



Student Discipline Policy and Procedures

Aims:	To provide a framework and guidelines for issuing consequences for student misconduct.	
Scope:	This policy covers both the primary and the high school	
Status:	Authorised	Supersedes: ADAB and Character Development Framework
References	<ul style="list-style-type: none">• Queensland Government Policy and Procedure Register• ICB Wellbeing Policy• Disability Discrimination Act 1992 (Cwlth)• Disability Standards for Education 2005 (Cwlth)• Education (General Provisions) Act 2006 (Qld)• Child Protection Act (1999)• Education (Accreditation of Non-State Schools) Regulation 2011	
Review date:	29 th November 2025	Next Review Date: 29 th November 2026
Policy owner	CEO	



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1.0 Background / Policy Statement

The Islamic College of Brisbane is committed to fostering a safe, respectful, and inclusive learning environment where all students are supported to develop strong character, self-discipline, and academic success. This policy replaces the former *ADAB & Character Development Framework* and establishes clear expectations for behaviour and character development in compliance with the Education (Accreditation of Non-State Schools) Act 2017, the standards of the Non-State Schools Accreditation Board (NSSAB), and the guidelines of Independent Schools Queensland (ISQ).

2.0 Purpose

The purpose of this Policy is to ensure that students at the College adhere to Islamic philosophical values, the College's rules, expectations and policies, including the Student Code of Conduct and the terms and conditions of the Enrolment Agreement governing the student's enrolment.

3.0 Scope

This policy applies to all students, staff and parents/guardians of the college.

4.0 Principles

This policy outlines the College's approach to cultivating positive behaviour among students. It has been written with the intention to maintain the good order of the college, protect the safety and wellbeing of the staff and students and to provide guidance when allocating proportionate disciplinary consequences to students who breach the student code of conduct policy.

5.0 Roles and Responsibilities

CEO (or appointed delegate)

Understand and enforce the directives on the policy in a fair and proportionate manner.

Staff

Enforce the directives and procedures outlined in this policy.

Students

Adhere to the directives and procedures outlined in this policy

Parents/ Guardians/ Care takers

Support the college in assisting students to adhere to the directives and procedures outlined in this policy



6.0 College's Policy

Every student at The Islamic College of Brisbane has the right to feel safe, supported and free from discrimination or bias. They have the right to be treated fairly and with respect and dignity. This policy is necessary to ensure the safety of all our students, teachers, and staff members and to provide a supportive learning environment that is accommodating to the learning needs of every individual. This Policy provides a guide and sets out the procedures for discipline including Pause, Suspension, Withdrawal, Alternate Consequences and Cancellation of enrolment. The College CEO (or appointed delegate) retains the discretion to determine the most appropriate disciplinary action within the scope of this Policy, ensuring that all decisions adhere to the principles of procedural fairness and proportionality.

In the event of matters constituting serious criminal acts or those involving child safety, the College reserves the right to engage the Queensland Police Service and other relevant authorities, including the Department of Child Safety, and the Queensland Family and Child Commission. This action is taken in accordance with our mandatory reporting obligations under the *Child Protection Act 1999 (Qld)* and other applicable legislation.

7.0 Procedure

7.1. Procedural Fairness

All students at the college deserve the right to procedural fairness in any matter involving disciplinary actions taken against them. Every effort will be made to ensure that there is transparency and procedural fairness in the investigation of incidents and the judgment of consequences. All disciplinary proceedings will remain confidential. Information will only be shared with individuals directly involved in the process.

7.1.1. Investigation Process

Before any disciplinary decision is made, the College will conduct an investigation that includes:

- Gathering relevant statements, CCTV footage (if available) or other relevant evidence from staff and students involved.
- The student will be provided with an opportunity to respond to the allegations.
- All findings and decisions will be documented on the College TASS system in writing.
- The investigation will be completed as promptly as possible to ensure fairness and accuracy.



7.2. Pause

A Pause is a provisional and non-punitive action that can be taken by the college, prior to making a formal decision regarding student discipline. To determine whether a pause is an appropriate action, the College CEO (or appointed delegate) must determine whether one or more of the following conditions has been met;

- Does the student's attendance at the college pose an unacceptable risk to the physical, psychological or emotional safety and or well-being of the students, staff or contractors at the college.
- Does the student's conduct potential warrant either a suspension or exclusion from the college based upon the conditions outlined in this policy for suspensions and exclusions.

