



AUSTRALIAN
ISLAMIC COLLEGE

STUDENT CODE OF CONDUCT

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Student Code of Conduct

The Australian Islamic College has a proud tradition of commitment to an environment where each student can explore their individual potential for academic excellence and personal achievement, while incorporating the tenets of Islam into their everyday learning experiences. It is expected that students of the College should, by their appearance and behaviour, reflect these attributes. The Australian Islamic College celebrates diversity and encourages individual expression. It is appropriate that these aspects of the College's ethos should find expression in outwardly visible signs, as well as in attitudes.

In general, the aim of this Code of Conduct is to ensure that the College is a respectful learning environment that is safe, positive and supportive of all students. It is expected that students develop pro-social behaviors, self-discipline, consideration for others and in so doing protect the reputation of the College, as well as behave in an acceptable way within our broader community.

While this document is primarily concerned with disciplinary procedures, it is recognized that student conduct is influenced by other aspects of the College program, such as the quality and appropriateness of curriculum, the opportunities provided for student leadership, the positive reinforcement given to students and the availability of welfare services.

The Australian Islamic College aims to:

- Create a nurturing environment where the rights and responsibilities of the individual are recognized and respected.
- Recognize students whose exemplary behavior promotes a nurturing environment.
- Establish a set of rules and regulations that protects the rights of all individuals.
- Make certain a clear set of consequences for individuals who do not accept their responsibilities and break rules, so that they then recognize and respect the rights of others.
- Promote the development of our students to become pragmatic in their religious understandings and practices.

RIGHTS AND RESPONSIBILITIES

Principals and staff have a responsibility to:

- Implement the Student Code of Conduct fairly, reasonably and consistently.

Teachers have a right to:

- Expect the co-operation of students
- Expect that they will be able to teach in an orderly and co-operative environment,
- Expect the support of other staff and the administration in fulfilling their professional duties,
- Maintain flexibility in their approach to classroom procedures and organization within the framework of College policy.

Teachers have a responsibility to:

- Treat students respectfully, fairly and consistently
- Provide an appropriate range of learning strategies based on abilities
- Undertake the counselling of students and pastoral role when appropriate
- Develop in students an awareness and understanding of College rules
- Follow the agreed policies and procedures of the College regarding student management
- Communicate with parents and guardians on matters relating to the educational development and behavior of their children.

Students have a right to:

- Feel safe within the College
- Learn in a challenging environment, to the best of their ability
- Be treated with respect by other students and teachers
- Be listened to.

Students have a responsibility to:

- Accept College policies regarding behavior
- Act and work co-operatively with other students and teachers
- Respect the learning needs of other students
- Take progressive responsibility for their own learning, to work consistently and complete tasks as required
- Be tolerant of differences
- Be punctual and regular in attendance
- Inform parents of educational progress and to ensure that all College communication is effectively delivered.

Parents/guardians have a right to:

- Expect that their children can interact and learn in a secure environment
- Be informed of matters regarding their children
- Be involved in developing strategies for student behavior.

Parents/guardians have a responsibility to:

- Encourage children to observe College rules (punctuality, uniform, haircut, homework, etc.)
- Work co-operatively with the College to solve problems
- Provide support for teachers in implementing the Student Code of Conduct
- Be supportive of consequences of the behavioral disciplinary process
- Communicate relevant information and concerns to the College
- Update contact details including emergency contact numbers if changed.

SAFETY AND WELL-BEING

It is expected that students behave with care and tolerance of others to ensure the College is free of the following unacceptable behaviors:

- Bullying in all forms, including deliberate and/or ongoing alienation, refusal to work with a teacher, Coordinator or any staff member.
- Cyber bullying that includes teasing, spreading rumors, unwanted messages, defamation, etc. through mobile / social networks.
- Deliberately accessing, displaying, downloading or sending unacceptable or illegal material to any student, staff or community member.
- All forms of aggressive behavior, including verbal abuse, using derogatory or offensive language, labelling someone, name calling, imitating someone, etc.
- Refusal to listen to teachers'/staff instructions.
- Physical violence, irrespective of whose fault it is or who started it
- Showing sexist and racist attitudes or making sexist and racial comments
- Sex-based harassment in all forms including sexually provocative remarks, offensive staring, physical appearance, sexual orientation, repeated request to go out with somebody, request for sexual favor, hugging, sending messages for sexual favor, male and female students being together without supervision.
- Offensive graffiti.

