



**EAST PRESTON ISLAMIC COLLEGE**

**S T U D E N T**

**C O D E O F**

**C O N D U C T**

## **PURPOSE**

The Student Code of Conduct is to inform the students of East Preston Islamic College of the expectations of the College regarding student conduct. This includes general behaviour as well as the requirements for assignments and examinations. It provides a framework to enable the withdrawal of students for a breach of the code of conduct. All East Preston Islamic College students are expected to read, understand and follow the Student Code of Conduct. Students should be aware of the consequences of not following East Preston Islamic College requirements as set out in this Code.

## **RESTORATIVE JUSTICE**

East Preston Islamic College uses the practice of restorative justice. As such it will seek to achieve solutions which restore respect and harmony to all students of the College. Teachers will assist students who have committed a wrongdoing to do what is needed to make things right.

## **STUDENT EXPECTATIONS**

The College expects that students will be committed to their studies, interact in a positive and respectful manner with both staff and students and operate in an ethical fashion. This Code provides details of expectations of student behaviour/conduct as well as providing details of the possible consequences to students if they are in breach of the Code of Conduct.

In particular, this Code details expectations of students in relation to:

1. General Behaviour and Attitude;
2. Student Presentation;
3. Harassment/bullying;
4. Attendance/lateness;
5. Assignments, homework and deadlines;
6. Plagiarism and cheating;
7. Electrical devices;
8. Lockers, Padlocks & Property;
9. Uniform;
10. Information Technology;
11. Exam rules and procedures;
12. Use of buildings;
13. Bus travel;
14. Prayer;
15. Out of Bounds Areas;
16. Environment.
17. College Rules

### **1. GENERAL BEHAVIOUR AND ATTITUDE**

The College maintains high academic standards, which require students to be committed to their studies in order to achieve the highest possible goals. If students are committed to their studies, the College will be devoted to helping students achieve academic success.

Students are expected to:

- complete all assignments and work allocated to them;
- attend their classes on time;
- be prepared for their classes;
- treat their peers and teachers with respect;
- behave in a manner which does not interfere with the learning rights of others;
- seek help or guidance with any difficulties they may be experiencing by talking to the teaching staff, the Year Level Coordinator, the College Counsellor or by taking advantage of the After School Programs offered; and
- ensure that student common rooms and open areas are clean and tidy;
- not to bring any non-school electronic devices to school.

If any student disobeys College rules, particularly with regard to those set out above, the College reserves the right to punish offending students.

### **2. STUDENT PRESENTATION**

#### **JEWELLERY**

Students may wear a watch, but **NO OTHER** piece of Jewellery. Female students are only allowed to wear one plain stud in each ear, no other earrings are allowed. Male students are not permitted earrings. Nose/Eyebrow rings, Bracelets/Armbands, Necklaces and any other type of piercings are not permitted.

#### **MAKE-UP / NAIL POLISH**

Students are not permitted to wear make-up or nail polish.

#### **HAIR**

Male student's hair must be neat and tidy with the back length cut above the collar and the sides cut around the ears. No uneven cuts or variable hair colour is not permitted. Hair colour must be the original natural colour. Female students must wear the Hijab at all times while on the school grounds and during incursions/excursions which are not on the school grounds.

#### **FACIAL HAIR**

Males may grow facial hair however, it must be kept clean and tidy.

#### **WEARING EXTRA CLOTHING & EQUIPMENT**

Students are not allowed to add any of their own items to the school uniform. Students are not permitted beanies/caps in the classroom however they are permitted in the school yard only. White singlets/shirts/hoods or skivvies may be worn under their uniform on cold days as long as they are not noticeable. Scarfs must be coloured Navy Blue or Black.

#### ▪ **CHEWING GUM & OTHER FOODS**

Chewing gum is not permitted in school. Students who do chew gum can expect to be placed in detention. The selling of gum, drinks or food is not permitted by students in school.

