



AHMADIYYA MUSLIM COLLEGE

BEHAVIOUR MANAGEMENT POLICY

RATIONALE

Ahmadiyya Muslim College aims to provide a positive environment in which each child is respected and his/her right to learn is encouraged and protected. The discipline procedure provides consistent, logical, clear rules and consequences made familiar to all involved. The support of parents, teachers and children is needed to ensure the development of self-disciplined students.

AIMS

Ahmadiyya Muslim College's behaviour management policy aims:

1. To provide a happy and positive learning environment.
2. To help students reach their full potential.
3. To provide a physically and emotionally safe environment.
4. To encourage students to accept responsibility for their own behaviour – choose the behaviour – choose the consequence.
5. To ensure rules are applied consistently, fairly, consequentially and reviewed regularly.
6. To enable teachers to teach in a purposeful and non-disruptive environment.
7. Establish procedures so that conflicts can be resolved in a positive and non-violent manner.

School Regulations

The rules and regulations set for the students of Ahmadiyya Muslim College has been logically designed as per the parent guidelines by the Ministry of Education Fiji. They are divided into four grades:

Grade 1: Grossly offensive and harmful behaviour that warrants legal actions be taken against the perpetrating students for crimes committed by them while under the custody hours of the school.

Grade 2: Offensive behaviours that are seriously anti-social in nature and are punishable by law, however, the offender can be given one caution as a chance to correct him/her.

Grade 3: Behaviours that reflect deliberate disregard towards responsibilities that ensures effective and successful learning and teaching processes in school.

Grade 4: All behaviours that show a lack in basic social conduct, such as good manners or socially accepted ways of behaving

Regulations	Line of Action as per Ministry of Education's Guidelines					
	Grade	Step 1	Step 2	Step 3	Step 4	Step 5

<p>1.0. Prayer</p> <p>1.1. All students must participate in the college prayer with profound level of respect and 100% silence.</p> <p>1.2. The prayer will be recited daily at 8.05am over the intercom, hence, all students must rise as the siren sounds and bow before God in prayer.</p> <p>1.3. Students may recite the school prayer or silently recite a prayer of their own faith.</p>	4	<p>Documented three advisory counselling sessions by the teacher concerned Use Form 1C</p>	<p>After repetition of the same offence for 4th time up to the 6th time the student must be referred to the Dean for further counselling.</p>	<p>In cases of continued repetition of the offence thereafter by the student shall then be referred to the Internal Discipline Committee who will call the parents and make recommendations to address the misbehaviour.</p>		
<p>2.0. Arrival and Departure</p> <p>2.1. Students are to be at the college no later than 8.00am and remain in the college until official dispersal at 3.30pm from Monday to Thursday and in the afternoon.</p> <p>2.2. While travelling from home to school or vice versa, all the students are compulsorily required not to go elsewhere or to complete an errand assigned by the parents.</p> <p>2.3. Any student found in shops, internet cafes, pool centres etc. in school uniform will be liable for disciplinary actions.</p>	2	<p>Teacher intervenes once and documents using Form 1C.</p>	<p>The teacher reports repeat of the offence to the Chair of the IDC immediately with relevant records signed by the student(s) involved, including the person reporting – (use Form 2C) . Parents/guardians must be immediately called and the school principal must be informed.</p>	<p>The IDC would investigate and hold a meeting to assess the misbehaviour and inform the relevant stakeholders of the outcomes as soon as possible.</p>	<p>The IDC can suspend the student(s) or place him/her on a school based community service during lunch time. He/she must be informed that in case of repeat of the behaviour, the case would be referred to the EDC</p>	<p>Upon return to school after suspension /completion of School Community Service, the student(s) must be referred for counselling.</p>
<p>3.0. Early Departure</p> <p>3.1. Approval must be obtained from the AP, VP or the Principal for all early departures of students.</p> <p>3.2. No student will be allowed to leave the school premises alone. He/she must be picked up by parents or guardians (as per specifications on the student profile).</p> <p>3.3. For all early departures, the parent/ guardian must pick the child/ward from the school office only after presenting a valid photo ID and completing the official documentation of the child's/ward's early departure.</p> <p>3.4. In case the child/ward gets sick at school the parent/guardian will receive a call from the school office and they will have to appear at school and complete the formal procedure prescribed in Clauses 31.-3.3 before the child is handed over for departure.</p> <p>3.5. Incompliance to any of the above will compel the school to disapprove the early departure leave.</p>	4	<p>Documented three advisory counselling sessions by the teacher concerned Use Form 1C</p>	<p>After repetition of the same offence for 4th time up to the 6th time the student must be referred to the Dean for further counselling.</p>	<p>In cases of continued repetition of the offence thereafter by the student shall then be referred to the Internal Discipline Committee who will call the parents and make recommendations to address the misbehaviour.</p>		