If the college CEO (or appointed delegate) is satisfied that one or more of the conditions have been met, they may issue a Pause for a period of up to 3 school days. During this period the student will remain off campus unless expressly invited onto campus for the purpose of a meeting to maintain procedural fairness. If the outcome of the meeting was that the student receives a suspension, the length of the pause will be included in the length of time of the suspension. A Pause may not be renewed or reissued consecutively for the same incident unless new information arises that significantly alters the College's assessment of risk.

7.3. Suspension

A student may be issued a suspension if it is found, by the college CEO (or the appointed delegate), that their conduct has breached the student code of conduct and met one or more of the following criteria as set out in the Education (General Provisions) Act 2006 section 282:

- *disobedience;*
- *misbehaviour;*
- *conduct that adversely affects, or is likely to adversely affect, other students;*
- *conduct that adversely affects, or is likely to adversely affect, the good order and management of the school;*
- *the student's attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or of staff;*
- *the student is charged with a serious offence.*



It is also a ground for suspension if;

- *the student is charged with an offence other than a serious offence; and*
- *the CEO is reasonably satisfied it would not be in the best interests of other students or of staff for the student to attend the school while the charge is pending.*
- *To remove any doubt, it is declared that, for subsection or, conduct may be a ground for suspension even if the conduct does not happen on school premises or during school hours.*

If the CEO (or appointed delegate) is reasonably satisfied that one or more of the following conditions has been met, they may issue the student with a suspension. A suspension, may either be internal or external, and the CEO (or appointed delegate) reserves the right to determine the length of time based upon the severity of the incident. When determining whether the suspension is internal or external, the CEO (or appointed delegate) will consider the following conditions:

- Does the college have the available facilities to accommodate the needs of an internal suspension.
- Does the student have academic requirements that need to be facilitated for on campus.
- Does the presence of the student pose an unacceptable risk to the physical, psychological or emotional safety and or well-being of the students, staff or college contractors at the college.

7.3.1. Internal

An internal suspension is conducted on campus in a designated space under the supervision of a staff member. The student will arrive and leave the campus as if it was a regular school day. The student will sign in their mobile phone to the desk and collect it at the end of the school day. Failing to attend the internal suspension, without an acceptable reason (as defined in the college's student code of conduct), will result in the time missed, added onto the length of the suspension.

7.3.2. External 1-10 days

An external (1-10days) suspension is conducted off campus and under the supervision of the student's parents or guardians. This length of consecutive is issued when the student's conduct, while inappropriate (for example persistent defiance and verbal abuse) is not deemed serious enough to warrant an extended exclusion from the college. This measure is intended to maintain proportionality when issuing consequences. Following the suspension, the student may also be placed on conditional enrollment if the college CEO (or appointed delegate) deems the conducts warrants it.



7.3.3. External 11-20 days

An external (11-20days) suspension is conducted off campus and under the supervision of the student's parents or guardians. This length of consequence is issued when the student's conduct, is deemed severe and an unacceptable risk to the general safety and wellbeing of the college community. Following this the student will also be placed on conditional enrollment.

7.3.4. Ongoing Suspension from campus (Online Learning)

If the student's conduct would have qualified as an exclusion from the college but there are extenuating circumstances that the College CEO determines to be of significance. The College CEO may instead issue the student with an ongoing suspension from campus (online learning). This arrangement has the following conditions:

- The student may not enter the college grounds, compete or attend any extracurricular activities or college events unless expressly given written permission from the college CEO or the appointed delegate.
- The student is required to complete and engage with any curriculum that is delivered to them via an online platform.

If the student breaches any of the following conditions of the online learning arrangement, the college CEO reserves the right to cancel the student's enrollment at the college by issuing them with a cancellation of enrollment.

7.4. Re-entry

Following a suspension, the student and their parents/guardians will meet with a member of the college's behaviour management team to discuss re-entering into the college and the expectations of the student going forward. At this point, if it was deemed necessary, both parties will also review the conditions of the student's conditional enrollment as a part of the expectations of re-entering the college. Attendance at the re-entry meeting is a condition of the student's return to the College. Failure to attend without reasonable excuse may result in the student remaining on suspension until the meeting occurs.



7.5. Conditional Enrollment

Following a suspension, a student may be placed on conditional enrollment if the College CEO believes the student's conduct warrants it and is often implemented as an intermediate step following serious misconduct. This conditional status means the student can continue their studies but must adhere to a strict set of conditions, which may include:

- Behavioural expectations (e.g., no further violations of the student code of conduct).
- Mandated counseling or intervention programs.
- Restrictions on campus activities or privileges.

