



CODE OF CONDUCT



STUDENT

All students are expected to comply with the School Code of Conduct.

In the Classroom

1. Students will line up outside class rooms, take out all text books, exercise books, stationaries and other necessary equipment and enter the classes quietly.
2. Students will sit at the desk designated by their teachers.
3. Students will not disrupt class room learning.
4. Students are not allowed into class rooms without the permission of a staff member.
5. Students will be punctual in assembly, classes, prayer and appropriately equipped for each class.
6. Food and drink are not permitted inside the gym or class rooms. Water is allowed with staff permission.

General

1. Students will follow all reasonable instructions given by staff members.
2. Students will be respectful to all teachers, students and will not show arrogance, rudeness or use inappropriate language.
3. Students will abide by the School Drug Policy.
4. Students are not permitted in out of bounds areas. These include car parks, staff offices, all fenced building sites, Tomato lake areas, and Primary school yards.
5. Throwing of food, liquids, containers or littering is not permitted.
6. Stealing from or interference with any other person's property is not permitted.
7. Students will abide by the Safe School Policy.
8. Students will abide by the zero tolerance policy of fighting, bullying, harassing, disrespectful to teachers, truancy, cyber bullying, uploading school pictures to social media.
9. Students may not remain at school after hours unless under the supervision of a staff member.
10. Students should not engage in any communication with persons outside of school during school time unless authorised.
11. All mobile phones should be switched off during school times.
12. Chewing gum, aerosol cans, any item that could threaten the maintenance of good order and personal safety are not permitted at school.
13. Students will attend all detention, suspension, community service and other activities decided by the management team as consequences of unacceptable behaviour.
14. Sick bay can only be accessed by a student with genuine health condition and will not be allowed access without a sick bay pass

Uniform

1. Students will be in full uniform as per the School Uniform/Dress code policy. Boys' shirts will be tucked in at all times except in sports periods.
2. Girls will wear school pants and sport T-shirt for sports periods. Sleeves must be worn in in case the T-shirt is half sleeve.
3. Girls must not wear any jewellery with the exception of standard watch. The use of make-up is not permitted by students.





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TEACHER'S RESPONSIBILITIES

A. ASSEMBLY PROTOCOL

(08:25-08:50 AM)

1. Teachers must arrive at assembly by 8.25 AM and Coordinators at 8.20 AM.
2. Teachers are to be active and not passive in assembly.
3. Allocated teachers (ideally who teach the cohort) are to assist each coordinator with:
 - a. Greeting and congratulating students for positive behaviour and work ethic.
 - b. Ensuring lines are straight and even numbers are distributed between lines per year cohort.
 - c. Ensuring no students are talking in the middle and rear of the lines.
 - d. Alert the Coordinator of any uniform breaches
 - e. Disciplining students who are talking or disruptive
4. Encourage recitation.
5. During the dismissal of students from assembly, escort students outside to collect bags and hurry to class
6. Teachers must not be talking while prayers/duaas are recited.
7. Teachers must not be engaged in photocopying or other activities during assembly time.

B. TEACHING PERIOD

1. Have the lesson plan (topic, aim, class work, homework) and instructions on the board prior to commencement.
2. Ensure a seating plan is visible on the wall for a relief teacher.
3. Be at your classroom on time (allowances occur for duty teachers)
4. Greet students at the door, ask students to line up that is mandatory for Year 7-10 teachers.
5. While lined up check for correct uniform (sports uniform is not acceptable) and shirts tucked in.
6. Ask students to take out all necessary equipment before allowing them into the class. Once students are allowed inside there must not be any permission given to go out to the lockers or outside to pick up any necessary items needed for the class.
7. Establish your class rules at the beginning of each term. Remind frequently if necessary. Display your laminated class rules in an area visible by students.
8. Class room doors must be unlocked and opened (slightly if air conditioners used) at all times unless it is an emergency.
9. Come in with enthusiasm and show you are excited to be there. Passion is contagious.
10. When seated and attentive; start the lesson in minimum time.
11. If students come late into the class, have the students stand at the door. Once instructions are complete, enter late minutes and attendance. These are to be completed within the first fifteen minutes of the period.
12. Lesson plans must consist of 2-3 different strategies and teachers must ensure that the whole class is engaged. Have your Plan B and C ready in case any student completes work quickly. Be creative and imaginative in making your lesson plans.
13. All lesson plans must be ready at all times and be accessible during visits by HOLA and management.
14. Address the whole class while teaching or writing on the white board/IWB.
15. Teachers must write the main points in the whiteboard/IWB and ensure students are taking notes.