### **3. HARASSMENT/BULLYING**

At East Preston Islamic College, harassment and bullying will not be tolerated. We have encompassed a "Hands Off" policy. Bullying is deemed to be any cruel or hurtful behaviour by one person or group towards another. It includes: physical violence (e.g. pushing, punching, hitting) spreading rumours and name-calling damaging, removing or hiding belongings, leaving someone out of activities on purpose, racist or sexist remarks and put-downs, humiliating or ridiculing another, invasion of personal space, forcing someone to do something they don't want to do, threats or intimidation towards another.

East Preston Islamic College believes that the learning environment should be comfortable for all staff and students and free from any form of harassment. Harassment may take many forms including:

- **racial harassment**—unfairly disadvantages people based on negative attitudes about cultural backgrounds and characteristics;
- **sexual harassment**—verbal or physical acts which refer to a person's sexuality or gender in an offensive or degrading manner;
- **verbal harassment**—can overlap with any of the other forms of harassment, but also includes offensive language, slander, offensive notes or graffiti or telephone messages, SMS, email or messages on blogs or on social networking websites about others.

All members of the College community have the right to:

- feel safe and comfortable at all times;
- feel secure at all times.

All members of the College community have the responsibility to:

- keep themselves and their environment safe;
- show respect for themselves, for others and for the property of East Preston Islamic College.

Actions which take the form of harassment or assault or which are coercive, including those that are seemingly justified on the basis of being an initiation into, or punishment within a group, are unacceptable. Harassment is not tolerated at the College. The College will provide support for anyone who feels that they are being harassed and will work towards resolving the issue with both parties. If the problem persists, a formal complaint should be made to the Vice Principal, who will investigate the complaint and take action appropriate to the circumstances.

### **4. ATTENDANCE / LATENESS / LEAVING SCHOOL GROUNDS**

Punctuality and attendance are essential to the success and smooth running of the College. When a student is absent, parents should call the Office on 9478 3323 by 9.00 a.m. and indicate the reason for the absence. When a student returns to school after an absence, they must present a letter from their parents explaining the absence. Students absent from school are responsible for all work missed and should discuss this with the subject teacher.

Any student who arrives at school after 8.35 am must report to the Office, collect a late slip and then present this to the subject teacher. After this late slip is signed by the subject teacher, it is to be given to the Year Level Coordinator the following day. Consistent lateness will incur a detention to make up the time lost. Unexcused absence from school is a breach of trust and is regarded as a serious matter in school discipline.

The College expects each student to arrive on time for every class, to ensure maximum learning outcomes for each individual. Lateness is recorded and calculated, and students may be asked to attend a detention. 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 Vice Principal.

#### **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 parent or guardian for their Year Level Coordinator.

No student is permitted to leave the School grounds at lunchtime without the specific permission of the appropriate Year level Coordinator. Any student who needs to leave school during the day is required to report to the Office Reception prior to their departure to have this recorded.

#### **Supervision**

The school provides supervision in the yard before school from 8.20 am during recess and lunchtime and after school until 3.50pm. Beyond these hours, no rostered supervision occurs in the school grounds.

There is also supervision of the unloading student from buses in the morning and loading of students onto buses that depart from within the school grounds at the end of the school day.

Except for the above, there is no supervision of students outside the school property. Parents/guardians are responsible for making their children's own travel arrangements.

### **5. ASSIGNMENTS, HOMEWORK AND DEADLINES**

Due dates for assignments and homework are called deadlines. All due dates for assignments and homework are published in advance by the teacher in charge. Students must meet the deadlines or they will be penalised (by the rules indicated by each teacher). This usually involves losing marks for the piece of work that was submitted late or no grade awarded at all and/or a detention.

### **6. PLAGIARISM AND CHEATING**

Plagiarism consists of a person using the words or ideas of another person as if they were his or her own. It is expressly forbidden. East Preston Islamic College regards plagiarism as a very serious offence. At the very least, it is cheating and based on lies. The College keeps a record of student plagiarism to assist the detection of students committing multiple offences in different subjects.