CLASS ROOMS

Students are expected to conduct themselves in a responsible and considerate manner and not to interfere with the learning of others. It is expected that:

- Students must arrive at classes within the second bell in each period.
- Students must produce a teacher's note if being late for reasonable cause.
- Teachers might deny entry to class rooms after the second bell and send students to the suspension room or Coordinators.
- Students must not leave class rooms without a valid 'pass' from the teachers.
- Students must follow teacher instructions during class time and must not be disruptive at any time.
- Students must raise their hand for the permission of the teacher if asking any question.
- Teachers can move students to another location after the first warning for disruptive behavior. If disruptive behavior continues, teachers can send students to Coordinators or HOLA's with a note or ask the Coordinators to come and remove students.
- Continued disruptive behavior may result in suspension followed by parent interviews before being allowed to come back to the College.
- Students must complete tasks given by the teacher.

ATTENDANCE AT SCHOOL

It is the responsibility of parents and guardians to account for any student absences to the Admin Staff or the Year Coordinators. It is expected that:

- Students must arrive at the College by 8.30am. After 8.30am, parents can drop their children to the front gate only until 8.40am. After 8.40am, parents must provide evidence of lateness to allow students to enter the College grounds. The same policy applies for students coming by public transport.
- Students are expected to attend all timetabled classes.
- The class roll of each class is marked electronically each lesson by the teacher.
- Parents/guardians are expected to either phone admin, send a note with their child, send an email or send a text message or provide a medical certificate to account for student absences.
- Parents/guardians must complete a leave form if students are taken overseas, and provide travel documents showing leaving and returning dates.
- Any absence must be explained to the satisfaction of the College or the absence can be deemed unapproved.
- Students must not leave the College during school hours without the permission of the Principal. Parents must provide evidence of an appointment if students are leaving during school hours.
- Students are not permitted to leave school early if they have a scheduled assessment task the next day.

CORRIDORS, GROUNDS AND THE COLLEGE IN GENERAL

Students have the right to a safe and clean environment. Students have the responsibility to maintain standards of safety and hygiene in the College and grounds. It is expected that:

- Students are expected to move around the school in an orderly manner.
- 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.
- Sick bay can only be accessed by a student with a genuine health condition and will not be allowed access without a sick bay pass from the teacher or a Coordinator.
- To avoid clashes and injuries, students must not run up and down the staircases.

- Students are expected to leave classrooms in a clean state with chairs and tables left in an orderly manner.
- Students are not allowed to eat or drink inside class rooms; drinking of water is allowed.
- Students are not permitted to carry bags into class. Bags must be kept outside classes on the benches or hooks.
- Students are not allowed to enter teachers' staff room, photocopier rooms or teachers' class rooms or offices without permission.
- Students must throw rubbish in rubbish bins located in designated areas. Students are expected to pick up any rubbish thrown anywhere in the school ground.
- Students must not break or damage any College property including toilet and wudu areas.

ATTENDING PRAYER

- It is compulsory for all students to attend "Zuhr" prayer at the College, except non-praying girls. Students must perform wudu on time and attend prayer on time.
- Students must not be talking when entering the prayer hall, nor while in the prayer hall including during prayer, and students must leave the prayer hall in an orderly and quiet manner after finishing prayer.

PERSONAL PROPERTY

Students have a right to feel their property will always be safe. Students have the responsibility to respect all property belonging to the College, other individuals and College neighbors. Students also have a responsibility to secure their belongings safely in the lockers provided. Theft, damage, defacing, tampering with College property, the property of others, and College neighbors is prohibited.

DRUG POLICY

Students are to be educated about the harms of legal and illegal drugs and alcohol. These include spiritual, physical, psychological, medical and legal harms. The College will endeavor to invite representatives from medical and law enforcement backgrounds to speak to the students on this topic whenever practicable. The following is to be followed:

- Students are not to use, carry, accept or provide other people with cigarettes including electronic cigarettes, alcohol or other drugs of addiction. This prohibition applies to the each College campus, all off-campus school organized activities, between students' homes and the College and in the vicinity of the College.
- Chewing gum, aerosol cans, and any items that could threaten the maintenance of good order and personal safety are not permitted at the College.
- Students and staff are to report known violations of College policies to Year Coordinators, Deputy Principal or the Principal.
- Students who assist other students to obtain illegal substances or supply restricted substances during or after school hours, including prescription drugs, will also be subjected to the consequence according to College policy.
- A member of the Pastoral Care Team will direct parents/guardians to suitable counselling and/or support services. Police will be contacted where applicable.

