



# **GREEN VALLEY ISLAMIC COLLEGE**

## **DISCIPLINE POLICY**

## **Executive Summary**

Green Valley Islamic College promotes the welfare of all students by recognising and valuing the worth of each as individuals, providing all students with the opportunity to meet their personal, social and learning needs. However, most importantly the College incorporates effective discipline that relies heavily on The Discipline Policy where structures and variety of approaches contribute to the good welfare of all students. In addition, the College encourages intrinsic self-discipline and the need for students to understand more clearly and precisely the consequences for breaching school discipline.

Furthermore, Green Valley Islamic College accentuates all staff to comply with the School Discipline Policy in order to have consistence and fairness amongst all students in order to apply the necessary and appropriate consequences in a timely manner for the immediate behaviour.

The Discipline Policy covers school rules or discipline code, strategies to promote good discipline and effective learning within the school, practices designed to recognise and reinforce student achievement and strategies for dealing with unacceptable behaviour.

This Policy includes a set of 'Stages' practices for dealing with unacceptable behaviour, within the Discipline Policy framework.

For minor breaches, consequences could include reprimand, isolation (time-out), in-school detention, loss of privileges and community service. For major breaches, consequences could include after-school detention, suspension (in school/home), and placement on a Progress card. During exclusion students will be provided with work and parents will be notified. Counselling will be provided to students and parents.

This Policy specifically prohibits violence or threats of violence, possession of illegal drugs, possession of offensive weapons, persistent disobedience and criminal behaviour.

Suspension will take place, consistent with procedures, any student engaging in these offences. In the most extreme cases, students will be expelled.

In the case of damage to school property the College insists students make negotiated restitution, this may include payment for the damage or to perform safe and reasonable work for the College.

As long as the behaviour continues to be unacceptable the student's continued enrolment is in jeopardy.

The Green Valley Islamic College Discipline Policy aims to be the foundation for a safe, happy and productive learning environment and should be made available to parents/carers and students on a regular basis.

## **1.0 Purpose**

Discipline is the control that permits good teaching and learning and it heavily relies on the structures and variety of approaches that contribute to the good welfare of students.

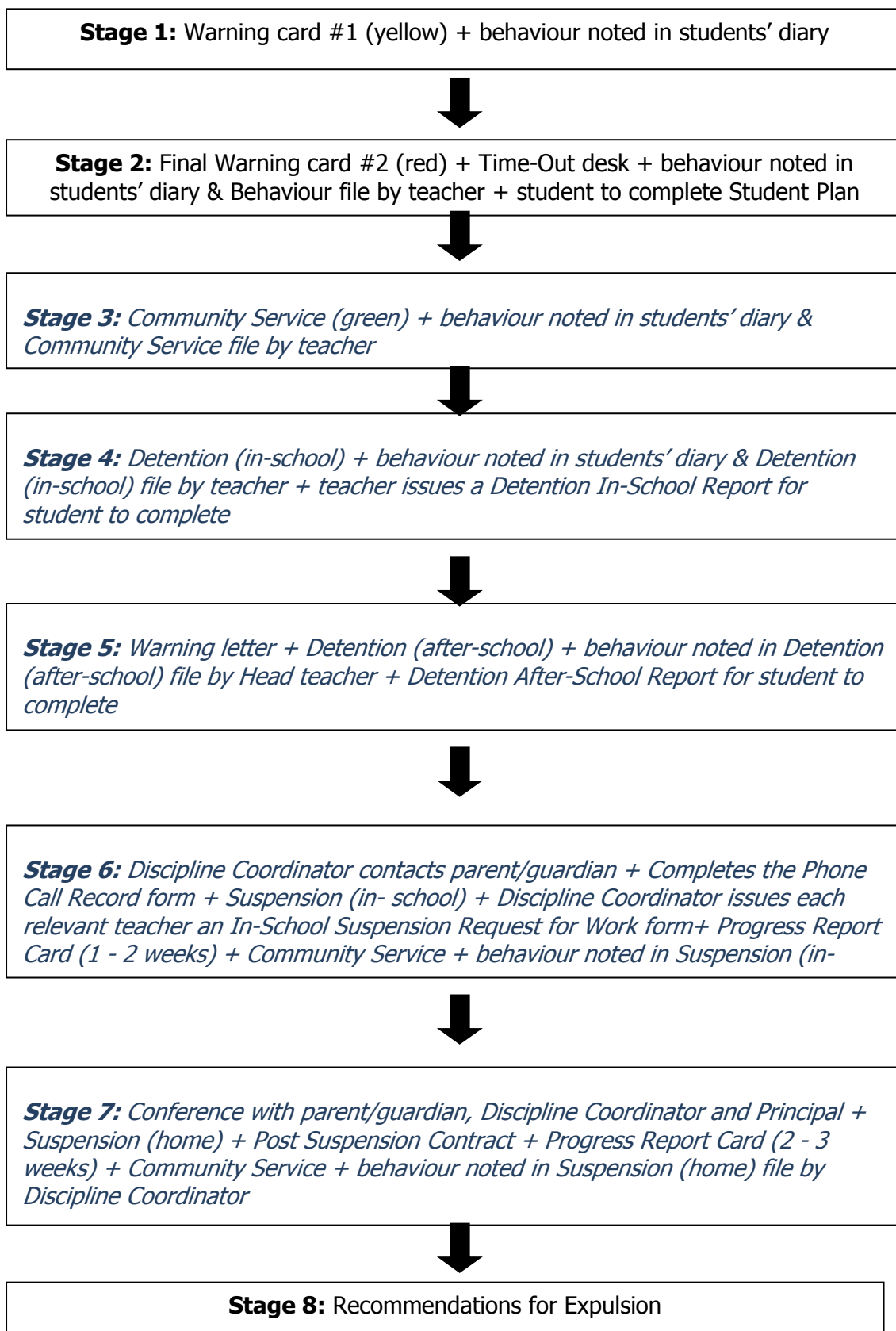
The goal of the Discipline Policy at Green Valley Islamic College is to provide a structured climate, which is safe and orderly and enables students to learn at an optimum level. The discipline policy is designed to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with knowing that they are achieving their academic goals while maturing as an individual.