<p>4.0. <u>Late Arrivals</u></p> <p>4.1. No late arrivals will be tolerated.</p> <p>4.2. In case a student is late due to some unforeseen circumstances (accident, vehicle break-down, sickness, review by doctor, some serious family problem) he/she shall provide a valid reason. Reasons like I woke up late and late lunch will not be tolerated.</p> <p>4.3. All late comers will report to the AP and obtain a pass before they will be allowed into their classroom.</p> <p>4.4. Students without the late arrival pass will not be allowed inside the classroom.</p> <p>4.5. Habitual late comers shall be liable for disciplinary actions as prescribed in the adjacent columns.</p>	3	A documented three advisory counselling sessions by the teacher concerned	Repetition of the same offense for 4th time up to the 6th time he/she must be referred to the dean for further counselling.	In cases continued repetition of the offense thereafter by the student he/she shall be then referred to the internal discipline committee who will call the parents and make recommendations to address misbehaviour outside school.		
<p>5.0. <u>Attendance and Punctuality</u></p> <p>5.1. All students must be present at school every day.</p> <p>5.2. In case of absence of one day, the student is required to get an absence letter written by the parent/guardian in their handwriting with valid signature as per the sample in the student's profile.</p> <p>5.3. In cases of absence for more than one day for medical reasons, the child is required to present a valid medical certificate to the year teacher upon arrival at school.</p> <p>5.4. In cases of absence for more than one day, the parent/guardian of the student is required to accompany the child/ward to school and explain the reasons for his/her child's/ward's absence.</p> <p>5.5. Truancy will not be tolerated at any stance.</p> <p>5.6. Profound levels of punctuality must be exercised by all students as far as arrival, departure and movement from one class to another etc. is concerned.</p>	2	Teacher intervenes once and documents using Form 1C .	The teacher reports repeat of the offence to the Chair of the IDC immediately with relevant records signed by the student(s) involved, including the person reporting – (use Form 2C) . Parents/guardians must be immediately called and the school principal must be informed.	The IDC would investigate and hold a meeting to assess the misbehaviour and inform the relevant stakeholders of the outcomes as soon as possible.	The IDC can suspend the student(s) or place him/her on a school based community service during lunch time. He/she must be informed that in case of repeat of the behaviour, the case would be referred to the EDC	Upon return to school after suspension /completion of School Community Service, the student(s) must be referred for counselling.

