

RISSALAH COLLEGE



STUDENT BEHAVIOUR SUPPORT POLICY AND PROCEDURES - SECONDARY

(NESA MANUAL REFERENCES: 3.6.2 AND 3.7
– SAFE AND SUPPORTIVE ENVIRONMENT)

POLICY REVIEW

This Policy was approved on 31st July 2025 and will be reviewed at least every two years. The next due date for review is therefore 31st July 2027. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.

Rissalah College Secondary Student Behaviour Policy and Procedures

1. RATIONALE:

Rissalah College has developed and implemented an ongoing student behaviour policy and appropriate student management procedures in conjunction with staged consequences for inappropriate behaviours that may occur.

The underlying purpose of the Secondary Student Behaviour Support Policy and Procedures is to provide students and staff with the right to work in a secure and orderly environment and parents with the right to expect that their children will be educated in a purposeful environment in which the principles of care, courtesy and respect for the rights of others are valued.

This policy aims to foster a healthy school culture in which high levels of achievement take place within a positive social environment and where high standards of behaviour based on cooperation, mutual responsibility and self-discipline are promoted. Rissalah College's policy has been developed with input from teachers, parents and students and sets out student behaviour standards and procedures for managing misconduct. It includes logical and consistent consequences for inappropriate behaviour, which are applied consistently across the Secondary School.

Rissalah College is a community committed to equipping our students with the education, skills and values necessary to ensure a fulfilling future. The College is distinguished by a central belief that every student can reach his or her full potential and facilitates this by responding with numerous modern, vibrant and challenging opportunities and pathways, and through a curriculum that dynamically incorporates students' interests, abilities and future directions.

The College seeks to provide and maintain a harmonious, safe and orderly learning environment where students develop a sense of self-worth, a desire to achieve highly and a respect for the rights of all within the school and the community. Rissalah College is committed to providing such an environment and each student and every staff member has the responsibility of ensuring that it is maintained.

The College prohibits the use of corporal punishment in disciplining students attending the College and does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents/carers, to enforce discipline at the College.

2. GUIDING PRINCIPLES:

The following principles govern Rissalah College's approach to behaviour management:

- Rissalah College collaboratively develops and implements a fair and respectful whole-school behaviour management approach.
- Rissalah College's curriculum will include pro-social values and behaviour to enable students to acquire knowledge and skills, value diversity and build a culture of learning, community and engagement.
- Rissalah College will promote active student participation and provide students with a sense of ownership of their environment.
- Rissalah College will support families to engage in their child's learning and build their capacity as active learners.
- Rissalah College promotes active 'student leadership' and 'student voice' as avenues for improving student outcomes and facilitating school change.
- Rissalah College will establish social/emotional and educational support for vulnerable students and monitor and evaluate their progress.
- Rissalah College has processes in place to identify and respond to individual students who require additional assistance and support regarding behaviour management.
- Rissalah College has built strong links with the local community to gain access to an extended network of community members who can provide expertise and experience that will build the capacity of our College's students.

3. IMPLEMENTATION:

To realise the College's vision and goals with regard to behaviour management, Rissalah College has in place a range of policies and strategies to promote student engagement, regular student attendance, positive student behaviour and respectful relationships for all members of the school community. Furthermore, we recognise that some students, as a group or as individuals, may need extra social, emotional or educational support to flourish at school, and the College has in place strategies to identify these students and provide them with the additional support they need. The College works collaboratively with students and parents/carers to establish fair and respectful behaviour policies and practices, based on the School's values, expected social competencies and positive peer relationships.

4. RIGHTS AND RESPONSIBILITIES WITHIN THE RISSALAH COLLEGE SCHOOL COMMUNITY

4.1 STUDENT RIGHTS AND RESPONSIBILITIES:

Students have the right to:

- Be treated with fairness, courtesy and respect.
- Personal safety and the protection of their property.
- Work and learn in a secure environment where they can fully develop their talents, interests and ambitions.
- Express themselves in a socially acceptable manner.