The policy will be well communicated and consistently enforced. Conduct that is counterproductive to an individual's learning or self-development; that is detrimental or unsafe to persons or property; that violates laws, policies, or commonly accepted standards of behaviour will not be tolerated.

All students are expected to comply with the school regulations outlined herein and to respect the authority of the school staff. All staff members are expected to enforce school and district policies in a firm, fair, consistent, and timely manner.

### 3.1 Discipline Management Policy Flow Diagram

#### **GREEN VALLEY ISLAMIC COLLEGE DISCIPLINE MANAGEMENT POLICY FLOW DIAGRAM**



## **Student Responsibilities – Code of Behaviour**

- Always aim to do our best
- Take pride in our school and ourselves
- Be courteous to all staff, students, parents and visitors
- Be honest, fair and trustworthy
- Wear the school uniform with pride
- Respect people, property and the environment
- Value individual differences – be tolerant
- Maintain a good name for our school
- Be punctual and prepared to all classes
- Complete all set work in class and at home
- Be thoughtful and cooperative
- Be proud of the College and keep it clean, safe and attractive
- Practice self-discipline

Possible Truancy Notification

GREEN VALLEY ISLAMIC COLLEGE

(02) 8783 9188

Date:.....

To the parents/carers of:.....

Your son/daughter arrived late to school at .....  
on.....

If your son/daughter did arrive late at the time and date mentioned above then you must accompany him/her to the office with a letter of explanation.

If your son/daughter did truant at the time and date mentioned above then they will be served with an In-School Suspension where they will be placed on a Weekly Attendance Card and required to undergo Community Service. In addition, his/her name will be recorded in the Truancy File.

Please indicate your knowledge of this matter by signing the acknowledgement slip below and returning the slip with your son/daughter the next day.

Yours sincerely,

.....  
Dr M. Jafar  
Principal

.....  
J. Chouman  
Discipline Coordinator

.....  
*Please complete, sign and return to Mrs J. Chouman, Discipline Coordinator.*

**Possible Truancy Notification Acknowledgement Slip.**

Student:..... Date.....

I received the Possible Truancy Notification and will address this matter immediately.

Please tick the appropriate box:

I am not aware of my son/daughter arriving late at the time and date mentioned above; hence my child has truanted and should serve an In-School Suspension.

I am aware of my son/daughter arriving late at the time and date mentioned above; hence I will accompany my child to the office with a letter of explanation.

Name of parent/carer .....

Signature of parent/carer.....

GREEN VALLEY ISLAMIC COLLEGE

(02) 8783 9188

Date:.....

To the parents/carers of:.....

Your son/daughter has been assigned an After-School Detention on..... from..... to ..... at .....for not being in full school uniform on more than one occasion recently and not following school procedures and policies. It is school policy that all students wear full school uniform. If for some reason an item of school uniform cannot be worn the student is required to have a note of explanation and he/she is to see the Discipline Coordinator before school to obtain an Out of Uniform Pass. Being in full school uniform demonstrates a students' commitment to being a positive member of the school community and enhances the good image of our College.

