school. This is one of the final interventions and underscore the need for collaborations amongst the student, parents / guardians and the wellbeing committee to address behaviour concerns and academic growth.

4) Final Contract

The Final Contract is the last intervention before a student faces permanent removal from the school. Upon being issued a Final Contract, parents or guardians must sign the agreement. ***If parents do not sign the Final Contract, the student will not be permitted back to school until the contract is signed.*** The contract outlines specific conditions for the student to remain enrolled at the College. Failure to comply with the terms will result in expulsion or voluntary withdrawal.

- ***Students demonstrating consistently good behaviour for one year can move down a tier, rewarding positive change and contributing to a supportive school environment.***

Decisions

The decision to suspend or expel lies with the Principal and Wellbeing Department, following a fair and unbiased review. In serious cases, a student may be summarily suspended, with a review meeting with parents arranged as soon as possible.

Appeals Process

Parents or guardians may appeal suspension or expulsion decisions. Appeals must be made in writing, outlining the grounds for reconsideration. The Principal and Wellbeing Department will review the appeal, with final decisions made accordance to *the complaints policy*.

SEQTA Pastoral Care Notes

Teachers are required to document misconduct in SEQTA, including details of the incident, consequences issued, and parental communication. Level 3-5 incidents referred to the Wellbeing Department.

Wellbeing Behaviour Plan

For breaches that do not warrant suspension or expulsion, a Wellbeing Behaviour Plan may be developed in collaboration with the student, parents, and staff. This plan outlines behaviour goals and necessary adjustments to the learning environment to support the student's growth.

Expulsion or Voluntary Withdrawal

Expulsion may result from severe misconduct or continuous infractions despite earlier interventions. Parents will be given the option of voluntary withdrawal before expulsion is enforced. A student expelled from Al-Ameen College will not be re-enrolled without permission from the Principal and Wellbeing Committee.

Disclaimer

The Principal retains the authority to override any stage of the Four-Tier Escalation Continuum based on the severity and nature of the misconduct. Additionally, records of misconduct will carry over throughout the student's primary and high school years. Transitions from primary to high school will be granted a fresh start.

Illicit Substance / Materials

Al-Ameen College enforces a zero-tolerance policy regarding the use or possession of illicit substances and materials. This includes, but is not limited to:

- **Substances:** Cigarettes, vapes, non-prescribed drugs
- **Materials:** Weapons, knives, laser pointers, inappropriate content

Prohibited / Dangerous Items

Prohibited or dangerous items include items that can be used perceived as weapons or as a threat to themselves or others. This includes, but is not limited to, knives, blades, bats, wrenches, screwdrivers, etc.

In instances where there is reasonable suspicion of possession or use of prohibited, Dangerous, illicit substances or materials, only wellbeing and senior management has the authority to request and coordinate the search of student bag or lockers. All searches will be conducted in the presence of the student and two wellbeing members to ensure fairness and transparency.

Consequences

Any student found using, providing, aiding, or possessing a suspected illegal substance or material during school hours or outside of school hours, whether on or off school premises, will face:

- 1) Indefinite Suspension.
- 2) The student's enrolment will undergo a review, with expulsion as a possible consequence.

Procedure

- 1) **Incident Reporting:** The matter will be classified as a Level 5 pastoral entry.
- 2) **Review Process:** The School Principal and Assistant Principal of Wellbeing and Pastoral Care will review the student's enrolment.

Physical Intimidation/Aggression/Altercation

Al-Ameen College maintains a zero-tolerance policy for violence, prioritising safety and wellbeing while also focusing on restorative solutions where appropriate. We are committed to ensuring a secure, violence-free environment for all students and staff. Violence poses significant health and safety risks and undermines our mission to provide a supportive learning atmosphere.

Any student involved in a physical altercation or displaying aggression towards staff or students will:

- Be immediately sent home as part of a mandatory cooling-off period, which does not count towards any formal suspension.
- The student may be suspended for a maximum of 5 days.
- Have their enrolment reviewed pending a full investigation.