DIGITAL DEVICES / MOBILE PHONES

Students must use digital devices and the College's network for educational purposes only. The inappropriate use of mobile phones, iPods, MP3 players and similar electronic devices is disruptive to the learning environment of students and therefore the use of these items is restricted. The following applies:

- The College has 'no mobile' policy. Mobile phones must not be used at any time during school hours. Mobile phones must always be switched off until the end of the day. For emergency contact, students must obtain permission from a Coordinator, teacher, or admin staff to call parents.
- Any mobile phone seen or heard will be confiscated and dealt with according to the College's mobile phone policy.
- Students must not take, store, distribute or publish images of a student, staff or neighbors without permission as this would be a direct breach of another's privacy and therefore prohibited at the College.
- Students must always be supervised in a computer room.
- Students must not vandalize any computer hardware, College network nor attempt to hack into any College system.
- Students must not tamper with the systems set up or add or remove software.
- Plagiarism is unacceptable. Students are expected to acknowledge other people's work in accordance with copyright regulations. Students must not download or post information and assume authorship of the material.
- The College reserves the right to check all removable media and digital devices brought into the school for inappropriate material.

DRESS CODE

Students are expected to uphold the reputation of the College by observing an appropriate standard of behavior when wearing College uniform. It is parent/guardian's responsibility to ensure students attend the College and College activities in full school uniform.

- Students are expected to wear full school uniform as described in the uniform policy including head scarves, shoes and style of haircut.
- Students are expected to be clean, hygienic and reflective of the Islamic dress code.
- Participation in Physical Education lessons is compulsory. Students are expected to wear sports uniform including sports shoes during their physical education classes. Students must:
 - Participate in all activities whilst maintaining safety
 - Reduce the chances of injury
 - Maintain appropriate hygiene
 - Enable identification of our College while on excursions.

EXCURSIONS

Excursions, camps and trips are regarded as important ways to enhance learning in a real world environment. Some subjects have a compulsory fieldwork requirement. The following applies:

- Students are expected to participate in all excursions organized by the College.
- Full school uniform must be worn during excursion except where special clothing/footwear is required.
- Parents must sign a consent form for their children to attend excursion.
- Emergency contact numbers, medical conditions, food allergies, etc must be completed on the emergency management consent form. If the emergency management consent form is not signed, students will be denied permission to attend the excursion.
- All excursion fees must be paid before the excursion date.
- Students must show acceptable behavior, reflective of Australian Islamic College ethos while on the bus and while at the venue.
- Teachers must organize venues for 'Zuhr' prayer if the excursion is a full-day event.
- Students will not be taken to shopping centres or restaurants unless prior approval has been given from the respective HOLA, Deputy Principal or Principal.

BUS CONDUCT

Students are expected to uphold the reputation of the College by observing an appropriate standard of behavior in transit to and from the College. Students are held to the same standards while on College buses as they are while on the campus. Drivers are required to record behavior incidents and pass them onto the bus coordinator. The following applies:

- Parents must pay bus fees before arranging for the use of the bus facility.
- Students must stay outside their houses for pick up at the designated time. The bus will not wait more than one minute at any pick up point.
- Students must always follow instructions from the bus driver.
- Students must not talk to the driver nor be disrespectful to the driver.
- Students must not show any unsocial behavior such as screaming, shouting, fighting, bullying, harassing, name calling, listening to loud music, getting up from their seats, throwing rubbish in the bus or outside the bus, putting hands outside the bus, inappropriate male-female interactions, etc.
- Any unsocial behavior will be followed up in accordance with the College's behavior management policies. Students will lose the privilege of using the bus if unsocial behavior continues.
- Any student being enrolled in the bus service, will be required to adhere to the Student Bus Code of Conduct which provides more detail regarding expectations when using the bus service.

Where a student's conduct falls below the standards of the Student Code of Conduct, College staff will follow the Behaviour Policy and Procedures. Students will attend any detention, suspension, community service or other activities decided upon by the management team as consequences of unacceptable behavior.

Review Date: [December 2022]
Approved by: [Executive Principal]
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