



East Preston Islamic College

STUDENT  
WELLBEING  
&  
MANAGEMENT  
POLICY

## Purpose

The purpose of this policy is to provide students, staff members, parents/guardians with clarity as to the behaviour expected of students at the College and the consequences when those expectations are breached.

Schoolwide expectations encourage consistent communications and establish an effective community for all staff and students and across the college.

The college has a zero tolerance to child abuse and aims to implement fairness. Students develop personal awareness and responsibility while learning to use lifelong skills of active listening, expressing emotions and problem solving.

## Aims

The policy aims to:

- support a culture of positive behaviour with high levels of student engagement as essential for ongoing achievement and wellbeing,

- establish a transparency around processes followed when students exhibit adverse behaviour,

- ensure the safety of all the members of the community,

- support the development of self-discipline, self-respect, self-worth and respect for others; and

- to create an environment where the right of students to learn and the right of teachers to teach is respected.

## Rights and Responsibilities

It is our aim to foster an environment that shapes our students into people who are able to take responsibility for their own actions and who will grow to contribute to their wider community.

We expect students to behave, both in and out of school, in a courteous manner that will bring respect and honour to the school, their families, and themselves.

Students have the right to learn in a mutually respectful and safe environment. For this to happen, students must read

Treatment	Student Rights	Student Responsibilities
	<ul style="list-style-type: none"><li>- To be treated with courtesy and respect</li><li>- To be free from violence, intimidation, <del>bullying</del>, harassment from other members of the school community</li><li>-</li></ul>	

## Teachers \ o Rights and Responsibilities

	Teache/Staff Rights	Teache/Staff Responsibilities
Treatment	<ul style="list-style-type: none"> <li>- Betreated with courtesy and respect</li> <li>- To be free from violence, intimidation, bullying, harassment from other member of the school community</li> <li>- To have problems listened to and acted upon justly</li> <li>- To be included within the college community</li> <li>- Receive due respect and necessary support from the school community</li> </ul>	<ul style="list-style-type: none"> <li>- To treat others with courtesy and respect</li> <li>- To take care of themselves and others</li> <li>- To refrain from using violence of any sort (physical, verbal, sexual and emotional)</li> <li>- To refrain from bullying, intimidation and harassment</li> <li>- Fairly, reasonably and consistently implement the Student Management &amp; Wellbeing policy</li> <li>- To use positive reinforcement and encouragement</li> <li>- To create and maintain challenging learning environments</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- To be provided with facilities and equipment that is safe and free from hazard</li> <li>- To have access to safety equipment</li> <li>- To have safety rules clearly explained and carried out.</li> <li>- To be familiar with lockdown and emergency evacuation procedures.</li> <li>- To be provided with shade areas</li> </ul>	<ul style="list-style-type: none"> <li>- To report occupational health and safety hazards to OHS</li> <li>- To uphold duty of care</li> <li>- To maintain child safety policy</li> <li>- To create and maintain safe learning environments</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>- To expect students to follow reasonable instructions given by teachers in the performance of their duties</li> <li>- To expect they will be able to teach in a</li> </ul>	

