

2024

Al Zahra College

Behaviour Management
Guidelines and Procedures



Secondary College

Introduction

Good discipline and standards of behaviour are key features of a successful school: they encourage student's sense of security and well-being as well as effective teaching and learning. We believe that a clear, shared understanding of the College's values is a pre-requisite for the effectiveness of this behaviour procedure.

We aim to make our school a respectful, friendly and high-achieving environment where students are valued and nurtured, and teachers feel safe and supported.

We base our approach to behaviour management upon a range of rewards, which are given regularly and publicly, as we believe that the encouragement of desirable behaviour is the most effective and positive means of behaviour modification. Sanctions are also used where necessary and as appropriate to the child and the misbehaviour that has taken place. Sanctions should take a restorative approach rather than a punitive one. In all levels of student discipline, procedural fairness is applied.

The students at Al Zahra College will:

- i. observe the high standards of behaviour of all adults working in the College, or visiting;
- ii. understand the need to move around the College safely and respectfully;
- iii. be considerate of the needs of other people;
- iv. develop a sense of responsibility for their own behaviour;
- v. be given opportunities to contribute towards the drawing up of rules/codes of conduct for their own classes (to be incorporated in future reviews of the policy);
- vi. be aware that good behaviour is appreciated and valued.

Sanctions

We make every effort to ensure that sanctions are applied calmly, firmly and consistently. Quiet, private reprimands are often more effective than public ones, although we recognise the need to ensure that the student in question does not find the individual attention rewarding rather than punitive.

Important features of addressing negative behaviour include:

- i. a focus upon the misbehaviour rather than the student. e.g. “that was an unkind thing to do” rather than “you are a very unkind girl”
- ii. a message about what the student should do in future;
- iii. timing immediately after the misbehaviour;
- iv. sanctions appropriate to the misbehaviour;
- v. looking for the possibility of praise after the punishment, to encourage more positive behaviour.

Sanctions used by staff at Al Zahra College **appear on Page 5 of this policy document.**

Sanctions used by teachers at Al Zahra College **may not** include:

- i. sarcasm;
- ii. humiliation;
- iii. being forced physically to comply with requests, (send for the Grade Mentor or Coordinator immediately if a student refuses to co-operate)
- iv. corporal punishment

Reporting

Where possible for any incident in which a student is involved or is witness, an Incident Report must be completed on Sentral. Where a member of staff is witness to an incident, they too are required to complete an Incident Report, which will become part of the investigation procedure.

Merit System

The Merit System aims to positively reinforce the behaviour and attributes that make an Al Zahra College student. Merits can be awarded by any member of staff to a student for displaying these behaviours or attributes. This may include but not limited to a display of the attributes of the IB learner profile, going above and beyond to assist and help staff or other students or exceptional effort and application to academic work. Teachers are expected to regularly log positive behaviours on Sentral in the Positive Incident section.

Merit Award

A mini-merit slip will be awarded to a student who displays evidence of attributes of the IB learner profile. Merits are awarded

Recognition Award

A Recognition Certificate will be awarded to a student who accumulates five merit awards. These will be presented at Assemblies by the Grade Mentor.

House Award

A House Award is an acknowledgement of a student's ongoing commitment to displaying the positive attributes of an Al Zahra College student. To be eligible for the award, the student must attain four recognition certificates within a school year. These will be presented at Assemblies by the Grade Mentor.

Principal's Medallion

The Headmaster's Medallion is an accolade reserved for students who consistently apply themselves, embrace the values of the school and contribute to their house. To be eligible for the award the student must attain three House Awards within a school year. The Headmaster's Medallion will be presented by the Headmaster at the End of Year Presentation.

Disciplinary System

Behaviour Management Procedure

This system is designed to discourage conduct that is contrary to Al Zahra College standards and procedures. Each step is taken with the intention of correcting unacceptable behaviour, thus bringing about a positive change in the student. The College strictly prohibits corporal punishment of any kind on students by school and non-school persons, including parents.

Prior to Lesson

- Line up outside class in 2 lines quietly
- Bags to remain lockers, not on tables
- Wait for teacher to enter class
- Students to **sit in assigned seats**. Teachers are to exclusively determine where students sit in the class.

Appropriate Physical Contact (outside of classroom ONLY)	Inappropriate Physical Contact (at ANY time)
<ul style="list-style-type: none">• Shaking hands• Hi-five• Short and loose embrace	<ul style="list-style-type: none">• ANY physical contact in class is NOT permitted- direct referral to Grade Mentor• Violence or violent intent- direct referral to Grade Mentor and Principal• Long hugs and tightly squeezing peers• Kissing• Physical contact without your peer's permission• Invading personal space and intimidation (regardless of physical contact)