The school holds a zero-tolerance policy for violence, and any student found responsible will face serious consequences, including possible expulsion.

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behaviour that aims to cause physical, social, and/or psychological harm. It can involve an individual or group misusing their power over one or more persons who feel unable to stop it.

Types of Bullying

Including but not limited to:

- Physical:** Punching, hitting, pushing, tripping, kicking.
- Verbal:** Teasing, offensive names, racial comments, abusive language, constant criticism, inappropriate comments about appearance, belittling remarks.
- Non-verbal:** Rude gestures, graffiti, offensive notes, intimidation.
- Psychological:** Spreading rumours, hiding or damaging possessions, inappropriate use of information technology, unauthorised use of camera phones and devices.
- Emotional:** Deliberately excluding others, refusing to sit next to someone, encouraging others to ignore or avoid a person.
- Sexual harassment:** Touching, inappropriate joking, taunting, or teasing of a sexual nature, exposure.

Procedures for Addressing Bullying

At Al-Ameen College, we are committed to ensuring that all students feel safe and supported in an environment conducive to learning and personal growth. When instances of bullying arise, we follow these procedures:

1) Initial Response:

- a. Engage students in restorative sessions or counselling.
- b. Conduct mediation sessions if appropriate.

2) Escalated Response:

- a. Students who do not respond to restorative sessions or mediation and continue to bully may lose co-curricular privileges and parents will be contacted.

3) Severe Response:

- a. Students who persist in bullying after steps 1 and 2 may face suspension from 1-5 days, depending on the circumstances.
- b. Persistent bullies will lose any leadership positions.

4) Final Measures:

- c. The enrolment of students who continue to bully persistently will be reviewed.

School Property, Theft, Damage and Vandalism

At Al-Ameen College, we emphasise the importance of respecting and caring for school property. Students are expected to use school resources responsibly and report any incidents of theft, damage or vandalism immediately to the Wellbeing Department. This includes but not limited to, graffiti, tagging and sticking gum to property and items.

Consequences and Liability

Consequences for property theft, damage, or vandalism, whether intentional or unintentional, will be determined based on the severity of the incident.

This may include, but is not limited to:

- a) Detention.
- b) Suspension.
- c) Compensation for damages, and in severe cases.
- d) A review of the student's enrolment.

In cases where a student is responsible for significant damage or theft, their parents or guardians will be held liable for the cost of repairs or replacement. This policy encourages students to take responsibility for their actions while promoting accountability within the school community.

Truancy

Truancy refers to any intentional absence from school without permission. This includes missing classes, assemblies, or prayer sessions, whether the student is on school grounds or has left the premises without authorisation. Truancy is considered a major incident due to our duty of care for student safety and wellbeing.

Any student found truanting from any class or Salah will incur an Immediate 1-day suspension.

Procedures and Consequences

Attendance:

- All students are expected to attend assembly, classes, and prayers. Any intentional absence from these activities will be considered truancy.

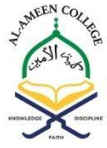
Duration of Absence and Consequences:

- 25 Minutes or More: Immediate suspension.
- 15 to 25 Minutes: Immediate co-curricular detention. If this occurs three times, it will result in suspension.

Monitoring, Reporting and Notification:

- The wellbeing team regularly records student lateness in the morning.
- Parents are notified of student absences to identify any discrepancies.
- Teachers must inform the wellbeing team and mark students as absent.
- The wellbeing team will go out and look for the students who are truanting.