Students have a responsibility to:

- Display positive behaviours and model the school's core values that demonstrate respect for themselves, their peers, their teachers and all other members of the school community.
- Respect the rights of others to work and learn without interference.
- Participate fully in the school's educational program and to attend regularly except where prevented by illness or other special circumstances.
- Be punctual to classes and other school activities.
- Comply with all reasonable instructions of staff and to obey school rules.
- Comply with the Student Dress Code.
- Regularly monitor their Google Classroom, attend Zoom Sessions, and submit their completed work as required – during remote learning.
- As they progress through the College, take greater responsibility for their own learning and participation, as members of the whole school community. This involves developing as individual learners who increasingly manage their own learning and growth.

4.2 PARENT/CARER RIGHTS AND RESPONSIBILITIES:

Parents/carers have the right to:

- Expect that their children will be educated in a secure and safe environment in which care, courtesy and respect for the rights of others are encouraged.
- Expect that teachers show interest in and concern for the education and welfare of all students.
- Be consulted about and informed of the progress of their child, and any other relevant issues.

Parents/carers have a responsibility to:

- Show an interest in their child's schoolwork, progress and home study program and engage in regular and constructive communication with school staff regarding their child's learning.
- Check parent portal and personal email in a daily basis for important notifications.
- Ensure their child is punctual and that regular attendance at school is consistent with the College's Attendance Policy even during periods of learning from home.
- Provide a suitable learning environment at home.
- Support the College in maintaining a safe and respectful learning environment for all students by supporting the school's policies and procedures.
- Promote positive educational outcomes for their children by modelling appropriate and positive behaviours.
- **Check email/s and parent portal on a day to day basis for communication regarding student behaviour, as it is the College's direct form of communication.**

4.3 COLLEGE STAFF RIGHTS AND RESPONSIBILITIES:

Staff have the right to:

- Teach in a safe and respectful environment, free from physical threat.
- Guide and correct students in order to promote correct behaviour.
- Set tasks, select resources and organise students to achieve the best learning outcomes.
- Develop and implement policies and processes/procedures in relation to curriculum and pedagogy, student behaviour and management, student attendance, student dress (uniform), and student safety.

Staff have a responsibility to:

- Fairly, reasonably and consistently, implement all School policies and procedures.
- Record breaches of any policy/procedure on Sentral.
- Know how students learn and know the content, plan and assess for effective learning.
- Create and maintain safe, supportive and challenging learning environments.
- Use a range of teaching strategies and resources to engage students in effective learning.
- Treat students with respect and offer encouragement and positive reinforcement to students.
- Promote a positive work environment, emphasising co-operation at all times.
- Return student work within a reasonable, agreed upon time.

5. REWARDING POSITIVE BEHAVIOUR:

Rissalah College uses positive discipline through the use of a number of award systems. The use of positive discipline aims to:

- Encourage students to cooperate through understanding
- Motivate students to act responsibly
- Help students to take initiative
- Develop positive discipline through mutual respect

The reward systems used by the College includes:

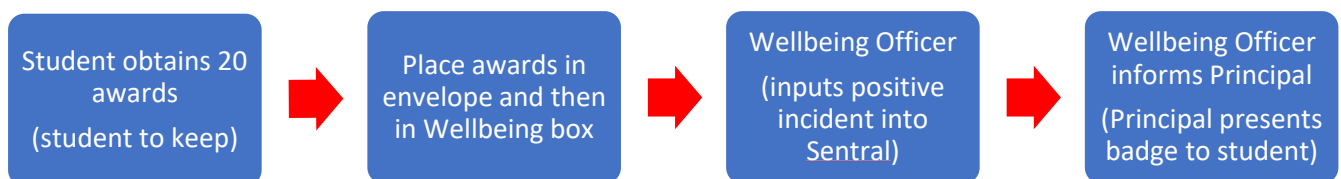
- Merit awards
- Principal Badge Award Scheme
- End of year Academic Awards
- College Awards for Service

Students who consistently demonstrate pride, effort and excellence will be rewarded with the following:

5.1 MERIT AWARDS:

The Merit Award process recognises excellence and effort in a wide range of schooling activities including academic, sport and school services. The accumulation of twenty merit awards (Appendix 1) will earn the student a Bronze Badge and so forth. A total of 80 merit awards will result in a Principal's Award Badge. Merit awards will be kept by the student and can be awarded by any staff member. Students will inform the Wellbeing Team when they have obtained their twenty merit awards, who will log the data into Sentral and inform the school Principal, who will then hand out the badge to the student during assembly.