Following the length of the conditional enrollment, a meeting is held to determine whether the student has succeeded in meeting the conditions of their enrollment or whether further disciplinary action, up to and including cancellation of enrollment, is necessary. These meetings serve as a formal review to assess the student's compliance and progress, ensuring accountability and adherence to the terms set forth when they were placed on conditional enrollment. If a student breaches the conditions of their conditional enrollment, the College will review the breach and may:

- Issue an additional consequence.
- Extend the conditional period.
- Refer the matter for consideration of cancellation of enrollment.

7.6. Cancellation of Enrollment

For the purposes of this policy, a Cancellation of Enrollment is the most serious and final disciplinary action that can be issued to a student and can only be issued by the CEO of the college. This disciplinary action is reserved for students whose conduct is so extreme as to either endanger or seriously impact the physical, emotional or psychological safety and well-being of staff or other students at the college. If the college CEO is reasonably satisfied that the student's conduct has met the above condition, then they may issue the cancellation of enrollment. In the event of this, the student's enrollment with the college is immediately terminated and they cannot re-apply to the college within a period of 24 months.



7.7. Alternate Consequences

The following non-sequential list are the alternate consequences that could be issued by the College CEO (or appointed delegate) if they deem that the student's conduct does not meet the conditions outlined in this policy that would warrant issuing either a pause, suspension or exclusion. Alternate consequences are applied at the discretion of the College CEO (or delegate) and will be proportionate to the severity, context, and frequency of the behaviour. Records of rationale will be maintained to ensure consistency.

- Morning Tea Reflection (Secondary)
- Lunch Reflection (Primary)
- Afterschool reflection (Secondary)
- Withdrawal from extra-curricular teams
- Temporary withdrawal from learning space (e.g Buddy Class, PCB Room)
- Loss of Privileges
 - Non-curricular excursions
- Meeting with parents or guardians
- Student Conduct Card
- Apology and restorative practice

8.0 Process of Appeal

The Islamic College of Brisbane is committed to ensuring that all disciplinary matters are handled with fairness, transparency, and procedural integrity. The College recognises the right of parents and guardians to appeal disciplinary decisions they believe to be incorrect or unjust. All appeals will be managed impartially, without bias, and within a reasonable timeframe. Following a disciplinary decision by the College CEO (or the appointed delegate) the parents or guardians of the student may lodge an appeal against the decision they believe is incorrect or unfair. An appeal outcome can either change the type of consequence issued or the length of the consequence. An appeal may only apply to a suspension or any of the other outcomes listed in the Alternate Consequences outlined in this policy and does not apply to a pause or cancellation of enrollment.

An appeal may be lodged on the following grounds;

- Procedural unfairness
- Decision does not comply with College Policy
- Disproportionate consequence
- Perceived or Actual Conflict of interest

Appeals that do not meet these criteria or are made on grounds of disagreement with the college policy will not be considered.



8.1. Appeals Process

Stage One: Lodging an Appeal

The parent or guardian of the student lodges an appeal to the college within one (1) school day of the decision being formally communicated to the parent/ guardian of the student. Appeals lodged outside this timeframe will not normally be considered unless exceptional circumstances prevented timely submission. Only the parents or guardians of the student who have been issued the consequence may lodge an appeal.

Stage Two: Appointment of a Review Committee

The college will appoint a review committee whose members were not formally involved during the investigative or decision-making process. The Review Committee will consist of at least two senior leaders appointed by the College CEO. The committee's decision will be final.

Stage Three: Review of the Appeal

The committee will review the evidence collected during the investigation and determine whether the appeal is successful or not.

Stage Four: Communication of Appeal Outcome

The College will acknowledge receipt of the appeal in writing within one (1) school day and provide the final outcome in writing within seven (7) school days of lodgement. The written response will outline the committee's decision and provide a brief summary of the reasoning. All appeal records will be securely stored as part of the student's disciplinary record.

In the event of an appeal of a suspension, the decision remains in effect until it is formally overturned by the Review Committee. Any interim changes will be confirmed in writing by the College CEO (or the appointed delegate). The decision of the Review Committee is final. No further internal review will be conducted.



9.0 Notification of Decision

A decision made under this Policy will be communicated in writing (via email) to the student's Parents. The College CEO (or appointed delegate) will also attempt to communicate this decision verbally (via phone call) if the seriousness of the student's conduct warrants such a response.