**1. Plagiarism includes:**

- collusion (working with another student when the teacher has stated that this is not permitted or copying another student's work);
- handing up work that someone else did;
- using other people's words or ideas without referencing them; and
- re-submitting an assignment for a different assessment or subject.

**2. Cheating involves:**

- using calculators and/or dictionaries in tests/exams when they are not allowed to;
- using your own notes in tests/exams when they are not allowed to; copying another student's work and;
- communicating with another student in any way during a test or exam.

**7. ELECTRICAL DEVICES**

All electronic devices not associated with the College are banned. These devices interrupt classroom learning and breach privacy laws. If these devices are seen or heard, then they will be confiscated and only returned to the parent **NOT** the student after school on the first offence. Second and reoccurring offences will have the device confiscated up to four or more weeks.

**8. LOCKERS, PADLOCKS & PROPERTY**

The following rules have been drawn up to achieve the greatest possible security for students' property, and to ensure that the College operates as efficiently as possible:

- Students are not to go to lockers during class time unless they are given written permission by a teacher or are supervised by a teacher;
- Students are not to go to lockers between periods, except before or after a physical education class;
- School bags are not to be taken to any class (except for physical education) and must be left in the locker area;
- Where students have physical education classes, they may use school bags to carry a change of clothing to and from physical education, and may go to the locker area before and after physical education. Bags are not to be taken to other classes;
- Students are strongly advised not to leave any books or other property in school bags at any time.
- School lockers and desks are the property of East Preston Islamic College. Where a teacher has cause for concern, student's lockers and desks can be searched by a teacher without prior notification, and students can be instructed to empty their pockets or open their bags for inspection. A failure to comply with such an instruction is a discipline offence.
- The college prefers the students to purchase combination padlocks to overcome lost and forgotten keys.

**Property**

- Any student who causes damage to the property of the school or others (whether accidentally or otherwise) will be held responsible and will be required to compensate the owner for damage.
- All students should expect to be able to work in an environment where furniture is clean and intact and the rooms are free from graffiti.
- Vandalism, wilful damage and graffiti will not be tolerated.
- Stealing will always be treated as a serious offence.
- All breakages must be reported to the Vice Principal.

**9. INFORMATION TECHNOLOGY**

Some general rules are set out below.

**Do's**

- Log out of computer systems when finished;
- Only use East Preston Islamic College IT systems for purposes relating to your study, research or work at the College;
- Remember that all use of IT facilities is logged and monitored;
- Remember that every website visited costs the College money.

**Don'ts**

- Don't tamper with any parts of the computer;
- Don't access pornographic or obscene material or material that could offend others;
- Don't let anyone else use any personal accounts or tell anyone your password;
- Don't download videos or music that breaches copyright;
- Don't use IT facilities to bully or harass other people;
- Don't install unlicensed or malicious software;
- Don't use IT facilities to advertise goods or services;
- Don't use IT facilities to play computer games. This includes games via the internet, CD or USB etc...;
- Don't use IT facilities to access social networking sites such as Facebook, Myspace, Twitter etc...;

For student's own security, passwords must be kept secure. Students will also be prompted to change their password regularly. Large amounts of data must not be downloaded—including films, etc...

## **10. UNIFORM**

All students at East Preston Islamic College must wear the College uniform. If a student is unable to wear the complete and correct uniform on any day, a written note from a parent explaining the reason must be presented to the Home Room teacher or Year Level Coordinator. Any non-uniform clothing will be confiscated by the Vice Principal.

### **Out of school hours**

Students are expected to uphold the reputation of the school by observing an appropriate standard of behaviour when wearing school uniform in transit to and from the school and also during 'out of school hours' when in public venues such as shopping centres, railway stations, visiting other schools, etc...