<p>6.0. <u>Driving and Biking</u></p> <p>6.1. No student is allowed to drive a motor vehicle, ride a bicycle or motor bike within or outside school in school uniform. He/She may drive or ride in outings and under their own responsibility.</p>	4	<p>Documented three advisory counselling sessions by the teacher concerned Use Form 1C</p>	<p>After repetition of the same offence for 4th time up to the 6th time the student must be referred to the Dean for further counselling.</p>	<p>In cases of continued repetition of the offence thereafter by the student shall then be referred to the Internal Discipline Committee who will call the parents and make recommendations to address the misbehaviour.</p>		
<p>7.0. <u>Uniform and Appearance for Boys</u></p> <p>7.1. <u>Uniform</u></p> <p>7.1.1. Only white shirt with the school monogram sewn on the pocket at the left side.</p> <p>7.1.2. The shirt must not be very tight, it must be long enough so that it can be nicely tucked and the sleeve must be one to two inches above the elbow.</p> <p>7.1.3. Only grey trousers /sulu</p> <p>7.1.3.1. Extra tight fitting trousers (skinny) is not allowed.</p> <p>7.1.3.2. Branded trousers like lee, denim etc. are not allowed.</p> <p>7.1.3.3. The sulu must be three inches below the knee.</p> <p>7.2. Vests</p> <p>7.2.1. Only simple white vests without any prints / images/logos to be worn under the shirt.</p> <p>7.3. Belt</p> <p>7.3.1. Only simple black belt with simple buckles (without writings, stickers engravings or designs)</p> <p>7.4. Footwear</p> <p>7.4.1. Only simple black sandals without socks.</p> <p>7.4.1.1. Socks on sandals is not allowed. However, simple white socks may be allowed to students with a medical certificate that proves a condition that requires you to wear socks.</p> <p>7.4.2. Only simple closed black shoes (which should stretch no longer than 1.5cm beyond the tip of the toe) with black socks</p> <p>7.5. Wrist Watch</p> <p>7.5.1. Watch with only black, brown, silver or gold band.</p> <p>7.5.2. Large faced wrist watch, whose face is more than 2.5cm in diameter, is not allowed.</p> <p>Beard and Moustache</p> <p>7.5.3. No student will be allowed in school with unshaven beard and moustache. Students must clean shave daily.</p> <p>7.5.4. Goatee is not allowed.</p>	4	<p>Documented three advisory counselling sessions by the teacher concerned Use Form 1C</p>	<p>After repetition of the same offence for 4th time up to the 6th time the student must be referred to the assistant principal for further counselling.</p>	<p>In cases of continued repetition of the offence thereafter by the student shall then be referred to the Internal Discipline Committee who will call the parents and make recommendations to address the misbehaviour.</p>		

