

# Australian International Islamic College



Knowledge ~ Practice ~ Guidance

**Student/Parent Handbook**

الكلية الإسلامية الدولية باستراليا

عمل

Practice

علم

Knowledge

ارشاد

Guidance

Excellence  
in  
Education  
Character and Service

AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

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## PRINCIPAL'S MESSAGE

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*Assalamu Alaikum Warahmatullahi  
Wabarakatuhu*

All praise be to Allah (glory be to him), peace and blessings be upon his messenger Prophet Mohammed (peace be upon him).

I extend a very warm welcome to parents, staff and students of AIC. We take great pride in creating a caring environment where students feel happy, safe and proud to be Muslim.

## **COLLEGE MOTTO**

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“Excellence in Education, Character and Service”

## **COLLEGE MISSION STATEMENT**

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Unwavering commitment to deliver excellence in education and develop students of good character and of benefit to the wider Australian Communities and Nations.

## **SPECIAL FEATURES OF THE SCHOOL**

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- Delivers the curriculum outlined by the Queensland Curriculum and Assessment Authority (QCAA) with the added value of teaching Arabic and Islamic Studies.
- Develops students to be good Australian citizens as active participants’ in nation-building exercises.
- Treats parents with respect, openness and fairness
- Provides regular information to parents

## ***EXTRA CURRICULAR ACTIVITIES***

AIIC offers several extracurricular activities including:

- Soccer
- Cricket
- Swimming
- Girl Guides
- Nasheed Group (choir)
- Vegetable Garden
- Debating

## ***INTERSCHOOL COMPETITION***

AIIC provides opportunities for students to compete with other schools in all fields including sporting and academic events.

- Australasian Schools Competitions.
- World of Trivia.
- Quran reading competitions
- Soccer and cricket matches.

AIIC has an ongoing commitment to provide Excellence in Education in a caring manner to all students.

## ***CITIZENSHIP***

Australian International Islamic College celebrates and develops citizenship skills and strong Australian characteristics in students by teaching about Australia through-

- National Anthem
- Australia Day
- Anzac Day
- Labour Day
- Queensland Day.
- Promotes fund raising for charities.
- Clean up Australia Day

Our students also take part in raising funds for Australian and Overseas Charities and take great interest in environmental issues and actively participate on National Tree Planting Day and learning skills such as plant nursery, cultivating vegetables, beekeeping and animal care.

## ***ISLAMIC FOCUS***

Australian International Islamic College commences each day with assembly where we open the proceedings reciting Surah Al-Fatiha, and another short surah, followed by a short dua.

We pray together at Zuhur time and celebrate all religious functions. We conduct a Quran Reading Competition and also take part in the Islamic Council of Queensland's Annual Quran Reading Competition.

The school curriculum delivery is enriched by teaching the Arabic language as LOTE and also by teaching Islamic Studies for 30 minutes every day to each child in years 1-6. This also includes learning to read Quran with the aim that all Muslim students should be able to read the Quran fluently before they complete Year 7.

## ***ACADEMIC ACHIEVEMENT***

Australian International Islamic College aims to achieve excellence in academic performance providing quality resources and specialist facilities including two fully equipped computer labs, laptops for senior students, iPads for lower classes as well as smart touch computers, digital video projectors and interactive whiteboards

Our students have been successful in achieving High Distinction and Distinctions in the Australasian Schools Competitions conducted by the University of New South Wales, University of Queensland, RAIC. The colleges overall performance continues to be above the state average in Science, Computer skills, Writing, Spelling, Mathematics and English.

## **WHY ENROL AT THE AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**

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### ***TEACHERS***

Highly qualified and dedicated teachers who are registered with Queensland College of Teachers Registration provides a committed dedicated professional staff.

### ***CURRICULUM***

Secular Education: Provides full coverage of the Australian National Curriculum.

Religious Education: Teaches Arabic & Islamic Studies: 5 hours p/w to all students.

### ***RESOURCES***

Each classroom is equipped with computers and audio visual aid including Overhead Interactive Projectors, T.V, Video and DVD player. Digital Projector and Laptop computers provide support for curriculum delivery.

### ***ESL SUPPORT***

Employs ESL Teachers to support students who come from families who speak a language other than English.

### ***LOW FEES AND CHARGES***

Charge the lowest tuition fees in Queensland.

### ***SERVICES***

Provides low cost bus service to and from school for students. Provide school uniforms at cost.

### ***MOSQUE***

Students participate in the Zuhr and Friday prayers at the College.

### ***SCHOOL OF EXCELLENCE:***

Australian International Islamic College aims to achieve a school of excellence status in Australia.