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16. Home work should assigned regularly and checked the following lesson. Contact parent (preferably email) if HW/CW are not completed.
17. The keywords in each lesson must be written on the board and ensure discussing the words with the students as a part of the vocabulary improvement. A short quiz each week is desirable.
18. Conduct informal tests/quizzes for Yr 11 and 12 courses to reinforce understanding of the concepts.
19. Mark tests/exams within a week, distribute the marked tests/exam papers to students and go through the mistakes making sure that students are correcting and writing down their mistakes.
20. File all formal tests/exams and other assessment tasks for each student. Each student portfolio must contain mark records and continuously updated.
21. Organise with HOLA cross marking of assessments if more than one teacher is teaching the same course. Keep records.
- 22. Sitting behind a desk or standing behind a podium can send the message that you want to create some distance between yourself and the students. Get down to their level when working with them. Walk around and be with the students while students are working on their own and must not be seated in teacher's desk at all times.**
23. Establish educational goals for each class and set high expectations for the students.
24. Analyse academic report data after every reporting cycle, set a new goal based on the results and suggest strategies to improve.
25. Do not allow any student to eat or drink (except water) inside the class room with the exception of Special Need students.
26. Do not give permission to any student to go out to toilet or drink water except in emergency situation or special need students. Only one student can be given permission with a "Yellow pass" if needed. This must be one of your established class rules.
27. Teachers must not leave class without supervision at any time for photocopying or any other reasons due to duty of care.
- 28. Be aware of the School Behaviour Management Policy and follow strictly to deal with any behavioural issues.**
29. Students must not be sent to Coordinators or Suspension Room with minor offences, e.g. throwing papers, talking, walking etc. Teachers must follow the Behaviour Disciplinary Process.
30. During major behaviour/ incidents teachers must complete an incident report before sending students to their coordinator. Without the incident report Coordinators will not accept any student.
31. Summarise the lesson before concluding and make sure students have written down what home work is given.
32. Once the lesson is over, ask students to pick up rubbish if any, tidy up the chairs and tables.
33. Fill in any parole sheets for the students and dismiss your class in an orderly fashion. Students must be reminded to submit parole sheets before the commencement of the lesson.
34. Upload PLs, evidences, posts for the Appretio Goal during the duration given by the Management.
35. Must send message to Sr Rizana the day before in case of absence if an pre-schedule appointment is made. In emergency absentees teachers must send messages immediately (preferably before 8 AM) to Sr Rizana/HOLA. In all case the appropriate relief worksheets must be provided.
36. Must attend exam supervision on time. There should not be any excuse of not remembering the date/time. In case of absence teachers must send messages to Sr Rizana and the HOLA to organise relief supervision.



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37. Upload marks in mark book and complete comments by due date in every reporting cycle (check calander). Teachers must check that all marks, grades and comments are uploaded. The comments must be consistent with grades.
38. Must check inbit and email messages regularly.
39. Releif must be checked on teachers timetable via iwise before assembly each day.
40. Attending parent meetings is compulsory. Make sure you do not make an appointment on those days and organise child care if needed. Teachers must be on time attending parents meetings.
- 41. Teachers must be in school whole day during the student-free days as these days are allocated for professional learning. Teachers must take written permission from the Principal in case of emergency for non-attendance or leaving early. Evidence must be shown for giving permission. Leave of absence forms are available in Central office.**
42. Must contact parents (preferably email) or send letters of concerns in case of academic issues or not completing class work and home work. Record all parent communications.