5.2 MERIT AWARD PROCESS:



5.3 ACHIEVEMENT BADGE SYSTEM:

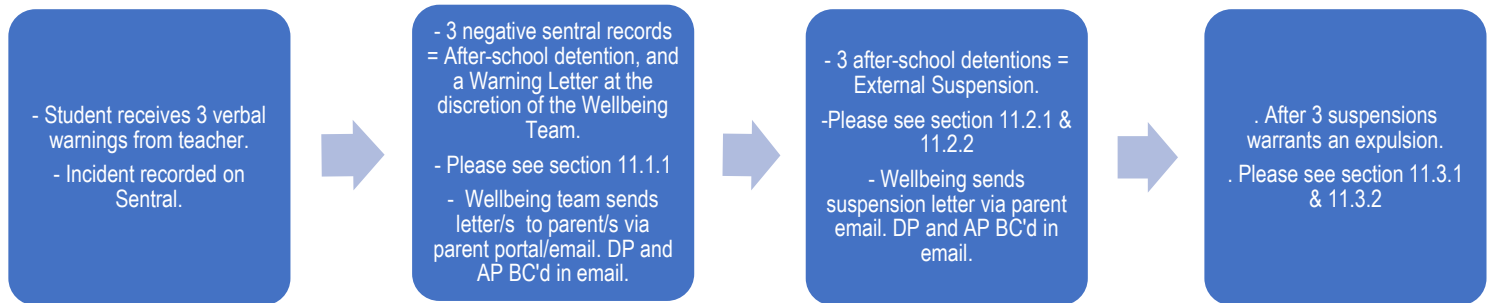
The Achievement Badge recognises and encourages excellence and consistency in a wide range of school activities. The Achievement Badges play an important role in the Student Award scheme to qualify the students for the College Award Scheme. The Achievement Badges will be presented by the Principal or his/her delegate during school assembly. Every twenty merit awards obtained by a student progresses them through the following system of recognition.



6. BEHAVIOUR MANAGEMENT PROCEDURE

6.1 PROCEDURE:

This policy is based upon the expectation that all students will fulfil their responsibility to adhere to the College rules, Student Code of Conduct (Appendix 2) and the College's expectations. Students are expected to respect the rights of others both within and outside the classroom.



Note: Other measures may be taken depending on the severity and the degree of the student's actions. This will be at the discretion of the Principal or his/her delegate and the Wellbeing Team.

6.1.1 REFERREAL TO OTHER DEPARTMENTS

Should the Wellbeing Team deem it necessary to refer the student to Learning Support another internal department such as, Counselling he/she will complete the appropriate referral (Appendix 3) form and attach all supporting documentation before submitting to the respective department. This will be recorded on Sentral by a Wellbeing Officer.

6.2 SUPPORTING BEHAVIOUR OF STUDENTS WITH IDENTIFIED LEARNING DISABILITIES

Students with identified learning disabilities and behaviour needs who have breached the Student Behaviour Support Policy, are referred to the Learning Support Department. The Learning Support Department and Wellbeing Team work collaboratively in supporting these students' behavioural needs. Please refer to the College's Learning Support Policy for further details.

6.3 BREACHES OF BEHAVIOUR

If a student breaches the Student Behaviour Support Policy, whether it be a minor or major breach, the staff member present will record the incident on Sentral and report it to the Wellbeing Team. The matter will then be investigated by the Wellbeing Team, who will report their findings to the Principal or his/her delegate, when necessary. Rissalah College Secondary Student Discipline Level System below outlines how the College will deal with different situations and which staff members and processes will take place.

Please also note that, RISSALAH COLLEGE RESERVES THE RIGHT TO CIRCUMVENT SOME, OR ALL OF THE LEVELS OUTLINED ABOVE AT THE DISRECTION OF THE PRINCIPAL, ON A CASE-BY-CASE BASIS.

6.4 OBLIGATION TO REPORT OFFENCES

Students from the age of 10 years old, may be charged with a criminal offence according to the [Young Offenders Act 1997](#).

Should a student commit a criminal offence at school such as, but not limited to, sexual assault, theft, harassment or physical assault, the Principal or his/her delegate/s are obligated to report the offence to NSW Police.

6.5 DISCIPLINE LEVEL SYSTEM:

The Discipline Level System at Rissalah College seeks to establish appropriate standards of behaviour and to reinforce the role of the student in taking responsibility for their own behaviour and actions.