### ***EXTRA CURRICULAR:***

- Nasheed Group
- Girl Guides
- Debating
- Environmental Club
- Community Garden

### ***SPACIOUS SCHOOL GROUNDS:***

Bushland and spacious setting.



## **SCHOOL CODE OF BEHAVIOUR**

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The members of the school community are expected to foster and create an environment of care, courtesy, respect and responsibility. All members of the school community will show:

### ***Care***

- For others
- For the school environment

### ***Courtesy***

- By acknowledging others
- By speaking politely
- By using good manners

### ***Respect***

- For others and their property
- For school rules

### ***Responsibility***

- By being well presented
- By being punctual and prepared
- By doing their best.

The school community consists of students, parents, staff, neighbours and friends. The specific rights and responsibilities of students, parents, staff, neighbours and friends are separately listed below:

### ***Students have the right to:***

- Be treated with courtesy and respect.
- Work in a clean, safe environment
- Learn without disruption
- Achieve their potential
- Have their property respected
- Be proud of their achievements

### ***Students have the responsibility to:***

- Follow teacher's instruction and accept the rules of the school
- Treat others with courtesy and respect
- Contribute to a clean, safe environment
- Ensure there is no disruption to the learning environment
- Respect the property of others, especially school property including grounds, buildings, furniture, equipment and books
- Participate fully in their educational program
- Ensure their actions do not discredit the school
- Come to school regularly and punctually in full school uniform.
- Strive to achieve the highest standards in all aspects of school life.
- Observe Islamic manners, respect for teachers and culture at all times.

### **Parents have the right to:**

- Be treated with courtesy and respect

- Be informed about their child's progress
- Expect their child to participate fully in their educational program
- Have a forum to voice their opinion on school related matters.

***Parents have the responsibility to:***

- Treat others with courtesy and respect
- Ensure that their child attends school in full school uniform
- Ensure that their child has appropriate materials needed for learning, assist in their children's school homework and maintain contact with teachers
- Monitor their child's progress and control their child's use of leisure time activities by encouraging their child to take part in all activities including sports, excursions, Australasian School Competitions and other activities.
- Provide sufficient food for morning tea and lunch
- Maintain current contact details at the college office

***Staff have the right to:***

- Be treated with courtesy and respect
- Work in a clean, safe environment
- Teach without disruption
- Be supported by the whole school community

***Staff have the responsibility to:***

- Treat others with courtesy and respect
- Ensure the school environment is safe
- Ensure good organisation and planning
- Provide relevant and challenging educational programs
- Support the school's ethos, policies and procedures.
- Identify and report any issues relating to student wellbeing
- Dress in a modest Islamic manner
- Contact parents regarding ongoing student behavioural issues

## **STUDENT CODE OF CONDUCT/BEHAVIOUR**

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***Students must:***

- Respect and follow the instructions of staff without argument
- Dress in accordance with the school dress code
- Follow school rules and procedures
- Be punctual and prepared for class and Salah
- Respect others and their property
- Behave in a manner that does not disrupt the learning of others
- Behave in a manner that ensures a caring, safe and clean environment
- Be honest and truthful
- Maintain good personal hygiene and tidy habits.

## DAILY TIMETABLE

<b>Australian International Islamic College Bell Time 2017 – Primary (Mon –Thurs)</b>		
Assembly	08.30 – 08.40 am	10 min
Registration	08.40 – 08.45 am	05 min
<b>Period 1</b>	<b>08.45 – 09.25 am</b>	<b>40 min</b>
<b>Period 2</b>	<b>09.25 – 10.05 am</b>	<b>40 min</b>
Morning Break	10.05 – 10.25 am	20 min
<b>Period 3</b>	<b>10.25 – 11.05 am</b>	<b>40 min</b>
<b>Period 4</b>	<b>11.05 – 11.45 am</b>	<b>40 min</b>
<b>Period 5</b>	<b>11.45 – 12.25 pm</b>	<b>40 min</b>
Wudu and salah (part of Islamic studies curriculum)	12.25 - 12.45 pm	20 min
Eating + Play time	12.45 – 1.15 pm	30 min
Play/ other activities	1.15 – 01.45 pm	30 min
<b>PERIOD 6</b>	<b>1.45 – 02.25 pm</b>	<b>40 min</b>
<b>PERIOD 7</b>	<b>02.25 – 03.05 pm</b>	<b>40 min</b>
DISMISSAL	03.05 pm	
<b>Australian International Islamic College Bell Time 2017 – Primary (Friday)</b>		
Assembly	08.30 – 08.40 am	10 min
Registration	08.40 – 08.45 am	05 min
<b>Period 1</b>	<b>08.45 – 09.25 am</b>	<b>40 min</b>
<b>Period 2</b>	<b>09.25 – 10.05 am</b>	<b>40 min</b>
Morning Break	10.05 – 10.25 am	20 min
<b>Period 3</b>	<b>10.25 – 11.05 am</b>	<b>40 min</b>
<b>Period 4</b>	<b>11.05 – 11.45 pm</b>	<b>40 min</b>
<b>Period 5</b>	<b>11.45 – 12.25 pm</b>	<b>40 min</b>
Wudu and salah (part of Islamic studies curriculum)	12.25 - 12.55 pm	30 min
Eating + Play time	12.55 – 1.25 pm	30 min
Play/ other activities	1.25 – 01.55 pm	30 min
<b>PERIOD 6</b>	<b>1.55 – 02.30 pm</b>	<b>35 min</b>
<b>PERIOD 7</b>	<b>02.30 – 03.05 pm</b>	<b>35 min</b>
DISMISSAL	03.05 pm	