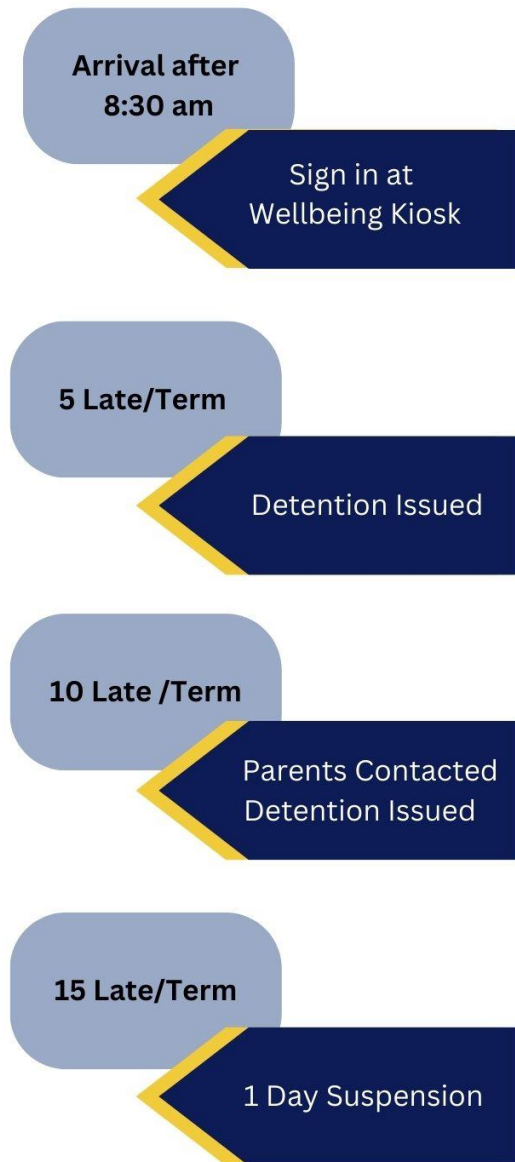
Student Lateness (Flow Chart)



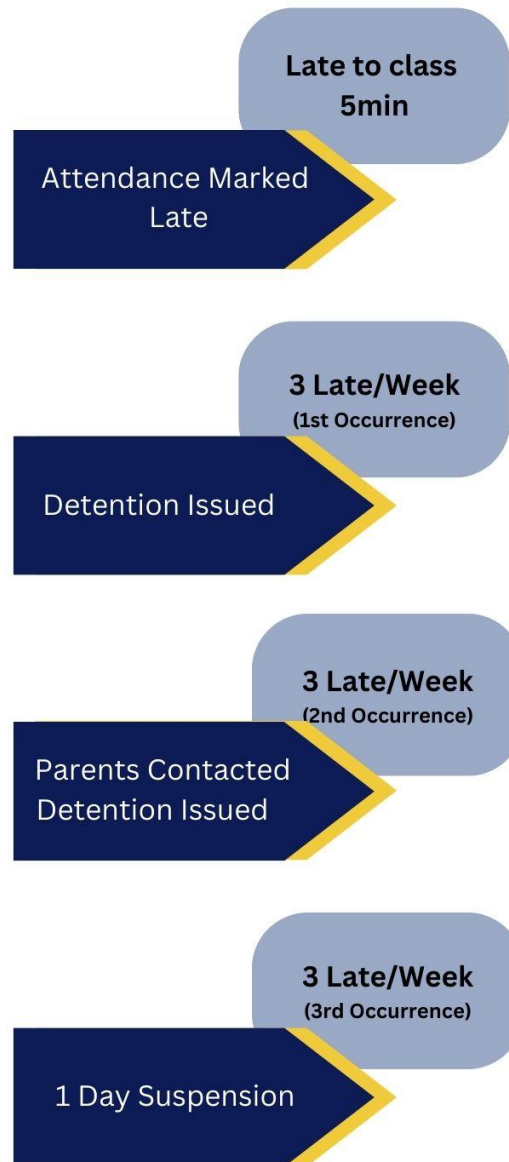
STUDENT LATENESS

HIGH SCHOOL FOLLOW UP CHART

LATE TO SCHOOL



LATE TO CLASS



Repeated suspension may lead to further consequences.