LEVEL 1	
BEHAVIOURS	Including but not limited to: • Unsatisfactory classwork/homework. • Disruptive behaviour in class/talking/touching etc. • Failure to complete class work or homework. • Failure to report to a teacher. • Fractional truancy (more than 7 minutes late to lesson) – leaving as a bus student during end of day transition whilst not being a bus student. • Defacing furniture or school property (payment for damage may apply). • Disrespect to a teacher/back-answering/smart comment. • Chewing gum in class / school. • Absent from a compulsory College event without a valid reason. • Persistent incidents of minor behaviour. • Year 11 and 12 students who arrive late to school 3 times and above.
TEACHER ACTIONS	• 3 verbal warnings • Teacher to record negative incident on Sentral.
CONSEQUENCES	• After 3rd negative incident on Sentral, Wellbeing team will place student on After-School detention and a Warning Letter will be sent to parents via email, at the discretion of the Wellbeing Team.
LEVEL 2	
BEHAVIOURS	Including but not limited to: • Verbal abuse to a teacher. • Vandalism and Graffiti; deliberate and serious destruction of school property (payment for damage will apply). • Truancy- Leaving the classroom without teacher permission. • Belligerence/fighting/physical violence. • Bullying, derogatory remarks about others/putting others down. • Major insolence or rudeness to staff. • Persistent failure to complete set tasks in the classroom or with homework. • Fighting or aggressive behaviour towards a student or a staff member • Stealing. • Behaviour that brings discredit to the College. • Accessing inappropriate material on the internet. • Possession of mobile phones and/or smart devices. • More than three after-school detentions. • Repeated Level 1 offences
TEACHER ACTIONS	• Report behaviour immediately on Sentral and to the Wellbeing Team, who will inform the Deputy Principal and Principal. • Teacher / Staff member to record incident on Sentral.
CONSEQUENCES	• External suspension at the discretion of the Principal or his/her delegate/s, on a case-by-case basis. Wellbeing team will send Suspension letter to parents via email.
LEVEL 3	
BEHAVIOURS	Including but not limited to: • Persistent bullying/provoking other students. • Violence causing serious injury/harm to others and staff. • Selling or being in possession of illegal items such as vapes/drugs/alcohol/stolen goods. • Consuming illegal substance, which includes but is not limited to vapes, cigarettes and alcohol. • Sexual misconduct. • Harassment or intimidating other students / staff members • Offences that breach the Young Offenders Act 1997 • Breach in Social Media Policy. • More than three suspensions. • Repeated breaches of level 2.
TEACHER ACTIONS	• Report behaviour immediately on Sentral and to the Wellbeing Team, who will inform the Deputy Principal and Principal
CONSEQUENCES	• The preliminary decision of expulsion is made by the Principal or his/her delegates at their discretion, on a case-by-case basis. • The length of the External Suspension is to be determined by the Principal or his/her delegate/s, on a case-by-case basis. • In these instances (Level 3) the matter may also be reported to the NSW police (see section 6.4)

7. 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 will be taken into account in 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 while also having an absence of bias by a decision-maker.

7.1 THE COLLEGE'S PROCESS FOR PROCEDURAL FAIRNESS

When the Wellbeing Team brings a matter or incident to the Principal's attention, the Principal or his/her delegate will conduct an investigation into the matter.

The investigation may require any witnesses privy to the incident, a fair and unbiased opportunity to provide a detailed account of the incident from their perspective. This will be recorded on an incident report (Appendix 4), which will be filed by the Wellbeing Team, in the respective student file.

If surveillance footage is available, it will be viewed by the Wellbeing Team during the investigation. All relevant footage will be saved for future reference on the School server by the IT Manager.

All findings will be reported to the Principal or his/her delegate, who will then make an unbiased decision based on the data provided. Decisions will be made on a case-by-case basis, at the Principal's or his/her delegate's discretion.

Parents/caregivers will be notified of the decision in writing via email. Parents/caregivers will be given the opportunity to respond to the allegations via written communication **ONLY**.

8. PROCESS FOR BREACH OF UNIFORM:

As stipulated in the Rissalah College Uniform Policy, students must be present at school in **FULL College Uniform**. The following process outlines what should be done if a student is not in uniform. ALL students **MUST** be in full school uniform, every day, including proper leather school shoes. Black leather sneakers are **NOT** permitted.