### **COLLEGE UNIFORM (ALL YEAR LEVELS F -12)**

#### **BOYS:**

Parker Jacket  
Blue Shirt  
Navy Trousers  
Navy Jumper (with School Logo)  
Navy Socks  
Sports Polo Shirt & Tracksuit Pants  
Black leather shoes  
Sun cap / hat (with School Logo)  
School Omni Bag (School Logo)

#### **GIRLS:**

Parker Jacket  
Blue Long Sleeve Blouse  
School Skirt  
Navy Jumper (with School Logo)  
White *Hijab* & White Socks  
Sports Polo Shirt & Tracksuit Pants  
Black leather shoes  
Sun cap / hat (with School Logo)  
School Omni Bag (School Logo)

### **PHYSICAL EDUCATION UNIFORM**

College sport uniform must be worn in physical education classes. All students should be equipped with the following sports uniform:

- EPIC Tracksuit;
- EPIC Polo Shirt;
- Runners.

**NOTE:** *Physical Education Uniform can be worn all day when sport is timetabled for that day.*

### **UNIFORM REGULATIONS**

***The students are expected to follow the following uniform regulations in order to represent their School with pride:***

#### **Parkers:**

Outside the school grounds the school parker must be worn during winter and may be worn during summer depending on the weather. Blazers must be always worn for formal assemblies.

#### **Shoes:**

Black leather shoes are the only acceptable shoes to be worn at school with an exception of runners during physical education classes.

#### **Sport Shoes:**

Sport shoes are only to be worn with sports uniform in PE lessons.

#### **Hijab:**

Girls must wear Hijab at all times on the school grounds.

#### **Jewellery:**

Students may wear a watch, but **NO OTHER** piece of Jewellery. Students are only allowed to wear one plain stud in each ear, NO other earrings, eyebrow, nose or facial rings are allowed. Make-up must not be worn at school.

#### **Sun Cap:**

In terms 1 and 4 the students are to wear School Sun Cap during recess and lunch time and during all other outdoor activities. However the cap is not allowed to be worn while travelling to and from School in formal uniform.

## **11. EXAM RULES AND PROCEDURES**

Examination rules and procedures set out below.

### **Prior to the start of an exam session**

- Arrive at the examination venue at least 10 minutes before the commencement of reading time, as all examinations will begin on time. No extra time will be given to students who are late, regardless of the reason and there will be no admittance to the examination room after the first 30 minutes (not including reading time);
- Remove all notes and materials—except those permitted for the exam;
- Switch off alarm watches;
- Electronic dictionaries and specialist dictionaries are not permitted. If dictionaries are permitted, only English paper dictionaries are allowed;
- No unauthorised calculators or electronic devices are permitted. Clear the memory from graphics calculators.

### **During exam sessions**

- Obey all written instructions;
- Behave in accordance with the instructions of the exam supervisor at all times;
- Do not talk in the exam room;
- Raise your hand to speak to an exam supervisor;
- Make notes on the scribble paper provided during reading time but do NOT mark the answer paper or question booklet.

## **12. USE OF BUILDINGS**

For safety reasons students should closely observe the following:

- No running in corridors, through doorways, along verandahs and balconies, the quadrangle or up and down stairways;
- Students should not enter buildings until the warning bell sounds before school and at the end of recess and lunch times. At those times students should get their books from their lockers and then proceed to the classroom for the next lesson where they line up in an orderly and quiet manner until their teacher arrives and admits them to the classroom;
- Students should not be in the buildings during recess and lunch times. At lunch times students should be clear of classrooms, corridors, etc., within 10 minutes of the lunchtime bell. All teachers moving out of classrooms in these areas are asked to remind and urge students to leave promptly;
- At no time are students to be in a classroom, computer lab or gymnasium, etc., unless accompanied by a teacher or unless under supervision as part of a VCE leadership program.

## **13. BUS TRAVEL**

The buses used at East Preston Islamic College are scheduled and therefore must arrive and depart at specific times. Student misbehaviour can make travel unpleasant for other students, disrupt the driver, and result in damage to vehicles or, in extreme cases, put passengers and other road users at serious risk.