The student, and the Student's Parents must abide by the decision. Failure to do so, by the parent, will constitute a breach of the parent code of conduct and may constitute further actions by the college.

10.0 Supporting Policies

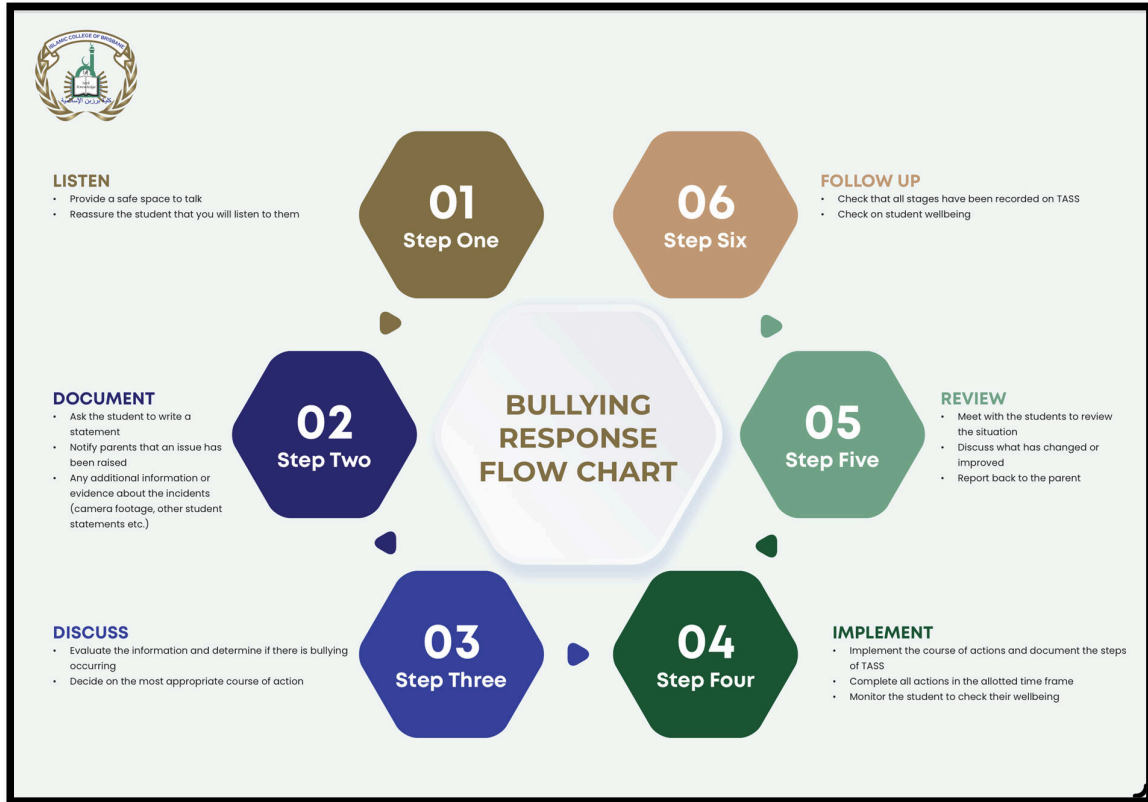
- Queensland Government Policy and Procedure Register
- ICB Wellbeing Policy
- Disability Discrimination Act 1992 (Cwlth)
- Disability Standards for Education 2005 (Cwlth)
- Education (General Provisions) Act 2006 (Qld)
- Child Protection Act (1999)
- Education (Accreditation of Non-State Schools) Regulation 2011

11.0 Definitions

Term	Definition
Suspension	The temporary removal of a student from classes and other school activities as a disciplinary measure for a violation of the school's code of conduct.
Pause	A temporary, often immediate, removal of a student from the school premises for the remainder of the day or a set, very short period, primarily to allow for de-escalation, investigation, and parental consultation. This is a non-punitive measure.
Parents	The legal guardians or persons having lawful custody of the student; includes biological, adoptive, or foster parents, or any person standing <i>in loco parentis</i> (acting as a parent).
Students	Any individual currently enrolled in a school, receiving instruction, or participating in school-sponsored activities.
Staff	All employees of the school, including teachers, administrators, counselors, and support personnel.
Authorized delegate	An administrator or staff member formally assigned the authority by the College CEO to perform specific disciplinary duties, such as imposing a suspension (Dean of Students and Heads of School).



12.0 Appendix 1 – Bully Response Process Diagram





13.0 Appendix 2 – Primary Classroom Behaviour Procedure