**Australian International Islamic College  
Bell Time 2017 – Secondary (Mon – Thurs)**

Assembly	08.30 – 08.40 am	10 min
Registration	08.40 – 08.45	05 min
<b>Period 1</b>	<b>08.45 – 09.25 am</b>	<b>40 min</b>
<b>Period 2</b>	<b>09.25 – 10.05 am</b>	<b>40 min</b>
<b>Period 3</b>	<b>10.05 – 10.45 am</b>	<b>40 min</b>
Morning Break	10.45 – 11.05 am	20 min
<b>Period 4</b>	<b>11.05 – 11.45 pm</b>	<b>40 min</b>
<b>Period 5</b>	<b>11.45 – 12.25 pm</b>	<b>40 min</b>
Eating + Play time	12.25 - 12.55 pm	30 min
Play/other activities	12.55 – 01.25 pm	30 min
Wudu + Salah (part of Islamic studies curriculum)	01.25 - 01.45 pm	20 min
<b>PERIOD 6</b>	<b>01.45 – 02.25 pm</b>	<b>40 min</b>
<b>PERIOD 7</b>	<b>02.25 – 03.05 pm</b>	<b>40 min</b>
DISMISSAL	03.05 pm	

**Australian International Islamic College  
Bell Time 2017 – Secondary (Friday)**

Assembly	08.30 – 08.40 am	10 min
Registration	08.40 – 08.45 am	05 min
<b>Period 1</b>	<b>08.45 – 09.25 am</b>	<b>40 min</b>
<b>Period 2</b>	<b>09.25 – 10.05 am</b>	<b>40 min</b>
<b>Period 3</b>	<b>10.05 – 10.45 am</b>	<b>40 min</b>
Morning Break	10.45 – 11.05 am	20 min
<b>Period 4</b>	<b>11.05 – 11.45 pm</b>	<b>40 min</b>
<b>Period 5</b>	<b>11.45 – 12.25 pm</b>	<b>40 min</b>
Eating + Play time	12.25 - 12.55 pm	30 min
Play/other activities	12.55 – 01.25 pm	30 min
Wudu + Salah (part of Islamic studies curriculum)	01.25 - 01.55 pm	30 min
<b>PERIOD 6</b>	<b>01.55 – 02.30 pm</b>	<b>35 min</b>
<b>PERIOD 7</b>	<b>02.30 – 03.05 pm</b>	<b>35 min</b>
DISMISSAL	03.05 pm	

## ***DROPPING OFF AND PICKING UP CHILDREN:***

All parents are required to drop their children at the pickup point in the car park in the morning and wait for them in the car park in the afternoon. Parents must not go to the classrooms to fetch their child at any time. If parents need to take their child away during school time, they must inform the office staff in advance. The office staff will get the child to the office and the parents will take them away from there.

## ***LATE STUDENTS***

Late arrival at school should be avoided at all times. Students who arrive late must report to the office where they will be issued with a late slip to be taken to the class teacher or teacher teaching the class at that time. Persistent late arrival will not be tolerated. Parents will be contacted and appropriate action taken.

## ***ABSENT STUDENTS***

Regular, punctual attendance is required to ensure good progress in school work. If a child cannot attend school due to illness, parents must inform the school about it between 8 a.m. and 8:15 a.m. so that teachers can be informed. The parents must also inform the school in writing about the child's absence when the child returns to school.

Leave of absence for any other reason must be approved by the Principal. A letter must be presented to the Principal requesting such permission at least one week before the leave is required.

## ***LONG LEAVE OF ABSENCE***

The College does not take the responsibility to provide prepared work for a child who takes leave of absence from school. If a child goes on leave for four weeks or more he/she will require an assessment to determine into which class level he/she returns.