Students are expected:

- to obey the Bus Driver and Bus Captain;
- to be on time in the morning and after school for their buses;
- not to hold up buses by playing in the playground or buying from canteen;
- to be well behaved and not make noise to disrupt concentration of bus drivers;
- to remain seated at all times;
- not to vandalise/ damage buses;
- clean any mess that they have caused;
- to be considerate and well behaved when using buses for journeys/ excursions.

## **14. PRAYER**

Prayer time is an important part of our College's curriculum. It has a significant role in promoting the well-being of our students:

- Praying to Allah brings us closer to Him and helps us to overcome temptation.
- It provides students with the opportunity to train their mind, body and soul through focusing their concentration on Allah (s.w.t);
- Prayers offered sincerely promote physical and spiritual healing.

Expectations of students are:

- to pray during Prayer Time;
- to enter the prayer room with respect and silence;
- to sit respectfully and quietly until the commencement of prayer;
- to recite the 'Azzan' quietly to themselves or sit in silence during the 'Azzan';
- During prayer, all eyes should be focused onto the part of the floor where they sit;
- for those who are not well or have some pain need to provide a note to the Vice Principal;
- that only students with a valid reason are not required to offer prayers;
- required to offer their prayers in the correct dress code;
- to be dressed appropriately for prayer on 'free dress days';

In His infinite Mercy, Allah has allowed for flexibility in the way prayers can be offered by those who are unable to pray under normal circumstances.

Non-Praying Students

It is compulsory for every student to attend prayer and every student is expected to pray. For any reason that a student cannot pray, the College expects the parents to notify the Vice Principal in writing or via phone call. Any student not praying without a notice will incur after school detentions for each day a note or medical certificate is not presented. A room is opened for all students who are unable to pray with attendance noted. Students with ill-regularity attendance may incur disciplinary action.

## **15. OUT OF BOUNDS AREAS**

For safety reasons the College has areas where students must not enter during recess and lunch times. These areas are called 'Out of Bounds'.

Out of Bounds Areas are as follows:

- The Science Lab (unless with a teacher)
- The ICT Lab (unless with a teacher)
- Classrooms and corridors at recess and lunch times
- The car park area at all times
- Any other place as directed by the College and which is unsupervised by teachers.

**All local shops are out of bounds area to students during school hours.**

## **16. ENVIRONMENT**

Students are required to complete once every Semester what is known as 'Environment Squad Duties' where students in pairs wear free dress and under the supervision of our Maintenance worker assist in keeping the College clean and tidy. The students will be supplied with vest, gloves, tongs and rubbish bins. They are never to do any heavy lifting nor are they allowed in wet areas.

## **17. COLLEGE RULES**

To ensure the safe and efficient management of the College, students are required to comply with the following College rules:

- Students will carry out instructions given by a teacher;
- Students will not swear or use vulgar or threatening language;
- Students must not eat or drink in the buildings except in lunch rooms on wet weather days or in the canteen;
- Students will not bring any electrical devices not associated with the curriculum;
- Students must leave bags at lockers at all times other than immediately before or after PE or Sport Education lesson;
- Students will not enter the building before the locker bell except to see a teacher;
- Students are not to run in the corridors;
- Students must not be in the hall unless a teacher is in attendance;
- Students must obtain a lunch pass and carry it with them going home at lunch time;
- Students must bring the College diary to all classes and must treat it as a personal diary;
- Students must adhere to the Dress Code;
- Students must be punctual to school, to Home Group, Assembly and all classes.
- Students must attend all time-tabled classes;
- Students must not leave the school during the day unless they obtain an early leaver's pass and sign the early leaver's book;
- Students must not enter areas of the College which are out of bounds;
- Students will not smoke at school or bring cigarettes, alcohol or other prohibited drugs;
- Student absences must be explained by a note or telephone call from a parent or guardian.

