

Student Behaviour and Disciplinary Policy

Our Aim: In our madrasah we aim to provide a well-balanced harmonious environment for both staff and students making sure they feel both safe and secure. It is expectant of staff and students to behave appropriately and in socially accepting ways.

All students will:

- Treat all people equally with respect, young people and adults whether they are staff members or people of the community.
- Be polite and talk with manners.
- Be confident and have high self-esteem.
- Be honest and truthful at all times.
- Address all madrasah staff with the appropriate titles.
- Be respectful and speak pleasantly at all times whether they are in the madrasah premises or outside.
- Refrain from swearing and foul, insulting, abusive language.
- Respect the madrasah building and equipment most definitely steering clear of vandalising.
- Respect and follow all madrasah procedures and policies at all times.
- Not talk during lesson time unless instructed by the teacher.
- Listen attentively in all lessons.

Behaviour Towards Others

- All students will treat all members of the madrasah community with equal respect and must not make any racist or sexist comments.
- When asked to carry out a task by a member of staff it must be done without any arguments.
- Rudeness and disrespect towards any members of staff will not be excused.
- When conversing with each other students should display the use of pleasant language and courteous behaviour.
- Students must support and encourage their fellow peers and be a role model for younger students.
- No form of any physical violence will be tolerated.
- Behaviour which affects the learning of others or is demeaning to other students will not be acceptable.
- Bullying is prohibited in our madrasah and if any student is being bullied or witnesses bullying should report it straight away.

Behaviour in and around the madrasah

- Eating is not allowed inside the madrasah building except when permitted on special occasions (e.g. end of term parties).
- Students must observe Health and safety rules at all times when on the madrasah premises.
- Mobile phones are not to be used during madrasah hours and must be switched off or on silent put away.
- Chewing gum is not permissible in any part of the madrasah premises.
- All students are expected to use the bathroom at home or before 5:30pm not during lesson time, unless the student has become ill or have a note from home.
- No student should be outside their classroom during madrasah hours unless they have been given permission by the teacher, i.e. with a pass card.
- No student should be talking or disrupting other when in the masjid hall.

Respecting madrasah property

All staff and students must respect and take responsibility for their own property, other people's property and the madrasah's property.

All students must:

- Respect all madrasah property such as books, equipment, furniture etc.
- Report any abuse or misuse of the madrasah property immediately to the office.
- Keep the madrasah building, classrooms and surrounding areas clean and tidy picking up any litter and putting it in the bins provided.
- Avoid bringing any items of value or large sums of money to madrasah, if money is brought it should be kept safely in a bag with the student name on it.
- Bags should not be left unattended and must be kept with students at all times.
- Any lost property should be handed in to the madrasah office.

Rewards and Sanctions

As a madrasah we seek to encourage, recognise and reward positive behaviour, attitude, attendance, and achievement through a system of certificate, class and individual prizes, trips

and activities. However if the madrasah's code of conduct is broken by a student then he/she must accept the consequences of his/hers actions.

Principals that reinforce the madrasah's sanctions policy

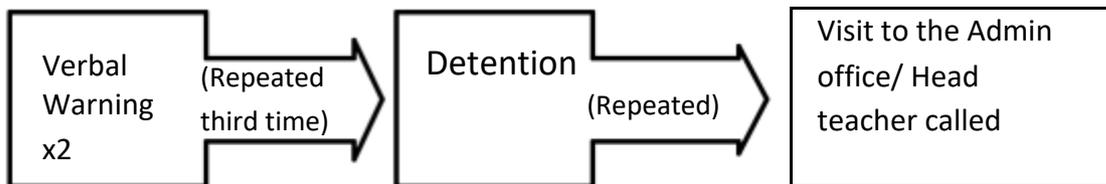
- Teachers have the right to discipline students that display unacceptable behaviour, break madrasah rules or fail to follow a reasonable instruction.
- Sanctions will be applied fairly and consistently to all students.
- Students can be disciplined at any time in madrasah or for misbehaving outside of madrasah, e.g. on madrasah trips, on the way to and from madrasah or social networking sites etc.
- Teachers have the right to impose detention on students in or outside madrasah hours, on a day when the student is present for madrasah or on weekends. Parental consent is not required for giving detention.
- Parents will be given a minimum twenty four hours' notice if a student is to be detained for a thirty minute detention after madrasah or any other time outside of madrasah hours.
- Teachers have the right to confiscate any property from students.