<p>7.6. Hairstyle</p> <p>7.6.1. Only neatly dressed short hair is allowed.</p> <p>7.6.2. Fancy hairstyles with any designs like Nike or rear V cuts etc. is not allowed.</p> <p>7.6.3. Hair must be neatly combed.</p> <p>7.6.4. Gel is strictly not allowed.</p> <p>7.6.5. Hair must be left in its natural colour. Dying of hair into some other colour other than black is not allowed.</p> <p>7.7. Tattoo and Body Piercing</p> <p>7.7.1. Tattoo of any nature, which is visibly exposed is not allowed while being a student at AMC.</p> <p>7.7.2. All VISIBLE tattoo that the student has on his body before enrolment at AMC must be covered with brown pharmaceutical bandage at all times he is in school uniform.</p> <p>7.7.3. No body piercing allowed.</p> <p>7.8. Jewellery</p> <p>7.8.1. No jewellery such as bracelets, wristbands, earrings, rings and ankle bands are allowed.</p> <p>7.9. Make-Up</p> <p>7.9.1. Make-up such as eyebrow designing and shaving, lip gloss, extra powder etc. are not allowed.</p> <p>7.10. Sports Uniform</p> <p>7.10.1. Only a simple plain Tee shirt with a decent three quarter pants is allowed.</p> <p>7.11. Cardigans and Jackets</p> <p>7.11.1. Wearing of Jackets/Cardigans are only allowed when it's cold or when the child is sick.</p> <p>7.11.2. Wearing of Jackets/ Cardigans for fashion is strictly not allowed.</p> <p>7.11.3. Only students with special medical conditions may be allowed to wear jackets on non-cold days.</p>						
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<p>8.0. Uniform and Appearance for Girls</p> <p>8.1. Uniform</p> <p>8.1.1. Only white kameez with green salwar and green veil with the school monogram sewn on the pocket at the left side.</p> <p>8.1.1.1. Extra tight fitting salwar is not allowed.</p> <p>8.2. Under Kameez wear</p> <p>8.2.1. Only vests without any prints / images/logos to be worn under the kameez.</p> <p>8.3. Footwear</p> <p>8.3.1. Only simple plain black, flat soled, sandals without socks are allowed.</p> <p>8.3.2. Sandals with shiny designs are not allowed.</p> <p>8.3.2.1. Socks on sandals is not allowed however, simple white socks may be allowed to students with a medical certificate that proves a condition that requires you to wear socks.</p> <p>8.3.3. Only simple closed black shoes flat soled (which should stretch no longer than 1.5cm beyond the tip of the toe) with black socks</p> <p>8.4. Wrist Watch</p> <p>8.4.1. Watch with only black, brown, silver or gold band.</p> <p>8.4.2. Large faced wrist watch, whose face is more than 2.5cm in diameter, is not allowed.</p> <p>8.5. Hairstyle</p> <p>8.5.1. Girls with short hair must comb and clip their hair neatly.</p> <p>8.5.2. Long hair must be neatly combed, plaited into single or double plaits and tied with black band.</p> <p>8.5.3. Gel is strictly not allowed.</p> <p>8.5.4. Hair must be left in its natural colour. Dying of hair into some other colour other than black is not allowed.</p> <p>8.6. Tattoo and Body Piercing</p> <p>8.6.1. Tattoo of any nature, which is visibly exposed is not allowed while being a student at AMC.</p> <p>8.6.2. All VISIBLE tattoo that the student has on her body before enrolment at AMC must be covered with brown pharmaceutical bandage at all times she is in school uniform.</p> <p>8.6.3. No body piercing allowed.</p> <p>8.7. Jewellery</p> <p>8.7.1. No jewellery such as bracelets, wristbands, rings, bangles and anklets are allowed.</p> <p>8.7.2. Only one ear-stud per ear which is to be of Gold or Silver with diameter ranging from 3mm to 5mm is only allowed to be worn on the ear lobes and no other parts of the ear.</p>	4	<p>Documented three advisory counselling sessions by the teacher concerned</p> <p>Use Form 1C</p>	<p>After repetition of the same offence for 4th time up to the 6th time the student must be referred to the Dean for further counselling.</p>	<p>In cases of continued repetition of the offence thereafter by the student shall then be referred to the Internal Discipline Committee who will call the parents and make recommendations to address the misbehaviour.</p>	
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<p>8.8. Make-Up</p> <p>8.8.1. Make-up such as eyebrow designing and shaving, lip glows, cheek gloss, mehndi (henna) and extra powder etc. are not allowed.</p> <p>8.8.2. Nose rings of any kind is not allowed.</p> <p>8.9. Sports Uniform</p> <p>8.9.1 Only a simple plain Tee shirt with a decent three quarter pants or skirt 4 inches below the knee is allowed.</p> <p>8.10. Cardigans and Jackets</p> <p>8.10.1. Wearing of Jackets/Cardigans are only allowed when it's cold or when the child is sick.</p> <p>8.10.2. Wearing of Jackets/ Cardigans for fashion is strictly not allowed.</p> <p>8.10.3. Only students with special medical conditions may be allowed to wear jackets on non-cold days.</p>						
