



## **CODES OF CONDUCT IN MINARET COLLEGE**

As an Islamic School, Minaret College prides itself in the way its students conduct themselves inside and outside the school. We promote the practice of Islamic principles that focus on respect, kindness, and generosity.

Our approach to student management and wellbeing is proactive, interactive, collaborative and restorative in nature. It draws from several theories that promote compassion and care. Our college values focus on rights and responsibilities, routines, rituals, rules, benefits and consequences for conduct. The goal is to enable students and empower them to manage for themselves their behaviour, their relationship and their learning.

### **EXPECTATIONS FOR STUDENTS**

1. To be able to feel safe and happy at school, ensure that others also feel safe and happy and free from harm, reporting any concerns to your teachers or emergencies to; teachers on duty, level coordinators, school team leaders, the principal or any other available staff members.
2. To be treated respectfully – kindly and fairly at school and to be kind, accepting and respectful towards others; inclusive of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.
3. To be heard and to have opinions respected and concerns listened to and to be treated fairly by teachers and all other staff members.
4. To attend school regularly, be on time for classes and do not leave the school premises without permission.
5. To wear the school uniform with pride without make-up, jewellery, nail polish, hair products and aim to always look smart in your uniform.
6. To follow the rules of the school, abide by the rules in your class/es and not be disruptive or prevent others from learning and achieving.
7. To listen and follow teachers' instructions, complete work and homework to the best of your ability, participate in activities, encourage your peers, ask for help or clarification when needed.
8. To take care of your own belongings – keep them safe, to respect the property others and take care of and protect school property – report any damage to teachers.
9. To be responsible for and ensure the school and classroom environment is kept clean and tidy at all time.
10. To ensure that you do not chew gum and do not eat in buses, halls or classrooms.
11. To be involved in the activities of the school. Take care of all equipment e.g. sports, computers, etc.
12. To ensure that you comply with the mobile phone and electronic devices policy, additionally to observe cyber safety guidelines at all times.

## **EXPECTATIONS FOR TEACHERS**

1. Teach free from disruption.
2. Expect the support of parents and administration.
3. Expect visitors to the school to make an appointment with the office before meeting with them.
4. Implement appropriate approved disciplinary measures to ensure a safe environment, in which they can teach effectively.
5. Be treated with courtesy by other teachers, students, parents, and administrative staff.
6. A clean and a safe working environment.
7. Work in conjunction with parents and students in the implementation of school procedures.
8. Respect the wishes of parents regarding the special needs of their children.
9. Provide a stimulating environment for learning where children can feel accepted.
10. Be in school in appropriate attire.
11. Be willing to meet with parents or administration staff at an appointed time.
12. Provide appropriate educational programs to cater for children's needs in their classrooms.
13. Report to parents/guardians regarding conduct and progress of their children in all areas of curriculum.
14. Respect the rights of other teachers and staff and students.
15. Develop mutual trust and confidence within the class.
16. Screen, observe and consider cause and implications of students' behaviour.
17. Show compassion, warmth and understanding in helping children to build positive self-esteem.
18. Abide by the college policies – Minaret College prohibits all forms of corporal punishment and considers it as an illegal practice; this is communicated to all staff at Minaret College.
19. Report any observed abuse of children to the college administration.
20. Attend scheduled departmental and school meetings, open days and information nights, parent/teacher interviews, morning briefings and assemblies.

## **EXPECTATIONS FOR PARENTS**

1. Expect that their children's rights are respected and their safety ensured.
2. Make an appointment to meet with the senior staff and/or class teacher to discuss their child's progress, behaviour and /or problems.
3. Be informed by mail or phone of a child's persistent misbehaviour.
4. Receive a written report or oral interview regarding their child's academic progress.
5. Expect teachers to be responsive to general and reasonable home situations.
6. Work in conjunction with the school, in supporting the implementation of school procedures and policies.
7. Meet with teachers in an appropriate time and take into account their advice.
8. Provide absence notes/medical, have children at school on time, and provide children with lunch.
9. Ensure library books and readers are returned.
10. Make payment for any deliberate damage or vandalism caused by their children.
11. Provide appropriate clothing, reply to school surveys/excursion notes and mark the name on all children's personal belongings.
12. Discuss the school rules with their children.
13. Support the College Board in its obligation to provide a safe and pleasant school environment, conducive to learning.
14. Promptly pay for excursions, incursions and camps.
15. Meet the necessary costs involved in supplying their children's educational needs.
16. Provide the school with any relevant personal information like change of address, phone numbers etc.
17. Check the diary daily, sign it on Fridays.

These expectations are printed in student diaries. Updated in October 2016.