## Parents and Guardians Rights and Responsibilities

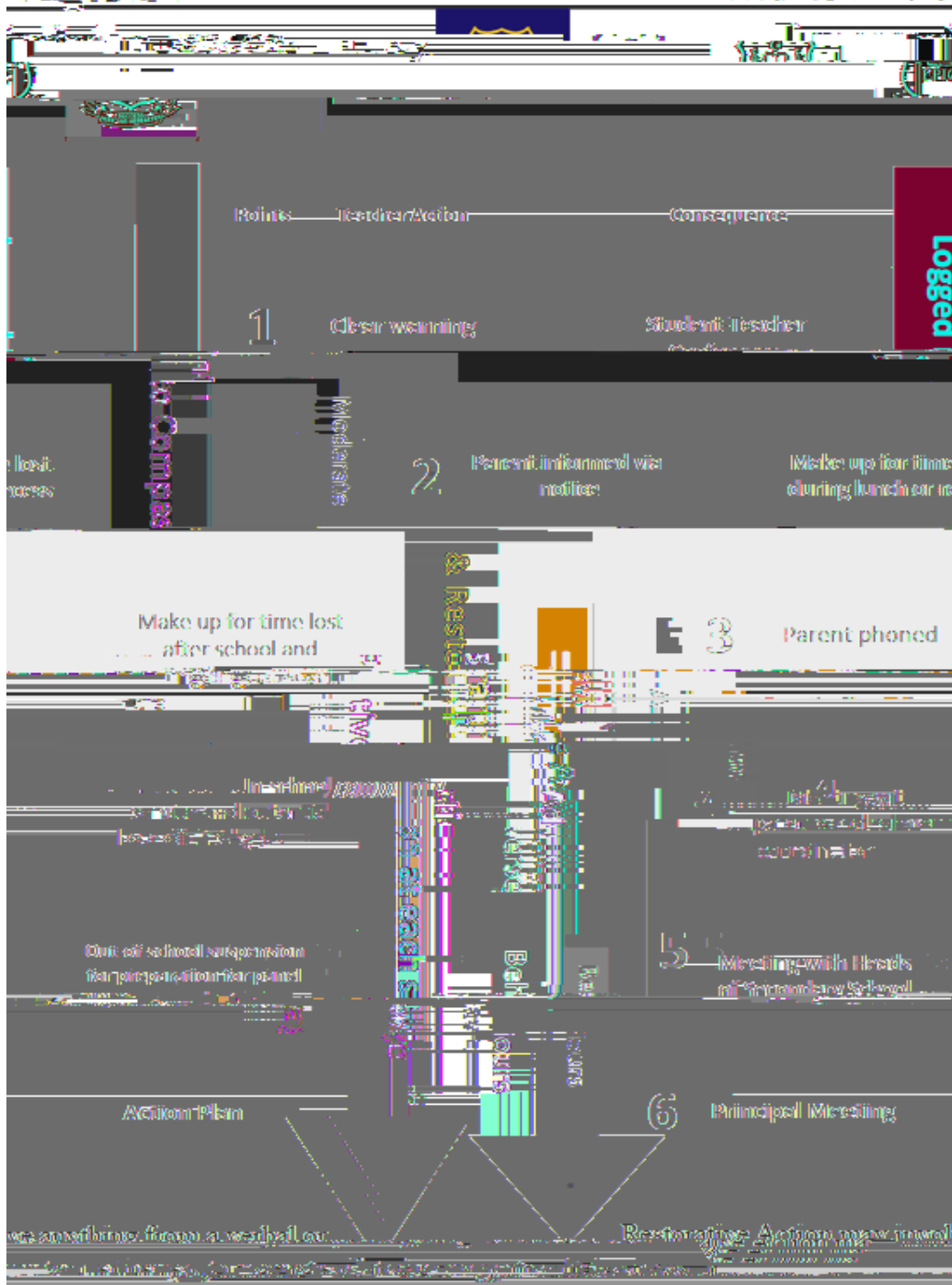
### Parent and Guardian Rights

- Expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others is maintained
- Expect communication and participation in
- Expect a positive and supportive approach to

### Parent and Guardian Responsibilities

- Promote positive educational outcomes for their children by taking an active interest in modelling positive behaviours.
- Engage in regular and constructive communication with school staff regarding
- Support the school in maintaining a safe and respectful learning environment for all students.
- Build positive relationships with members of the school community
- Ensure students have the appropriate learning materials

# Student Management



# Expectations of Secondary School Students

## General Attitude and Behaviour

Students are expected to be respectful towards themselves, their peers and the College staff. Students are expected to follow reasonable requests made by their teachers or other staff members at the College and refrain from disruptions to learning or deliberate defiance. Chewing gum is not permitted in school.

Littering, and vandalising including drawing on tables is not permitted in school.

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## Behaviour on school bus and outdoors

Student must comply with all the rules t

### Wearing Extra Clothing

Students are not allowed to add any of their own items to the school uniform. Students are not permitted to wear beanies or hats in the classroom. These items, if worn, will be confiscated.

White, black or navy-blue singlets, shirts or skivvies may be worn under their uniform on cold days as long as they are not noticeable. Socks must be navy blue or black.

### Bullying and Harassment

The below information must be read in conjunction with the School Anti-Bullying and Harassment Policy.

### Hands Off Policy

The college School Anti-Bullying and Harassment Policy. Incidents of this policy are deemed severe and will result in consequences.

### Harassment

Incidents of harassment are deemed severe



## Bullying

Bullying is an ongoing or repeated misuse of power in relationships, with the intention to cause deliberate harm. There are four types of bullying (verbal, physical, social and cyber bullying) these are defined as below:

### Verbal Bullying

Any student who arrives at school after 8.35am must report to the Office and sign in. Consistent lateness will be followed up.

If a student is more than 10 minutes late to any lesson (without valid reason), the teacher will record the student as absent and inform the Year Level Coordinator should it happen again. Students cannot leave the school grounds for any reason without the written permission of the Year Level Coordinator. Recurring lateness and absences from classes will be dealt with by the Year Level Coordinator and the relevant Head of School.

### Leaving School Grounds

The school shares with parents and students responsibility for student safety and conduct. Therefore, if it is necessary for a student to leave school during a school day, they must bring a note from a parent or guardian for the school and be picked up

Once students leave school grounds, they cannot re-enter the school grounds unless a prior arrangement has been made in consultation with the school and a parent/guardian

### Truancy

If students deliberately skip classes they will be suspended



☐ Detention: teachers may require a student to complete school work or additional work or duties at recess or lunch break, or afterschool. No more than half the break time may be given to detention and afterschool detentions will not exceed forty five minutes. Parents will be informed at least the day prior to the detention and in family circumstances where this would create undue hardship, they may negotiate an alternative disciplinary measure with parents/carers.

Expulsion