Rewards

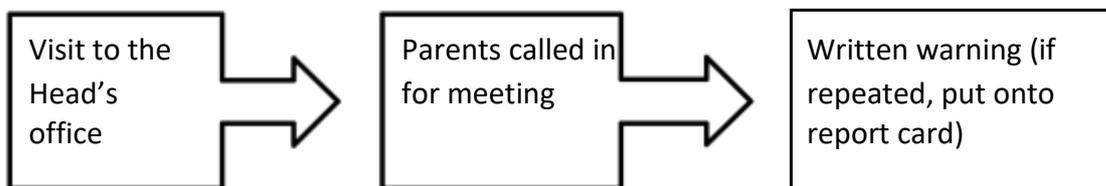
- Students will participate in a system of stars/merits that acknowledges and praises achievement, effort and good citizenship. Each child will have a star/merit chart in order to keep a record of their rewards.
- Once a certain amount of stars/merits is received, then students will be given certificates and prizes of different values dependant on how many they have managed to collect.
- Every month one student from each class will be chosen by the teacher to be star of the month. This is based upon behaviour, progress and effort that the teacher has noticed from a specific child in that month.
- Individual and class reward certificates and prizes will be distributed in a special assembly at the end of each term/year.
- Certificates and prizes will be issued for the following achievements:-
 - The student with the highest number of stars/merits
 - 100% attendance throughout the year
 - Students that receive 1st and 2nd in their exams
 - Most hard working

Sanctions:

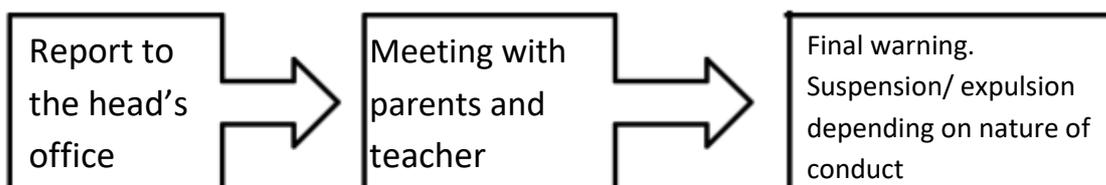
Minor Classroom Misconduct



Repeated Minor after Visiting the Head becomes a Serious Misconduct



Repeated Serious Misconduct/Major Misconduct



- If a student receives more than 3 detentions in one month, then a verbal warning will be issued by the head teacher.
- If a student is sent to the head's office:-
- The first visit will result in a verbal warning.
- The second time students will be given a written warning
- The third visit will entail another written warning alongside a meeting with the student's parents/guardians.
- 3 written warnings will end up with the student receiving a one week suspension.

Minor misconduct:

<u>Minor Misbehaviour</u>	<u>Definition</u>	<u>Example</u>
Inappropriate Verbal Language	Any spoken, written, or non-verbal communication that insults, mocks, belittles, or slanders another person will be considered inappropriate.	Put-downs, taunts, or slurs of a non-offensive nature, mild oaths not directed at an individual (Offensive communications targeting race, gender, faith, etc...of others.) "Big Dummy"; "All your family is dumb"; "Banana Nose."
Physical Contact/Physical Altercation	Any incidence in which a student engages in inappropriate physical contact with another student.	Silly horseplay, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving. "Not keeping hands/feet to self."
Defiance/Disrespect/Non-compliance	Brief or low-intensity failure to respond to adult request	Talking back, not following directions, sleeping, refusal to complete assignments, ignoring request of adult
Disruption	Low-intensity, but inappropriate disruption	Intentional distractions: noises, pranks, annoying statement/questions; breaking line, making messes, throwing paper or stationary etc.
Property Misuse	Low-intensity misuse of property	Breaking pencils/crayons, kicking furniture, mishandling books, tearing up homework/handouts, removing things from display boards
Other	Any other minor problem behaviour that does not fall into the above categories.	