## ***CANCELLATION OF ENROLMENT***

If a child remains absent without informing the school continuously for ten days the parents of the child will receive a notice requesting an immediate response. If no acceptable response is received within 3 working days, official enrolment cancellation procedures will be instigated. If a response to this first communication is not forthcoming a second letter advising the intention to de-enrol on a determined date will be forwarded. If a response to this second communication is not forthcoming, relevant procedures will be operationalised.

## ***PERMISSION TO LEAVE SCHOOL***

After students arrive at the school for the day they are not permitted to leave the grounds without written parental permission. No child will be permitted to leave school during school hours unless prior arrangement has been made by a parent or a guardian by contacting the school in person or by phone. When permission is granted a parent or guardian has to pick up the child from the office at the appointed time.

## ***VISITORS TO THE SCHOOL***

All visitors to the school are requested to call in at the office first. Parents who wish to see the Principal or other teachers are also requested to seek an appointment prior to coming to the school.

## ***PERSONAL MESSAGES***

Personal messages will not be accepted and delivered to students unless they come from parents and are very important. Personal phone calls will not be accepted except in extreme circumstances.

## ***CHANGE OF ADDRESS***

Any change in parents' addresses or phone numbers should be reported to the school. This information is necessary to maintain an up-to-date school records.

## ***UNIFORM SHOP***

The uniform shop is open from 8:15 am – 8:30 am and 3.15 pm – 3.30 pm Monday to Friday.

## ***SCHOOL UNIFORM***

To achieve the school of excellence status requires students to wear sparkling clean, well ironed uniform every day.

### ***BOYS UNIFORM***

Check Blue/White Shirt  
Navy Blue Trousers  
Black Leather Shoes  
(NO SNEAKERS) except on HPE  
Black/Blue sock  
Blue School Hat  
Navy Colour Cap (Secondary College)  
No fancy watches or jewellery

### ***GIRLS UNIFORM***

Check Blue/White Dress  
Navy Blue Pants  
Scarf Plain White (Secondary College)  
Hijab-white/with Blue Strip (Primary College)  
Black Leather Shoes  
(NO SNEAKERS) HPE only  
Black/Blue socks  
Blue School Hat  
No make-up or jewellery

## ***HATS***

Students must wear a school hat for all outdoor activities. These are available through the Uniform Shop and are compulsory for HPE and Sport. **“No hat no play”** rule will be strictly enforced in the school.

## ***SHOES***

Plain black leather lace school shoes with a distinct heel (no joggers), are to be worn with the school uniform. Shoes for HPE /Sport may be any pair of perfectly plain black sandshoes/joggers. Shoes must be clean at all times.

Note: The school uniform is worn to and from school each day. The exception is that secondary students may wear their sports uniform home on the day they have sports.

Year 1 – 6 students may wear sports uniform to school on their sport days.

## ***JEWELLERY***

The only jewellery permitted for both girls and boys is a watch. Girls who have pierced ears may wear a pair of plain studs or sleepers. Earrings are only worn in the first hole. Plastic retainers are not permitted. Boys are not permitted to wear earrings.

## ***MAKE-UP***

Make-up and nail polish are not permitted and are not to be worn to school. Tinted sunscreen is not permitted.

## ***PERSONAL PROPERTY***

- Students’ personal property should be clearly marked with full name and class.
- Items that require marking include class requisites, sporting equipment, purses/wallets, and any items of clothing that may be taken off such as headwear, footwear, track tops, jumpers, raincoats and swimming gear.
- Please make identification marking as clear as possible and renew when faded.
- Students should know where to look for their names on items of property.
- All lost property is sent to the school secretary’s room daily and stored in a box outside the room. Students are able to check the box for lost items.
- All unclaimed lost property is delivered to a charitable organisation or sold at the end of each term.
- Students should not bring valuable items to school for play. Supervision of such property is difficult and loss or damage may occur.
- Items brought to school for talks or displays should be given to the teacher for safe keeping until the student takes them home.
- Students must not sell or exchange items of personal property at school.
- The following items are forbidden: knives, matches, lighters, water pistols, toys which fire projectiles, syringes and other articles that are deemed dangerous.

## ***MOBILE PHONES***

The school does not permit students to bring mobile phones to school. The parents and students who need to contact each other during school hours for very urgent matters may do so through the school office.

## ***PROHIBITED ITEMS***

Students are not allowed to bring the following items to school

Mobile phones	- Cigarette, lighters, matches, tobacco
Alcohol and Drugs of any kind	Aerosol cans
Chewing gum, bubble gum	- Adult Magazines and books
Large sums of money	- Cutters, knives, pen knives
Ipods	- Steel rulers
Playing cards.	Weapons ( <i>objects that would harm another person</i> )
Toys, electronic games	Computer games

## ***HOME – SCHOOL – COMMUNICATION***

Communication between the school and home is maintained by the following means:

### **1. Letters**

- Newsletters: Tarbiyah is issued fortnightly to all children. Tarbiyah contains details of achievements, request, forthcoming events, instructions and general advice.
- From the classrooms parents expect to receive letters, notes and diary entries made by teachers. Specific class letters may also be written and these will include information on and permission request forms for specific class activities, excursions, etc.