C. ATTENDING MEETINGS

Attending meetings organised by the Management or HOLAs are compulsory.

1. Monday morning briefings – 8 AM; the briefings will be on Tuesday in case missed on Monday. All teachers are expected to be there on time and must sign.
2. Wednesday meetings – 3.45 PM to 5.15 PM including three campus meetings. Must sign the absentee sheets as the absentees are followed up.
3. Departmental meetings during recess, lunch or after school – teachers must attend (organise replacement duties if required).
- 4. All in-school PDs organised by the school – must attend and needs permission from the Principal for non-attendance. Evidence must be shown for giving permission of non-attendance.**

D. DUTIES (MORNING, RECESS, LUNCH, PRAYER AND NON-PRAYER)

1. Teachers are to be active and not passive on duty. Patrol the duty area (do not be static)

E. MORNING

1. Usher students to assembly and lock toilets doors at 8.20 AM.
2. There must not be any student outside except the late students who will be addressed in the front office.
3. Usher late students to assembly as soon as they arrive before Period one.
4. Student must not be allowed to sit in front of the class room during assembly time for any reason.

F. RECESS AND LUNCH

1. If a student is found littering, they must immediately pick it up, and pick up a minimum of 10 additional pieces of rubbish.
2. If the student is found littering on a second instance, have the student sit with you for the duration of the duty and notify the coordinator after the duty, where a reflection sheet will be given to the student to complete.
3. Continuously encourage students to tuck in shirts with the exception of those partaking in sports activity.



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- Record the names of students who are acting in an uncivilised manner and give a verbal warning.
- If this behaviour continues, have these students sit with you for the duration of the duty and notify the coordinator after the duty, where a reflection sheet will be given to the student to complete (template below).
- Once the first bell has sounded ask students to move back to class in a prompt manner. If students are found taking an excessive amount of time, record the students in the template below.

Yard Duty Behaviour Slip

To be submitted to coordinator

Date/Time:		Duty Location:	
Student Name:		Student ID:	Student Year:
Reason (circle)	Lateness	Behaviour	Littering
	Other (Please specify):		
Brief Comment:			

G. PRAYER

- All Muslim staff who are not on duty are to attend the prayer and play an active role.
- Males are to enter the masjid at 12:55pm and females 1:15pm (behaviour coordinators are encouraged to be there earlier).
- Similarly to assembly two staff members are responsible for each line.
- Students fill the first line, and work their way backwards.
- Staff members who are on 'duty' in the masjid must follow duty protocol. If students are talking, warn them. If they commit a second major incident, than a reflection sheet is to be issued and the student is to join the coordinator for lunch.
- Students are to exit the masjid once dismissed in an orderly fashion, and both line teachers are to assist with the transition outside (identical protocol to assembly).
- Late students are to be kept outside the masjid and allow them to pray after. All teachers are to give late minutes in period 5 regardless of any reason. Send the list of late students to the Coordinators to follow it up.
- Only Year 11 and 12 girls are allowed to make wudu downstairs. No one is allowed to use the upstairs bathrooms.

H. NON-PRAYER

- Duty teachers must be in non-praying area and open the room by 1.10 PM.
- Ask students to sit according to year groups and ask a responsible student to take the absentees. Coordinators will follow the non-praying absentees.
- Students must bring a book or worksheets to work in that time. An Islamic video can be shown.
- There must not be any talking during prayer time.
- Late students must be listed and send to Coordinators to follow it up.

I. BUS DUTY

- Usher students to go inside the bus.
- Do not allow students to play in the bus area.
- Any misbehaviour issues give verbal warning followed by the school behaviour management protocol.