Behaviour in class

Behaviour	Sanctions
Calling out	Warning
Chatting	Warning
Off-task behaviour	Warning
Out of seat without permission	Warning
Making noises	Warning
Chewing gum	Warning, Tuesday After School Detention
Not having equipment/being unprepared	Warning <i>Persistence will result in more severe consequences</i>
Swearing or using inappropriate language	Directly to TOD (Violation)
Talking back to teacher	Directly to TOD (Violation)
Being rude or disrespectful to peers or teachers	Directly to TOD (Violation) <i>Depending on the severity of the offence, more serious consequences will be issued</i>
Throwing objects in class	Directly to TOD (Violation) <i>Depending on the severity of the offence, more serious consequences will be issued</i>
Late to Class (5 – 15 minutes)	LTC issued <i>Persistence will result in more severe consequences</i>
Truancing (+15 minutes late/ non-attendance)	Tuesday After School Detention
Consistently out of bounds	Tuesday After School Detention
Incomplete/ missing homework	Lunchtime homework detention (to teacher's discretion)
Use of phones	Confiscated, parents to collect. Immediate suspension
Misuse of devices	Confiscated, parents to collect. Directly to TOD (Violation) <i>Depending on the severity of the offence, more serious consequences will be issued</i>
Destruction of school property/graffiti	Detention (or suspension at Headmaster's discretion)
Graffiti or Vandalism	Detention (or suspension at Headmaster's discretion)
Misbehaviour in the corridors/playground	Referred to Grade Mentors or Coordinators (consequences at their discretion)
Violating the Hands - Off Policy	Friday After School Detention

Afterschool Detention

- After School Detentions will be issued for the following reasons:
 - Uniform/ Punctuality Detention – Tuesday Afternoons
 - 20 minutes in duration
 - Issued for uniform infringements or offences related to lateness or truanting
 - Non attendance will result in a Friday After School Detention
 - Academic Detention – Wednesday Afternoons
 - 30 minutes in duration
 - Issued for late, incomplete or plagiarized assignments or non-submissions
 - An academic detention is the last opportunity for a student to satisfactorily complete the assignment before no grade is awarded.
 - Non attendance will result in a Friday After School Detention
 - After School Detention -Friday Afternoons
 - 1 hour in duration
 - For violations of the Hands Off Policy or breaking of school rules outside the classroom.
 - Issued at the Grade Mentor's, Coordinator's or Headmaster's discretion for behaviours that do not fall within the categories for other sanctions.
- Students who do not attend a Friday After School Detention, without consent from a MYP Coordinator/DP Coordinator/Headmaster, will automatically be issued a suspension the following school day. Additionally, students will be re-issued the afterschool detention.
- Afterschool detentions will not be waived, unless under special circumstances or in an emergency.

Time Out Desk (TOD)

Students are not to leave the room for misbehaviour - all students must be supervised at all times.

- Any 3 warnings in a lesson will result in a move to the TOD
- Any disruption at TOD will be referred to Grade Mentor via Sentral
- Teachers will record any TODs issued via Sentral and the frequency of TODs will be monitored by Grade Mentors.
- 3 TODs in a term will result in a Yellow Card.
- TODs reset every term, however an exception to this rule can be made if students frequent the TOD.

Yellow Card

Students sit at the TOD every lesson for five school days.

Students carry the Yellow Card for five school days to every lesson. They give the card to each teacher at the beginning of each lesson and the teacher signs and adds a code for their lesson. S= satisfactory or U=unsatisfactory

Students are given a maximum of 3 behavioural or learning goals (which are reflective of the misbehaviours that led to the Yellow Card) to work towards. Teachers should only issue “U” if the student has failed to meet one or more of the learning goals outlined on the Yellow Card.

If students receive a total of 3 U’s on the Yellow Card across the five days, this will lead to a Red Card. Additionally, they are exempt from all competitive sport/excursions/camps whilst on the Yellow Card.

Yellow Cards can be issued under the discretion of the Graded Mentors / MYP Coordinator/ DP Coordinator / Headmaster.

Red Card

Prior to being issued a Red Card, a meeting will be held with the student's parents.

Students will sit at the TOD every lesson for a duration of ten days.

Students carry the Red Card for 10 school days. They give the card to each teacher at the beginning of each lesson and the teacher signs and adds a code for their lesson. S= satisfactory or U=unsatisfactory.

Students are given a maximum of 3 behavioural or learning goals (which are reflective of the misbehaviours that led to the Red Card) to work towards. Teachers should only issue "U" if the student has failed to meet one or more of the learning goals outlined on the Red Card.

If students receive a total of 3 U's on the Red Card across the ten days, this will lead to an internal suspension. Additionally, whilst on the Red Card, they are exempt from all competitive sport/excursions/camps for 10 school days.

Red cards can be issued under the discretion of the Heads of House/MYP Coordinator/DP Coordinator/Headmaster.

Students returning from a suspension must also be placed on a Red Card as part of the resolution process for suspensions.

If either Red or Yellow Cards are lost, damaged, forged or otherwise compromised, the student will be required to repeat the process from the beginning.

Internal Suspensions

- Any two internal suspensions will automatically result in an external suspension.
- During an internal suspension, students will be required to complete various reflective activities.
- Suspensions can be issued immediately depending on the severity of the incident and/or under the discretion of the Headmaster.

External Suspensions

- Suspensions are at home and it is the duty of parents to facilitate this. Students are not permitted to enter College grounds when an external suspension has been issued.
- A support plan will be implemented upon return to school.
 - Support Plan: Student/Parent Meeting with Counsellor/ Grade Mentor / Coordinator and managed by the Counsellor
 - Agreement to be drafted and signed by student.
 - Red Card to be issued and cleared.

Expulsion

- Any three external suspension leads to an expulsion and/or is at the discretion of the Headmaster.
- Expulsions can be issued immediately depending on the severity of the incident and/or under the discretion of the Headmaster.
- Expulsion procedures will involve consideration of whether the conduct should be reported to any authority e.g. the Police and/or the Department of Communities and Justice. The risk of keeping the student at the school will be assessed.
- There will be an investigation conducted and parents will be advised of the decision. Seeking a review is possible but the Headmaster will make the final decision.