### **2. Parent Information Day**

Parent information day is held early in Term 1 to present an overview of the year level work, proposed year level and/or class activities and individual class teachers' management procedures. This occasion is also used to inform parents about the important policy documents such as Behaviour Management Plan, Child Protection Policy.

### **3. Interviews (Other)**

Specific interviews on other occasions are also organised at times mutually appropriate to the teacher and parents. No interviews will be scheduled during teaching time.

### **4. At Risk Reports**

Special notification requesting interviews with parents are arranged if concerns arise over a student's progress or behaviour.

### **5. Parent – Teacher Interviews:**

Parent teacher interviews are held at the end of Term 1 and Term 3. The Parent – Teacher interviews provide an opportunity for parents to discuss with teachers the



progress, strength and weakness and measures to be taken to improve students' performance.

### ***EXCURSIONS***

Excursions are planned as extension activities in a range of curriculum areas. All students must participate in the excursions. Parents will receive a note providing details about the excursion and the cost. All students must have written permission from parents to participate. Costs usually involve a combination of bus fare and entry fee. The permission form that is sent with the child must be returned with the correct amount of money and the parent's signature.

### ***HOME WORK***

The school has a homework policy. According to this policy children in Years 1 to 12 are given homework on a regular basis. In Year 1 there is homework of a different kind – interesting work that extends the more formal activities completed during the day and involves parents and children communicating. The best homework of all is “family living” – talking, listening, playing and sharing interest, which include those things done at school such as “Home Reading” and the ‘Home Activities Program.’

Children in all other classes will be set formal homework. Teachers use the opportunity to revise work completed during the school day. It is also an excellent chance for your child to develop positive home study attitudes before entering secondary schools and institutions of higher education. If the set homework is not completed we request a note of explanation from the parent.

### ***EXAMINATIONS AND REPORTING***

#### **1. Examinations**

All classes from Year 3 to 12 will have semester examinations during an allocated assessment week. It is imperative that all children prepare for and do the assessment well, as performance in the examinations play a significant part in deciding whether a child will be approved to proceed to the next grade.

#### **2. Reporting**

Progress Report Forms and Parent-Teacher Interviews.

A written record of a student's progress is made at the end of each semester.

After the semester assessment, reports on students' progress in school work are prepared. Following this, parent-teacher interviews are organised to discuss the students achievement.

### ***ASSESSMENT POLICY***

- **Attendance**

Full time attendance at School is required for the completion of each school subject. Irregular attendance and missed assessments may affect a student's report grade and eligibility for progress to the next year level.

- **Authenticity**

Assessment work completed must be the student's own work. All source material used must be named in an appendix, bibliography or footnote attached to the assessment. Where evidence exists that the work presented is not a student's own work then the assessment may not be marked or may be subject to a penalty.

- **Assessments: Assignments**

Students are given adequate time to complete an assessment. The due date is the LAST day upon which an assignment may be submitted without incurring a late penalty.

An extension will only be granted under exceptional circumstances and must be applied for, with written verification of the reason from the parent/guardian, in advance of the due date. An extension requested on the due date will not be granted.

If a student is absent on the day the assessment is due, a medical certificate, together with the assignment, must be handed in on the first day that the student returns to school. Failure to meet these conditions will result in a 25% deduction of the grade awarded to the marked assessment for each day that the assessment is late. After four days the assessment will be given zero.

- **Assessment: Tests and Examinations**

If a student is absent from school on the day of a tests or examination due to illness or medical reasons, a medical certificate must be submitted on the first day that the student returns to school. Alternative arrangements for the test or examination may be made where possible if the principal feels it is justified.

If a student is absent from school on the day of a test or examination for non-medical reasons then the parent/guardian must provide written verification for the reason of the absence to be submitted on the first day that the student returns to school.

Alternative arrangements for the test or examination may be made where possible if the principal feels it is justified.

If the absence is due to extraordinary circumstances the child must report to school with a parent for an interview with the principal. The principal will determine whether another examination should be given.

- **Storage of Student Work**

The school will retain a folder of student assessments for sampling, monitoring and verification purposes and may at any time subject this folder to viewing by other teachers if required.

## ***HEALTH AND MEDICAL ISSUES***

### **SICK STUDENTS**

Sick students must report to the office. They will be put in the sick bay and parents will be contacted.