Student Lateness After 9AM (Flow Chart)



LATE TO SCHOOL AFTER 9AM

WITHOUT A VALID REASON

First Occurrence



STUDENT SIGN IN
PARENTS CONTACTED
WARNING ISSUED

Second Occurrence



STUDENT SIGN IN
PARENTS CONTACTED
DETENTION

Third Occurrence



STUDENT SIGN IN
PARENTS CONTACTED
1 DAY SUSPENSION

Repeated suspension may lead to further consequences.

Late to School and Class

Students who receive 3 or more late suspensions will escalate onto the four-tier escalation continuum.

Late to School (8:30-9:00 AM)

- Students arriving after 8:30 AM must sign in at the SEQTA Kiosk and obtain a 'late slip' for teachers.
- Parents are notified of the late arrival and must provide a valid reason.
- Without a valid reason, attendance is marked as 'late.'

Consequences for late arrivals

- 1) **5 Late Arrivals:** Recess detention.
- 2) **10 Late Arrivals:** Detention and parent telephone meeting.
- 3) **15 Late Arrivals:** One-day suspension and parent meeting.

Late to School (After 9:00 AM)

- Students must report directly to the Wellbeing Office
- parents are contacted immediately.
- Students with appointments will require a certificate.

Consequences for late arrivals

- 1) **1st Occurrence:** Parent contacted.
- 2) **2nd Occurrence:** Loss of co-curricular activities and parent telephone meeting.
- 3) **3rd Occurrence:** One-day suspension and parent meeting.

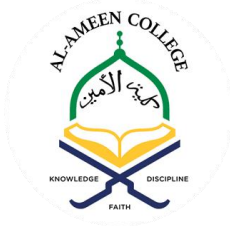
Late to Class

- Students more than 5 minutes late to class are marked as late.

Consequences for late arrivals

- 1) **3 Late to Class (per week):** Friday detention (Period 5-6) and loss of co-curricular activities; parents are contacted.
- 2) **Repeat 3 Late to Class (per term):** Additional detention and parent telephone meeting.
- 3) **Third 3 Late to Class (per term):** One-day suspension and parent meeting.

Uniform Non-Compliance Flowchart



UNIFORM NON-COMPLIANCE PROCESS

First Breach



**'Incorrect Uniform'
Pastoral Entry
Parents Contacted**



Second Breach



**Parents contacted to correct
uniform or student is sent home.**

Uniform

Students are expected to wear the College uniform every day and while attending school activities and excursions. Students not in the correct uniform will not be permitted to attend school activities and excursions. The uniform must be well presented; *please refer to student catalogue in the Student Code of Conduct and Parent Student Handbook for uniform specifics.*

General Guidelines

- No hoodies or visible clothing is to be worn underneath school shirt or jacket.
- Plain black shoes only – no colours, patterns, or stripes.
- Only a wristwatch is permitted, no smart watches and no jewellery.
- Only school hats are allowed, and students must wear hats on the oval.
- Abayas and Jubba (Friday only) Year 6 –12 Students.
- Nails must be clean, trimmed, and free of nail polish. Acrylic nails are not allowed.
- Only one pair of small stud earrings is allowed for girls; boys are not permitted to wear earrings. Noise piercings are prohibited.
- No makeup, fake eyelashes, coloured contact lenses.
- Only natural hair colour is permitted, no coloured or dyed hair.

Students must maintain good personal hygiene and always present themselves neatly. For lower primary students, a clean spare set of clothes should be kept at school to ensure they can change if needed.

| Males | Females |
|---|---|
| <ul style="list-style-type: none">• Blue school shirt with school logo.• School chino pants with logo – strictly no tracksuit pants or jeans.• School softshell jacket with school logo.• Sports uniform with logo to be worn only on sports days.• No radical haircuts (mohawk, lines, undercuts, dreadlocks, or coloured hair). Hair length should be no longer than shoulders, no fringes covering the eyes. | <ul style="list-style-type: none">• School blazer with school logo.• School softshell jacket with logo.• Blue blouse with school logo.• School skirt / with school logo.• Black Legging underneath.• Pinafores / jazz pants (Primary only).• School 2-piece scarf (hair, neck, chest, ears need to be covered).• Sports uniform with school logo to be worn only on sports days. |

Uniform Non-Compliance Process

The Student Wellbeing Department monitors and addresses uniform non-compliance as follows:

1) 1st Occurrence

- a. Student is sent to the Wellbeing Department.
- b. A pastoral entry is made.
- c. Parents are contacted to correct the uniform.