### **17 A. DISCIPLINE PROCEDURES**

**College expectations regarding student behaviour issues in the classroom.**

- Teachers establish a class code of behaviour with rules and consequences;
- Students arrive to class on time, with the necessary equipment and enter the room in an orderly manner;
- Students and teachers learn and teach in a co-operative, secure and non-threatening environment.

#### **Discipline Strategies – Classroom Behaviour**

##### **Step 1: Preventative**

- Students are to line up outside the classroom;
- Students enter classroom in an orderly manner and stand behind their chairs;
- Teacher politely asks students to sit down and mark the attendance roll;
- Teacher will make a seating plan;

##### **Step 2: Classroom Response #1**

- Student politely requested to comply with rules;
- Student clearly warned;

##### **Step 3: Classroom Response #2**

- Student moved to another position in the classroom;
- A fixed seating plan implemented.

##### **Step 4: Classroom Response #3**

- Withdraw student from class activity for 10 minutes;
- Exit student to pre-arranged colleagues classroom—with 'out of class slip' and work to complete;
- Student must attend after class interview.

##### **Step 5: After Class Interview**

- Student to attend follow up interview with classroom teacher (Year Level Head to support if needed);
- Student to fill in reflection sheet with classroom teacher;
- Student to apologise or make genuine attempt to restore harmony to teacher and / or student/s;
- Student to return to class (for first and second interview);
- Reflection sheet and 'out of class slip' to be given to Year Level Head for recording on file/database.

##### **Step 6: Severe or Repeated Behaviour Interview**

- Student to attend follow up interview with classroom teacher with the support of Year Level Head;
- Student to fill in reflection sheet;
- Student to ring parent to explain behaviour;
- Student put on internal withdrawal (internal suspension).

##### **Step 7: Internal Withdrawal**

- Student on internal withdrawal by Year Level Head and Vice Principal for 1-3 days;
- Restricted area at recess and lunch.

##### **Step 8: Building Trust**

- Student to make restitution to classroom teacher and student/s;
- Student returns to class, sits by themselves or with study buddy for 1 week;
- Student behaviour feedback collected by conduct card for 1 week;
- Student restored to usual arrangement if trust re-established.

##### **Step 9: Official Suspension**

- On third occasion or due to severity of misbehaviour;
- Internal or External suspension organised by Vice Principal.

### **PROCEDURES FOR DETENTION OF STUDENTS**

**Any teacher may require a student to be detained as a behaviour management strategy or to redeem incomplete work.**

**The following requirements for student detention must be fulfilled:**

- the student must be supervised at all times;
- a student may be detained for no more than half the recess (10 minutes);
- a student may be detained for no more than half the lunchtime (20 minutes);
- a student may be detained for up to 60 minutes after school (4:30 pm);
- Parent/guardian must be notified in advance if a student is to be detained after school;
- in requiring a student to be detained after school, consideration must be given to the student's transport arrangements.



# EAST PRESTON ISLAMIC COLLEGE

## STUDENT COMMITMENT

**For me to succeed at East Preston Islamic College it is important that I:**

### **Attendance**

- Regularly attend school
- Arrive on time to school before 8:35am
- Arrive on time to my classes
- Provide a note when I am absent

### **Uniform**

- Wear the correct uniform every day and in a neat and tidy manner.
- Provide a note when I am out of uniform

### **Class Work**

- Complete all class work to the best of my ability
- Use my diary to record homework
- Complete homework
- Hand in work on time
- Seek help from my teachers when necessary

### **Behaviour**

- Comply with all school rules
- Do not disrupt the learning of others
- Treat teachers with respect
- Treat other students with respect

### **Technology**

- Use the computers/iPads for school work only
- Do not tamper with or damage the school's computers/iPads

### **Out of School**

- Uphold the reputation of the school by demonstrating an appropriate standard of behaviour.
- Do not use electronic devices to harass or bully any persons.

## **Student Commitment Statement**

**This will require a commitment from me and I am prepared to make that commitment. If the terms of this Student Code of Conduct are not being met by me, then I understand that I will be requested to exit from East Preston Islamic College.**