It is all the **roll call** teacher's responsibility to perform a uniform and hair style check **EVERY** morning during Halaqa. Teachers must check for uniform, inappropriate hairstyles, false lashes, make-up, fake nails, nail polish, inappropriate jewellery and incorrect scarf style. If a student attends the College wearing incorrect uniform, the child should present written permission such as a parent note. If a student does **not** have written consent to be wearing incorrect uniform, the following process shall take place:

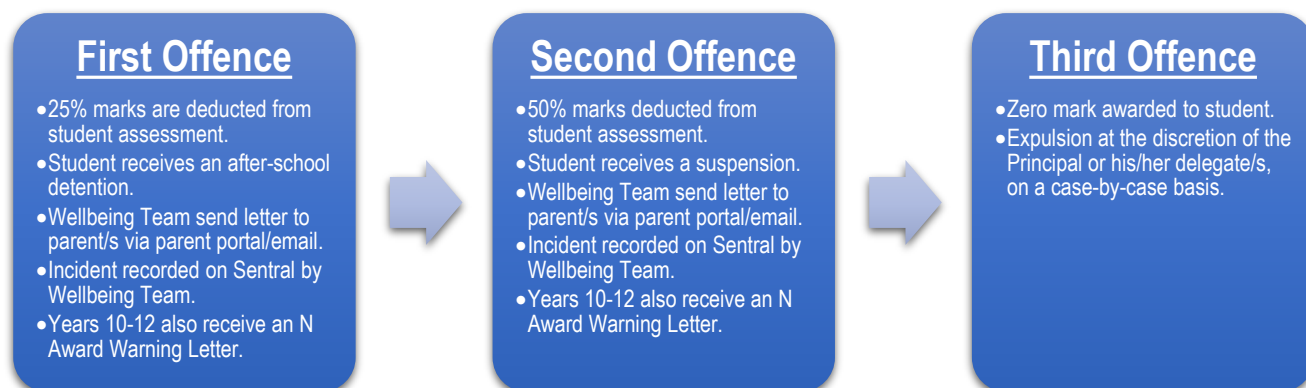
Students with the incorrect uniform will be sent to the Administration Office, in which the student or Administration team will call the parent/s informing them of the incorrect uniform. Parents are to either:

1. Collect their child from the school immediately,
2. Bring the correct uniform to school for their child to change into.

If the parent is not available to bring the uniform to school, they will be informed that their child will **not** be attending regular classes and will be completing class work in the office.

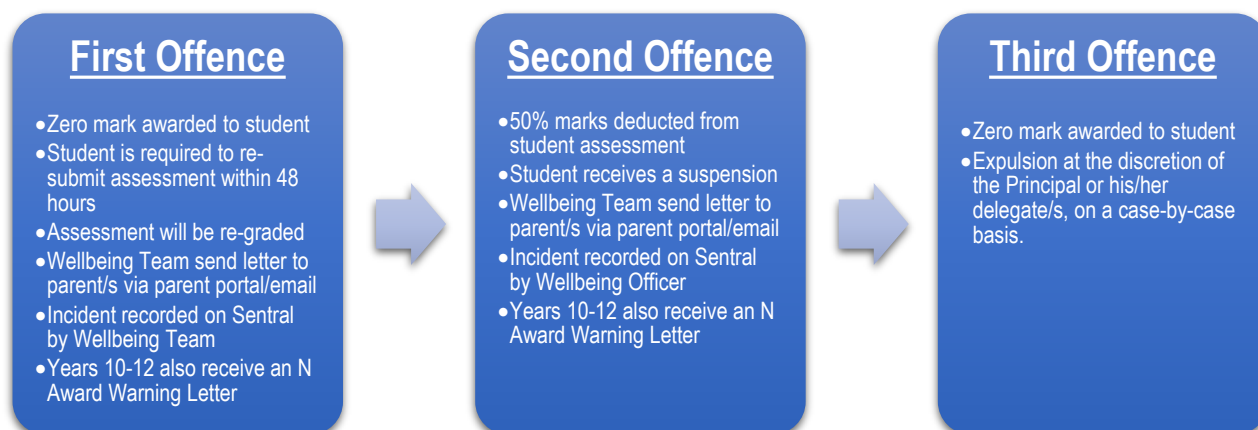
9. PROCESS FOR CHEATING AND PLAGIARISM

9.1 CHEATING



Please note : This is applicable throughout the students' career at Rissalah College, not on a year-to-year basis.