Major Misconduct:

<u>Major Misbehaviour</u>	<u>Definition</u>	<u>Example</u>
Abusive Language/Inappropriate Language/	Verbal messages that include swearing, name calling, or use of words in an inappropriate way	Cursing, slandering another person, hostile threats either written, spoken, or non-verbal
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur	Hitting, punching, kicking, hair pulling, scratching, choking
Defiance/Disrespect/Insubordination/Non-Compliance	Refusal to follow directions, talking back, and/or socially rude interactions communicated in writing, by	Refusal to comply with established rules, leaving class without permission, verbal defiance/argumentative; using

	words or tone of voice	mobile phone during class time, possessing any other electronic devices, and other items as directed by the Head teacher.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules	Telling untruths/wrongful accusations, copying, obtaining questions/answers to school exams/tests
Harassment/Tease/Taunt	Student delivers repeated disrespectful messages (verbal or gesture), to another person that includes threats and intimidation, obscene gestures, pictures, written notes	Bullying, repeated verbal harassment or abuse, inappropriate touching, gesturing, notes and pictures.
Disruption	Behaviour causing an interruption in a class or school activity	Loud talk, yelling, screaming; noise with materials; horse-play/rough- housing; any behaviour more than nagging
Lateness and Truancy	Student is late to class. Student leaves class school without permission or stays out of class/school without permission	Students enters school/classroom 15 mins after beginning time without excuse or an admit slip. Leaving school without permission
Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property: any damage done to school property that impairs its usefulness	Broken windows/damaged property as result of horseplay/aggressive behaviours, etc., tampering with equipment/ impairing its usefulness, tampering with a computer's settings, writing on tables
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without the person's permission	Forged notes from parents, doctors, teacher, etc., plagiarism, stealing, hiding/purchasing stolen property, aiding someone in stealing, pretending to be another student's parent over the phone
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines established by LII	All boys must wear thobes and girls must wear hijab and abaya, no tight fitted clothing, no skirts or dresses, no excessive make up or nail polish/extensions. No bright clothing. All clothing must be modest and accordance with Islamic dress code
Use/Possession of Tobacco/vape pens	Student is in possession of or is using tobacco/vape pen	Cigarettes, cigars, or smokeless tobacco product: smoking,

		chewing. Vape pens or liquids
Use/Possession of Drugs	Student is under the influence of or is in possession of illegal drugs.	Using, possessing, selling, or distributing drugs on LII premises at any time, or at any school activity, function, event whether on or off school grounds
Use/Possession of Combustible Items	Possessing hazardous, combustible materials/items or devices which may be used to start a fire.	Matches, lighter, firecrackers, petrol, lighter fluids or other combustible items
Use/possession of Weapons	Student is in possession of any weapon readily capable of causing bodily harm	Possessing, handling, transmitting using or attempting to use a weapon on school grounds at any time, or off the school grounds at a school activity, function or event.
Vandalism	Vandalism is the malicious, intentional defacing or damaging of public or private property.	Writing/ painting graffiti on school wall, tampering with a school sign, carving names in tables
Bomb Threats/False Alarms	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion	Written or verbal bomb threat; deliberately pulling fire alarm when not warranted; planting an explosive device on school grounds/property
Arson	Student plans and/or participates in malicious burning of property	Setting fires to/on school property
Physical Aggression	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students.	Shoving match, slapping, or other such low impact incident not severe enough to constitute a fight
other	Any other major problem behaviour that does not fall into the above categories.	

Reviewed: 16th August 2018

By: Seren Erdel (Head Teacher)

Next review: August 2020