2) 2nd Occurrence

- a. Parents are called to correct the uniform.
- b. If not corrected, the student will be sent home and cannot return until in uniform.
- c. Students will stay in the front office until collected by parents.

Disclaimers

- *Parents/guardians must inform the Wellbeing Department of valid reasons for uniform non-compliance. Without valid reasons, each occurrence will be escalated.*

This policy ensures all students adhere to uniform standards, promoting a respectful and cohesive school environment. If a student's attire or cleanliness is deemed inappropriate, the school will contact parents to address the issue. Parents may be asked to bring appropriate clothing or arrange for the student to go home and return when properly attired. Additionally, students are expected to maintain high standards of personal hygiene, including clean uniforms, regular bathing, and well-groomed hair and nails.

Code of Conduct for Using School Lockers

Students are allocated lockers on a first-come first-serve basis, with limited availability.

If a lock is found on a locker that has not been assigned, Al-Ameen College reserves the right to cut off the lock and the locker contents will be removed. No reimbursement will be given for the cut off lock.

- Students who rent out the school lockers, must have a lock either the one provided by the school or brought from home.
- Students must have a lock safely securing their lockers at all times. If a student does not have a lock, they will forfeit their locker.
- The school is not liable for any items lost or stolen from student lockers.
- Students are not permitted to share or swap lockers.
- Students are not permitted to open or attempt to open another student's locker.

Prohibited Items / Damage or Theft

- Illegal substances are not to be stored in the locker.
- The misuse, theft or damage of school lockers and locker contents, including any damage caused by food or drink, will lead to consequences in accordance with the **School Property, Theft, Damage, and Vandalism Policy**.

Upon request from wellbeing staff and senior management, students will be required to open their locker for inspection.

Code of Conduct for Using School Buses and Public Transport

Students are expected to uphold the reputation of Al-Ameen College by maintaining high standards of behaviour on school buses, hired bus services, and public transport while in school uniform just as they would on school grounds, *refer to bus service policy and procedures*.

Expectations and Consequences:

- Students must behave respectfully and responsibly, reflecting the values and principles of Al-Ameen College.
- Students must wear their school uniform when traveling.
- Any form of misconduct, including but not limited to disrespect towards others, vandalism, or disruptive behaviour, is unacceptable.

1) Initial Breach:

- a. Parents will be contacted and informed of the incident.
- b. A Verbal warning will be issued to the student.

2) Repeated Misconduct:

- a. If a student repeats poor behaviour, they will lose the privilege of using the school bus system.
- b. Consequences will include a level 3 pastoral entry and further corrective measures deemed necessary by the school administration.

Student Pass Procedure

Student passes are essential for maintaining a safe and organised learning environment at Al-Ameen College. They allow students to request permission to leave the classroom for legitimate reasons, such as restroom breaks or visits to designated areas, while enabling staff to monitor attendance and ensure accountability.

Requesting a Pass

- Students must request a pass from their teacher for legitimate reasons like using the restroom or visiting the office or other designated areas.
- The teacher assesses the request based on classroom rules and urgency.

Carrying the Class Pass

- Students must carry the pass responsibly and display it when requested by school staff.

Returning to Class

- Students must return to class within the time specified by the teacher.
- Failure to return within the agreed time frame may result in consequences as outlined in the school's **Attendance Policy**.

Importance of Student Class Passes

- Maintain a structured and organised environment.
- Ensure student well-being and accountability.
- Support the school's commitment to a safe and productive learning space.

Mobile Phone Procedure

The mobile phone procedure ensures a positive, safe, and focused learning environment while adhering to the Western Australian Department of Education's requirements. This procedure respects the College's values, promotes student well-being, upholds fairness, and ensures that students remain free from distractions, enabling them to engage fully in their educational experience.