9.2. PLAGIARISM



Please note : This is applicable throughout the students' career at Rissalah College, not on a year-to-year basis.

10. MOBILE PHONES AND SMART DEVICES

Students are expected to turn off and store their mobile phones and smart devices in the designated tubs at the front office before entering the College./ class. They may retrieve their phones at 3pm during dismissal. Any student found with a mobile phone or smart device during school hours will receive an external suspension. Please see section 13.

11. SOCIAL MEDIA

In the digital age, social media plays a significant role in our students' lives. It is essential to recognise that online behaviour can have a profound impact on an individual's reputation and that of our school community. This policy aims to establish guidelines for responsible social media use and the behaviour expected from all students.

PARENTAL RESPONSIBILITY

Parents and guardians play a crucial role in guiding their children's online behaviour. We encourage families to engage in conversations about the appropriate use of social media and the potential consequences of inappropriate actions online. It is important for parents to monitor their children's social media activity and educate them about the impact of their online presence.

EXPECTED BEHAVIOUR:

All students are expected to:

- Use social media responsibly and respectfully.
- Refrain from posting or sharing content that is harmful, offensive, or disrespectful to others.
- Avoid engaging in behaviour that could be deemed as cyberbullying or harassment.
- Understand that their online actions reflect not only on themselves but also on the reputation of our school.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

Students identified as posting or commenting inappropriately on any social media platform, in a manner that could adversely affect the reputation of the College, will face disciplinary consequences. These may include, but are not limited to:

- Suspension from school.
- Expulsion from the College.

12. HOMEWORK

Rissalah College has a documented approach to homework that takes into account the needs of the students and the phase of their development and reflects the context of the school. Accordingly, homework is aimed at being a positive experience for students and parents. Homework is a means of enhancing higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. Homework will relate directly to the learning and teaching programs appropriate to the needs of students.

Teachers are responsible for maintaining a comprehensive record of homework submissions for every student in their class. If a student neglects to submit homework for three (3) consecutive weeks in any subject, they will receive an After School Detention. Furthermore, students who fail to submit homework a total of six (6) times across any subject will also face the consequences of an After School Detention.

13. DAMAGE TO SCHOOL PROPERTY

School property encompasses a wide range of resources essential for the smooth functioning of educational activities. This includes not only physical assets like building, classrooms, playgrounds and equipment such as computers and laboratory tools, but also intangible assets like the reputation and ethos of the school community.

All members of the school community must take responsibility for the upkeep and maintenance of physical facilities, ensuring that equipment and resources are used appropriately and efficiently.

Any damage caused to school property by a student will prompt a thorough investigation into the incident. Subsequently, the expenses for repairs will be accurately calculated and billed to the student/parents involved. In addition, this will also apply to any damages caused to devices that are allocated to a student's name if found to not be responsible for the care of the device.

14. DETENTIONS, SUSPENSIONS AND EXPULSIONS

14.1.1 DETENTION

After-school detentions for Years 7-10 will take place on Thursday afternoons from 3:05pm - 4:05pm, Year 11 and 12 detentions will take place from 3:25pm – 4:25pm, in the Library Hub and student/s will be supervised by a member from the Wellbeing Team. Students must return signed permission note to Wellbeing Team before attending the detention. Students are expected to complete any homework or class work tasks assigned by their teacher, otherwise work will be provided to them. If a student accumulates 3 or more after school detention, they will then receive an external suspension, at the discretion of the Wellbeing Officer. Failure to attend an after-school detention will result in an external suspension. Please see section 11.2.1 & 11.2.2.

14.2.1 SUSPENSIONS

Suspension is the removal of a student from school for a period of time determined by the Principal or his/her delegate. Suspensions are imposed in cases of unacceptable behaviour in the interest of the student and/or the school community. Parents are responsible for the supervision, care and wellbeing of students while they are suspended. A student may not enroll in, or transfer to, another school/college whilst suspended.