Parents are requested not to send students who are already unwell. Medical opinion may be sought or an ambulance called if parents cannot be contacted.

#### **1. Emergencies**

- Parents will be contacted and/or the ambulance summoned if the situation is critical.
- After the emergency has been met, responsibility rests with the parent, ambulance or doctor notified.
- In cases where a student is hospitalised, the school should be notified so that an accident investigation may be undertaken.
- **CURRENT CONTACT PHONE NUMBERS ARE ESSENTIAL (See FAMILY INFORMATION)**
- A school accident file is kept.

#### **2. First Aid**

- First aid is immediate temporary treatment given by the qualified staff in the event of illness, injury or accident.

#### **3. Procedures for Illness and Injury**

- The student attends the Sick Room for First Aid and monitoring of the condition.
- If symptoms are minor, the student will return to class when recovered.
- If symptoms are serious, an attempt will be made to contact a parent or parent's nominee (Emergency contact person).
- If contact is made the student will be released to the parent's or nominee's care.
- If contact cannot be made, the student's condition will be monitored in the Sick Room for the remainder of the school day.
- If the child's condition deteriorates an ambulance will be called and the child will be sent to a hospital accompanied by a staff member. Parents will be informed.

### **INFECTIOUS DISEASES: Temporary Exclusions.**

The Education Department states- Students who are unwell should not be at school. Students who have been ill with an infectious disease will not return to school until they have fully recovered.

## Examples of Infectious Diseases.

1. Chicken Pox
2. Diphtheria
3. Hepatitis – A
4. Measles
5. Meningitis
6. School sores
7. Conjunctivitis
8. Mumps
9. Rubella (German Measles)
10. Whooping Cough
11. Meningococcal infection

### **Medical Certificate:**

Parents are requested to follow their children's Doctor's advice. Please send the child with a Doctors letter specifying the date when return of the student to school is safe for the school community.

## PRIMARY SCHOOL BEHAVIOUR MANAGEMENT POLICY

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### *Rights and Responsibilities*

Each student and teacher has the right to:

- ◆ Support and receive encouragement from others.
- ◆ Respect, good manners and consideration.
- ◆ Feel comfortable and safe in the school environment.
- ◆ Expect punctuality from others.
- ◆ Make genuine mistakes and to have an opportunity to correct them.
- ◆ Work uninterrupted in a quiet, peaceful and pleasant atmosphere.
- ◆ Expect that work deadlines be met.
- ◆ Appreciation for work done well and sincere efforts.
- ◆ Work in a cooperative environment.
- ◆ A set of school behaviour policies that everyone in the school, teachers and parents are familiar with, follow consistently and respect.

The College's goal is to improve the ibadat of all Muslims in the school  
Narrated 'Ubada bin As-Samit, the Prophet (s.a.w.) is reported to have said:  
"Do not be disobedient (when ordered) to do a good deed."

Students who make mistakes, apologise, listen to the correction and try not to repeat them are those who obtain maximum hassanat (blessings). They will always find understanding and forgiveness from their teachers and could be given points and Merit Awards. The student who argues with the teacher, especially when he or she knows that they have engaged in incorrect behaviour, is adding to his or saiyat (sins). They will find the teacher impatient in the time wasting – without an apology the teacher will not forgive or show understanding for the error.

**Everyone has the right to be able to listen, learn and be involved. Because the College aims to provide you with the best learning environment, the following policies are designed to make your lessons as pleasant and productive as possible.**

- **Always be *punctual* to class (or have a note from the administration explaining your delay).**
- **Line up outside the room quietly.**
- **Place your bags under your desk, out of the way.**
- **No food or beverages are to be consumed in class.**
- **Ask permission to leave your seat.**

- **Supply and organise our own equipment and do not borrow from others as it disturbs them.**
- **Leave mobile phones at home.**
- **Do not chew gum.**
- **Be polite at all times and speak quietly.**
- **Put your hand up to answer and ask questions and remember to always wait your turn.**
- **Only one person should speak at a time.**
- **Be considerate and listen to what others have to say.**
- **Only ever leave the room if your teacher has given you a permission slip.**
- **Put borrowed chairs back into the classroom they were borrowed from before leaving.**
- **Stand and put your chair neatly under the desk before leaving the classroom.**
- **Make sure the room is tidy at the beginning and before leaving the room at the end of the lesson. Pick up any rubbish left behind.**
- **Wait for the teacher to check that the room is tidy and to dismiss you before you leave the class.**
- **Move quietly and safely through the school corridors and spaces.**
- **Always follow the requests made by your teachers.**

## **CONSEQUENCES OF BREACHING SCHOOL RULES**

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### ***ISSUES AND CONSEQUENCES***

**Students who cause inconvenience to their fellow students by not respecting these basic requirements must be prepared to face appropriate consequences:**

#### ***Late to Morning Assembly, Class, Salat***

##### **Consequences:**

Late arrival to Morning Assembly, Class, Salat will be recorded. Repeated occurrence will result in detention, and cleaning duties.