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<p>9.0. Behaviour and Discipline</p> <p>9.1. Illegal Drugs and substance.</p> <p>9.1.1. Possession, consumption, distribution, namely marijuana, tobacco, alcohols, kava, other hard drugs and inhalants are strictly prohibited.</p> <p>9.1.2. Misuse of prescribed or over the counter drugs are strictly prohibited.</p> <p>9.2. Pornography</p> <p>9.2.1. Strict prohibition on having access to/in possession of pornographic pictures/images.</p> <p>9.2.2. Strict prohibition on publically exposing genitals to anyone.</p> <p>9.2.3. Strict prohibition on using vulgar, sexually connotative languages/ gestures, or selfies showing pornographic/nudity.</p> <p>9.3. Bodily Abuse & Physical Harm</p> <p>9.3.1. No student has any authority to cause any sort of bodily abuse such as hitting, biting, shaking, pushing, shaking, throwing things to harm, poisoning, burning, scalding, suffocating, drowning, and self-injury to anybody or to personal self.</p> <p>9.4. Sexual Abuse</p> <p>9.4.1. The following will be taken as sexual abuse hence are strictly prohibited:</p> <p>9.4.1.1. Having Sexual intercourse.</p> <p>9.4.1.2. Fondling.</p>	1	<p>The teacher reports to the Principal immediately with relevant record signed by the student(s) involved, including that of the person reporting,</p>	<p>The Principal must immediately refer the case to the IDC. The Principal must at the same time, inform the student(s)' parents/guardians and the nearest Ministry of Education. The offender(s) shall be sent home accompanied by his/her parents.</p>	<p>The Chair of IDC would investigate and hold a meeting to assess the misbehaviour and inform the EDC of the outcomes, through the Principal, before the end of the (same) day.</p>	<p>The Ministry would be seeking professional counselling for the student(s) before he/she can return to school.</p> <p>*10 day suspension may apply, depending on the IDC's assessment.</p>	
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<p>9.4.1.3. Speaking in sexual connotations.</p> <p>9.4.1.4. Using gestures that may display sexual intent or abuse.</p> <p>9.4.1.5. Indecent assault like poking into the genital of anyone.</p> <p>9.4.1.6. Rape.</p> <p>9.4.1.7. Threats.</p> <p>9.4.1.8. Abusive text messages, handwritten or typed notes and images.</p> <p>9.4.1.9. Ridiculing.</p> <p>9.4.1.10. Humiliating.</p> <p>9.4.1.11. Unwanted sexual contact or comments.</p> <p>9.5. Wilful Damage of Property</p> <p>9.5.1. All forms of graffiti, vandalism, damage to school or other students'/teachers' property, inclusive of books and resources is strictly prohibited.</p> <p>9.6. Romantic Relationships</p> <p>9.6.1. Love affair, kissing, sexual involvement of any kind, or any sort of intimacy that may be subject to suspicion is prohibited.</p> <p>9.7. Gender Based Violence</p> <p>9.7.1. Any harm by way of physical, verbal, imagery, or cyber will strictly not be tolerated.</p> <p>9.8. Inciting Unrest</p> <p>Boycotts, strikes, protests, fights or serious dissent of any form will not be tolerated.</p>					
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<p>10.0. General-Any other of the following behaviour which can cause harm or create instability at school is strictly prohibited:</p> <p>10.1.1. Forgery, falsely gaining emotional or financial advantage from others.</p> <p>10.1.2. Swearing</p> <p>10.1.3. Adverse publicity and misconduct, insubordination and gross disobedience.</p> <p>10.1.4. Gross disturbance in class – (noisy or moving around during teaching time)</p> <p>10.1.5. Lying/arguing with an intent to annoy.</p> <p>10.1.6. Teasing, gossiping and slandering.</p> <p>10.1.7. Persistent incomplete classwork/homework and assignments.</p> <p>10.1.8. Gross lack of attention in class.</p> <p>10.1.9. Littering .</p>	2	<p>Teacher intervenes once and documents using Form 1C.</p>	<p>The teacher reports repeat of the offence to the Chair of the IDC immediately with relevant records signed by the student(s) involved, including the person reporting – (use Form 2C) .</p> <p>Parents/guardians must be immediately called and the school principal must be informed.</p>	<p>The IDC would investigate and hold a meeting to assess the misbehaviour and inform the relevant stakeholders of the outcomes as soon as possible.</p>	<p>The IDC can suspend the student(s) or place him/her on a school based community service during lunch time. He/she must be informed that in case of repeat of the behaviour, the case would be referred to the EDC</p>	<p>Upon return to school after suspension /completion of School Community Service, the student(s) must be referred for counselling.</p>
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Endorsements:**A. Internal Discipline Committee**

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

B. Head of School**C.**

Name: _____

Signature: _____

Date: _____

D. Parent's/Guardian's Undertaking

After having read and understood the regulations for students of Ahmadiyya Muslim College, I _____ the parent/guardian of _____ of Year _____ hereby, in my capacity as the legal custodian of the child/ward mentioned herein, sign to render my acceptance to the regulations contained in this document and furthermore agree that my child/ward will follow every clause without any conditions and shall be liable for the penalties stated beside the regulations should he/she be found in breach of any regulations presented in this document. I furthermore grant consent for my child/ward to undergo counselling by any authorised personnel.

Name of Parent/Guardian: _____ Signature: _____ Date: _____

Name of Student: _____ Signature: _____ Date: _____