14.2.2 PROCEDURE FOR SUSPENSION

The following procedure is to be followed for suspensions:

1. After an incident worthy of a suspension occurs or is reported, the Wellbeing Team will investigate the incident and collate data pertaining to it. College staff may provide advice to the Wellbeing Team during the investigation. Witnesses may complete incident reports (Appendix 4) and surveillance footage may be viewed.
2. The Wellbeing Team will inform the Principal or his/her delegate of their findings.
3. After reviewing the data provided, the Principal or his/her delegate will then make the final decision to suspend or not suspend a student. The duration of suspension is determined by the Principal or his/her delegate at their discretion, on a case-by-case basis.
4. The Wellbeing Team will send the suspension letter via email advising them of the suspension in writing and BC'd.
5. A copy of the suspension letter is to be filed in the student's individual file along with any evidence collated during the investigation.
6. If necessary, the Wellbeing Team will create a risk assessment (Appendix 6) on a case-by-case basis depending on the incident.
7. Upon student's return to school from the suspension, the student will be placed on a Behaviour Card (Appendix 5) for 5 school days. The Wellbeing Team will assess the behaviour card at the conclusion of the 5 days and if the student's behaviour is unsatisfactory this may result in another external suspension.
 - 1st suspension – Yellow Card
 - 2nd suspension – Orange Card
 - 3rd suspension – Red Card
 - 4th suspension – warrants an expulsion.

The Principal or his/her delegate has authority to make the final decision regarding the suspension of a student. The Principal or his/her delegate holds ultimate responsibility for ensuring that all processes are followed correctly. Parent/s can call and request to speak to the Wellbeing Team regarding the incident/s leading to the suspension.

PROCEDURAL FAIRNESS

In the event of a suspension, as stipulated within this policy, procedural fairness will be implemented as outlined previously in Section 7.

14.3.1 EXPULSION

Expulsion is the process of permanently terminating the enrolment of a student from the College. As the most extreme disciplinary measure available to the Principal or his/her delegate, it should only be used after other forms of behaviour management have been exhausted and the College can demonstrate evidence that this has occurred. It is recognised that, in very limited circumstances of the most serious kind, an **immediate expulsion** may have to be imposed. This is at the discretion of the Principal or his/her delegate.

14.3.2 PROCEDURE FOR EXPULSION

The following procedure is to be followed for expulsions:

1. Where a disciplinary issue arises, which may result in an expulsion, the Wellbeing Team will conduct an investigation into the incident and collate data pertaining to an incident worthy of a potential expulsion.
2. The investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
3. The data/evidence will be provided to the Principal or his/her delegate and a preliminary decision will be made by the Principal or his/her delegate, on a case-by-case basis. The Principal or his/her delegate may decide to suspend the student from the College while the investigation continues to take place.
4. The Administration Manager will provide the parents with a preliminary expulsion decision letter via email and they will be given the opportunity to respond to the preliminary decision via written communication **ONLY** within **7 days**. The parent/s also have the opportunity to speak to the Wellbeing Team via phone 24 hours after the letter has been sent for clarification of the incident only.
5. If a parent response is received, the Principal or his/her delegate will review the case and based on the response from parent/s, will make a final decision. The parent/s will be informed of the final decision in a letter via parent portal/email.
6. A copy of the letters are to be filed in the student's individual file along with any evidence collated during the investigation.

The Principal or his/her delegate has authority to make the final decision regarding the expulsion of a student. The Principal or his/her delegate holds ultimate responsibility for ensuring that all processes are followed correctly.

PROCEDURAL FAIRNESS

In the event of an expulsion, as stipulated within this policy, procedural fairness will be implemented as outlined previously in Section 7.

14.4.1 STUDENTS WITH SEPARATED PARENTS:

For students who have separated parents, it is important to remember that suspension and expulsion are serious disciplinary measures and therefore all parents and carers are entitled to be notified of the intention to suspend or expel the student. In circumstances where there is more than one parent or carer who would like to participate in the suspension and expulsion process, it is important to involve all of them in the process.

PROCEDURAL FAIRNESS:

In the event of a suspension or expulsion, as stipulated within this policy, procedural fairness will be implemented as outlined previously in Section 7.

15. EXCLUSION:

Exclusion is the act of preventing the admission of a student to a number of schools. The legal authority to exclude any student from multi-campus or sister schools. Rissalah College does not implement exclusion at this stage.

LIST OF RESOURCES:

- Child Protection Policy and Procedures
- Code of Conduct
- Attendance Policy
- Enrolment Policy and Procedures
- Learning and Support Policy
- Uniform Policy
- Social Networking Policy