#### ***Students without correct school uniform in school, arriving to school, or on the way out of school:***

All students are expected to wear the full and correct school uniform to give the College an excellent appearance, encourage respect from the community, and to ensure unity, neatness and self-esteem.

##### **Consequences:**

Every morning, in the classrooms and at the exit from the school uniforms will be checked. Warnings and reminders will be issued to students with incorrect shoes, jackets, jumpers, hair or shirts out.. Students will face detention and Demerits. Repeated behaviour will result in parent notification.

#### ***Wasting time, Distracting others***

Wasting time in useless chatter or distracting others is self-destructive and against the teachings of Islam.

##### **Consequences:**

The teacher will issue three warnings and if the situation does not improve, the student will be placed on detention.

#### ***Non-completion of set homework, class work and assignments***

##### **Consequences:**

Non-submission or late submission of work will incur a deduction of 10% of the mark for each day late to a maximum of 3 days. Later than 3 days without approval the mark awarded may be zero. Continued late submission or non-submission will result in detention, and if necessary parents will be contacted. Late assignments may be given N notifications.

Depending on the situation, students may also be required to attend in-school or after

school detentions to complete the set work. Continuing offence will result in negative achievement levels.

***Inappropriate attitude:***

Students who are impolite, argumentative and aggressive or refuse to follow reasonable requests from their teachers will not be tolerated.

**Consequences:**

Students will be given a detention. With continued inappropriate attitude students will progress down the negative achievement level, parents will be called in to discuss their conduct.

***Disrespect towards any teacher or school staff:***

The teachers and the school staff like your parents, are the best people to guide you and motivate you. They work in the school in order to assist you. Islam strongly commands to respect, obey and honour the elders and love the younger ones.

**Consequences:**

Being extremely impolite and rude to a teacher or staff member is a major offence, and the student will have immediate school detention. In serious cases students will face suspension. Students will be referred to the Deputy Principal.

***Use of mobile phones, ipods, CD players, inappropriate magazines and cosmetics at school***

To have a productive learning environment, each minute of the lesson time needs to be used efficiently. Students are not allowed to have or use the above-mentioned items at any time.

**Consequences:**

Such items will be confiscated by the teacher. Parents will be contacted for offenders.

***Students engaged in inappropriate acts such as fighting, bullying etc.***

Islam is a religion of peace and harmony. The best Islamic principle is to develop good moral behaviour. Islam strongly recommends not engaging in useless acts. Students are instructed to avoid all kinds of improper behaviour and talk. This includes talking with a student from the opposite gender.

**Consequences:**

Any type of physical or verbal abuse will result in serious consequences depending on the seriousness of the issue. Physical contact with other students through striking, hurting or fighting will result in immediate suspension and possible expulsion. A committee of the Deputy Principal, Discipline Coordinator, Principal and Imam will review each offence individually and take necessary action. In all cases parents will be



summoned. The student will be required to attend sessions with the School Counsellor on more appropriate behaviour.

**The College is not prepared uncooperative students to hinder the learning of the majority of students. Any student who is prepared to seriously amend their unruly behaviour will be able to discuss options with the Principal, or the Discipline Coordinator. Failure to comply will result in suspension.**

*General Consequences for breaching school rules are:*

- Warnings**
- Recess and lunch rubbish collection**
- Detention (in school, and after school)**
- Suspension**
- Expulsion**

# BEHAVIOUR MANAGEMENT POLICY FOR THE SECONDARY COLLEGE

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## ***Rationale***

We recognise that every student has the right to learn and gain a quality education in a safe environment.

The aim of the Australian International Islamic College Behaviour Management Policy is to provide guidelines for students to be self-disciplined and take responsibility for their own actions.