Conditions for Bringing Phones to School

- Parents/guardians must submit a Mobile Phone request form to the Wellbeing Department to allow their child to carry a phone to school (**Appendix 1**).
- The request is reviewed for validity and appropriateness. If approved, parents receive a SEQTA message of approval and the conditions for phone usage.

Handling Mobile Devices

- Students must hand in their phones, smart watches, and earphones (air pods) at the Wellbeing Office upon arrival at school. If the Wellbeing Office is unattended, phones are handed in at the front office and later transferred to the Wellbeing Office.
- Students collect their mobile and devices from the Wellbeing Office at the end of the day.
- Students are not allowed to use their phones, smart watches, earphones etc on school grounds. Devices may only be used after leaving the school premises.
- Students are not permitted to take photos or videos while on school premises or in school uniform.

Bringing an Unauthorised Phone to School

If a student is found to have an unauthorised mobile phone on them or in use during school hours, teachers and staff have the right to confiscate the device.

- 1) 1st breach: Mobile phone is confiscated for 1 complete school day.
- 2) 2nd breach: Mobile phone is confiscated for 3 complete school days.
- 3) 3rd breach: Mobile phone is confiscated for 5 complete school days.

Uploading or sharing images or videos taken at school or while in school uniform on social media is strictly prohibited. Breaches of this rule may result in suspension.

- Students are not permitted to collect confiscated phones. Parents are required to come into school for collection at the end of the school day.
- *In instances where there is reasonable suspicion of unauthorised phone use or concealment of a mobile phone, staff members, including teachers, have the right to ask students to surrender their phones.*
- If a student brings an authorised phone but fails to hand it in, parents are contacted to verify whether approval is still required or should be cancelled. Parents are reminded that the student must resume handing in their phone from the next day, or approval will be revoked.

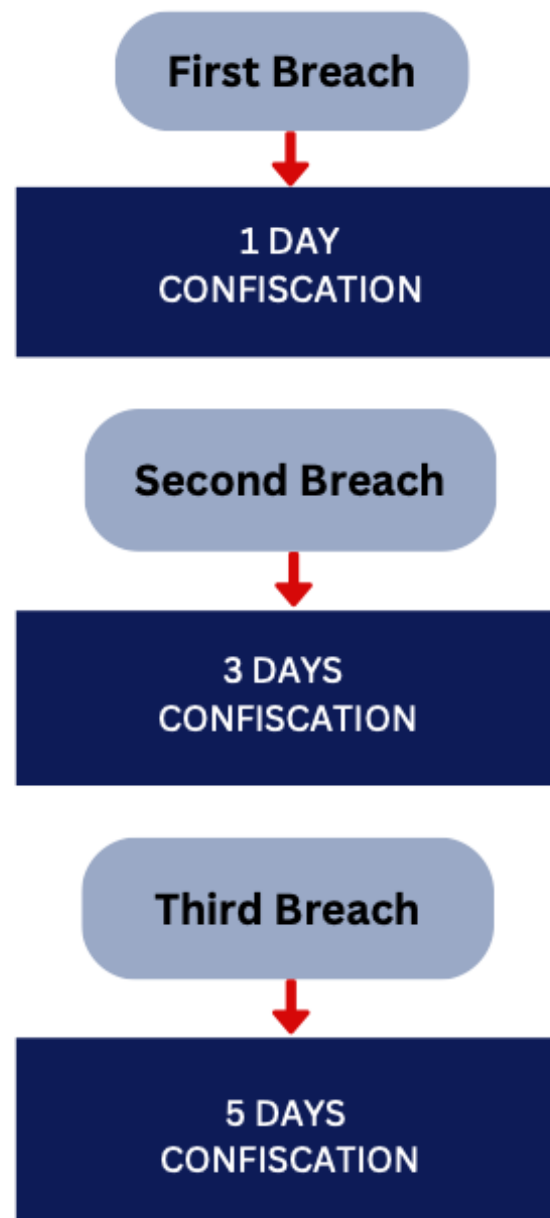
Only the wellbeing staff and senior management have the authority to request and coordinate the search of a student's bag or their lockers. All searches will be conducted in the presence of the student and two wellbeing staff members to ensure fairness and transparency.