We appreciate your support, and request you complete the acknowledgement slip below and for your son/daughter to return the signed slip the next day.

Students who do not attend the after-school detention will be referred to the Discipline Coordinator for disciplinary actions and where a meeting will take place with you, the student and the Discipline Coordinator.

Please discuss this matter with your son/daughter and contact the College if further information or clarification is needed.

Your support in this matter is greatly appreciated.

.....  
Dr M. Jafar  
Principal

.....  
J. Chouman  
Discipline Coordinator

.....  
*Please complete, sign and return to Mrs J. Chouman, Discipline Coordinator.*

**Out of School Uniform Notification Acknowledgement Slip.**

I ..... understand ..... must attend the After-School

*Name of parent/carer*

*Name of student*

Detention due to the reasons mentioned above. I will pick ..... up from the

*Name of student*

Venue mentioned above at 4pm.

Signed.....

*Signature of parent/carer*

**GREEN VALLEY ISLAMIC COLLEGE**

**UNIFORM PASS**

It is school policy that all students wear full school uniform. Being in full school uniform demonstrates a students' commitment to being a positive member of the school community and enhances the good image of our College. You will be placed on an in-school detention if you are not in full school uniform by the valid date below.

**Student's Name:** \_\_\_\_\_

**Roll Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Missing uniform items:** \_\_\_\_\_

\_\_\_\_\_

**Valid until:** \_\_\_\_\_

*Discipline Coordinator's Signature:* \_\_\_\_\_

*Failure to complete homework*

**GREEN VALLEY ISLAMIC COLLEGE**

**Warning letter: Failure to complete homework**

Date: .....

Dear parent/carer,

Your son/daughter .....has not completed homework on a regular basis. Specifically the following tasks have not been completed:

.....  
.....  
.....  
.....  
.....

Which was/were set for homework on.....and was/were due for completion by.....

Homework is an important aid to learning. It enables a student to revise and consolidate work treated in class. Students who regularly complete their homework develop research skills, establishes habits of study, concentration and self-discipline, which will serve them for the rest of their lives.

Failure on a regular basis to complete homework can affect your son/daughter's academic progress.

I am certain you share our concerns for your son/daughter's progress and that you will discuss this serious matter with him/her especially the need to organise home time so as to ensure homework is completed on time.

Please do not hesitate to contact the College if you wish to discuss this matter further.

Yours sincerely,

.....

Class teacher

.....

Coordinator

**GREEN VALLEY ISLAMIC COLLEGE**

**MERIT SYSTEM**

**FLOW DIAGRAM**

**Achievement Award:** the class teacher awards this to any student deserving of recognition.

**Attendance Award:** This is awarded at the end of each term at Assembly for 100% attendance (ie no late arrivals and no early leavers). It is worth 2 achievement Awards.

**Trophy:** This is awarded on Presentation



**Merit Certificate:** The Principal at Assembly awards this to any student who achieves **5 Achievement Awards**.

**Bronze Medal:** The Principal at Assembly awards this to any student who gains **5 Merit Certificates**.

**Silver Medal:** The Principal at Assembly awards this to any student who gains a further **5 Merit Certificates, after receiving the Bronze Medal**.

**Gold Medal:** *The Principal at Assembly awards this to any student who gains a further **5 Merit Certificates**, after receiving the Silver Medal.*

**School Mug:** *The Principal at Assembly awards this to any student who gains a further **10 Merit Certificates**, after receiving the Gold Medal.*

**School Pen:** *The Principal at Assembly awards this to any student who gains a further **10 Merit Certificates**, after receiving the School Mug.*

**Silver Goblet:** *The Principal at Assembly awards this to any student who gains a further **10 Merit Certificates**, after receiving the School Pen.*

*Achievement Award*

**GREEN VALLEY ISLAMIC COLLEGE**

***ACHIEVEMENT AWARD***

**TO**

\_\_\_\_\_

**FOR**

\_\_\_\_\_

\_\_\_\_\_ / /

*Class teacher*                      *Head teacher*

*Attendance Award*

**GREEN VALLEY ISLAMIC COLLEGE**

***ATTENDANCE AWARD***

**TO**

\_\_\_\_\_

**100% ATTENDANCE AND PUNTUALITY**

\_\_\_\_\_  
*Class teacher*

\_\_\_\_\_  
*Head teacher*

/ /

*Merit Certificate*

**GREEN VALLEY ISLAMIC COLLEGE**

***MERIT CERTIFICATE***

**TO**

\_\_\_\_\_

**FOR ACHIEVING 5 ACHIEVEMENT AWARDS**

\_\_\_\_\_

*Principal*

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