Parents do not need to be contacted prior to search of the student's bags or their lockers.

Mobile Phone Non-Compliance Process (Flow Chart)



MOBILE PHONE BREACH PROCESS



**Phones are to be collected by parents from the Wellbeing Office.
Repeated offences may incur suspension.**

Student Improvement Checklist

The aim of the Student Improvement Checklist is to monitor and improve behaviour through daily reflection, promoting self-awareness and self-regulation among students displaying problematic behaviours and to promote restorative practices amongst teachers and students.

Procedures

- Students will be placed on the checklist upon recommendation by the wellbeing team, either after a suspension or if deemed necessary as a preventative measure.
- The checklist monitoring will occur on a daily or weekly basis as determined by the wellbeing team, depending on the severity and nature of the behaviour.
- Checklist can only issued by the wellbeing department.

Student Responsibilities

- Each morning, students must submit the completed and signed checklist to the specified wellbeing officer and collect a new sheet for that day.

The checklist must be carried to all classes and presented to each class teacher at the beginning of the lesson and collected at the end of the lesson. Students must actively work on improving the outlined behaviours.

- The checklist should be preserved, intact and authentic at all times.
- Students must ensure that each period's teacher signs the checklist. Failure to do so will result in an incomplete checklist for the day.
- Students are required to complete the restorative section of the checklist daily, reflecting on their behaviour and identifying steps for improvement.
- Losing the checklist will result in an additional day.

Parental Involvement

Parents are required to sign the checklist daily to acknowledge and support the behavioural improvement efforts.

Monitoring and Review

The effectiveness of the checklist and the policy will be reviewed periodically by the wellbeing team to ensure it meets its objectives and to adjust as necessary.

Policy Enforcement

Failure to adhere to any part of this policy may result in consequences including disciplinary measures as appropriate.

Review

Review

| Year of Review | Reviewed By | Amendments/Review | Next Review |
|----------------|-------------|--|-------------|
| 2017 | NM & HD | Originally Released | 2018 |
| 2018 | NM | Originally Released | 2019 |
| 2019 | NM | Revised and updated | 2020 |
| 2020 | NM | Prohibition of Corporal Punishment Consequences Who May Decide to Suspend or Expel a student? | 2021 |
| 2021 | ME, MJ & NM | Addition of Positive Behaviour Matrix Addition of Discipline Consequences Grid Review, updates, and clarifications Block List Alert List Added in "Acknowledgement" | 2022 |
| 2022 | MJ | Change of WA Registration Standard references from 14 to 12 | 2023 |
| 2023 | MJ | Suspension and Expulsion Policy Decision to suspend or expel – serious misconduct | 2024 |
| 2024 | FP & MJ | Change from discipline to student wellbeing | 2025 |
| 2025 | PR, FP & MJ | Remove Probation Paragraph | 2026 |

Appendix

Appendix 1



PARENT MOBILE PHONE REQUEST FORM

A written request from parents must be provided to the College if your child needs to carry a phone to and from school. If the College deems the request valid, approval will be given to you in writing for your child to carry a phone to school.

The phone, however, must be handed in to the Wellbeing Office / the front office on arrival to College and would be handed over to the student on leaving the school premises.

This form **MUST** be completed by the parent/guardian and authorised by the Assistant Principal of Wellbeing & Pastoral Care.

Please state reason/s why your child needs to bring a phone to school.

Mobile phones will be immediately confiscated if seen under any circumstances on school campus.

Student Full Name: _____ Date: _____

Student Year Level: _____ Student Form Group: _____

Parent Full Name: _____ Parent Signature: _____

AUTHORISED BY:

Assistant Principal
Wellbeing & Pastoral Care

Date