## ***Context***

*This behaviour management policy operates in the educational context where teachers specifically address student learning needs underpinned by an understanding of behavioural development as well as the range of cognitive and physical differences that influence student learning styles and abilities.*

*The aim of teachers is to provide students with a relevant curriculum and tasks that facilitate student success and yield the minimal need for management conversations in the classroom.*

*Within this behaviour management policy teachers will apply the following core elements that allow for successful learning.*

- *setting clear expectations*
- *acknowledging appropriate behaviour*
- *timely correction of inappropriate behaviour*

*These core elements will be delivered by the teachers through the application of 10 essential skills of classroom management*

## ***Essential Skill***

## ***Description***

- |   |  |
|---|--|
| <i>1. Establishing expectations</i>           | <i>Making rules</i>  |
| <i>2. Giving instructions</i>                 | <i>Telling students what to do</i>   |
| <i>3. Waiting and scanning</i>                | <i>Stopping to assess what is happening</i>  |
| <i>4. Cueing with parallel acknowledgment</i> | <i>Praising a particular student to prompt others</i>                              |
| <i>5. Body language encouraging</i>           | <i>Smiling, gesturing, nodding and moving closer</i>                               |
| <i>6. Descriptive encouraging</i>             | <i>Praise describing behaviour</i>   |
| <i>7. Selective attending</i>                 | <i>Not obviously reacting to some bad behaviour</i>                                |
| <i>8. Redirecting the learning</i>            | <i>Prompting on task behaviour</i>   |
| <i>9. Giving a choice</i>                     | <i>Describing the student's options and likely consequences of their behaviour</i> |
| <i>10. Follow through</i>                     | <i>Doing what you said you would</i>   |

## ***Introduction***

- ❖ To achieve the most effective, safe and rewarding learning environment, a high degree of discipline must be maintained.
- ❖ The rules and procedures included in this behaviour management policy apply equitably to every student enrolled in the high school.
- ❖ The fair and just procedures set out in this policy will be applied consistently to every student.
- ❖ This policy is available to any student or parent to view at any time. It is published on the school website and available printed in the school's reception.
- ❖ This policy works in conjunction with other school policies such as the anti-bullying, anti-discrimination, child protection, computer, daylight policy, bus policy and sexual harassment policy.

## ***Classroom expectations – “In Class, On Time, On Task”***

- ❖ Students are expected to be **in class on time, on task for lessons**. This means leaving the previous lesson on time and walking quickly to the next lesson. If coming from a break then students are to make their way to class when the end of break bell rings.
- ❖ Students need to bring all the necessary **equipment to each class**. This may vary between different subjects, but should include all the required stationery, notebook, textbook and diary.
- ❖ Students may have been placed in a **seating plan**. They are to sit in that specific seating plan unless moved by the classroom teacher.
- ❖ Students are to be attentive, listening and follow **teacher direction** at all times.
- ❖ **Diaries** are to be on the desk in every lesson so that homework can be written or teachers can write notes home to parents if the need arises.
- ❖ Students are to abide by each **teachers classroom rules** some of which may include :-
  - not to speak when the teacher is speaking.
  - raise their hand to ask or answer a question.
  - have correct notebook for each subject.
  - raise hand request movement from their seat for any reason.
  - no eating in class.
  - chairs, tables and equipment to be returned to its proper place
  - classrooms are to be kept neat and tidy at all times.
  - use break for washroom, drink water, see other teachers, go to reception etc.
  - late students must have a note explaining his lateness from the previous teacher.

- student has been removed from the class must wait outside the door in silence until the teacher comes out to speak with the student.

### ***Movement within the school***

- An 'Out of Class' pass must be held by any student who is out of class
- Students are to walk quickly and quietly between lessons
- The upstairs corridor is out of bounds during breaks without the consent of a teacher.
- Balls are not to be bounced in the corridor. Any ball that is bounced will be confiscated.

### ***Lockers***

- Lockers are only to be visited during breaks. Students should have books for all lessons between breaks.
- The administration has the right to request students open lockers at any time.
- Students are to give a spare key for their locker to their form teacher.

### ***Playground***

- Play safely and not disrupting others.
- Use breaks to eat their lunch, use the washroom and drink water.
- All rubbish must be placed in the rubbish bins provided.
- Students must pick up rubbish as directed by Playground Duty Teachers.
- School shoes must be worn at all times. Trainers/football shoes may be worn for sport only.
- No balls will be kicked or thrown against the building.
- Teachers on playground duty are to be immediately informed of any problems or accidents occurring during the break.

### ***Canteen***

- Students are to line up in an orderly fashion - one line for girls and one for boys.
- Canteen staff must be addressed politely, with respect and correct manners.
- The canteen area is only for students making a purchase

### ***Uniform***

The school uniform is to be worn every school day. The uniform includes a plain white hijab, with simple/plain pins for girls. Undershirts/singlets are to be white only. For both girls and boys black/white or grey socks are the only colour acceptable.

The PE uniform can only be worn during a PE lesson, sports day, or on a school trip if instructed by the organizing teacher. Wearing of the correct PE uniform is compulsory for all PE lessons.

A student is unable to wear all or any part of the uniform for a legitimate reason; they are to bring in a signed note from a parent/caregiver explaining the lack of uniform.

Students are to maintain a **high standard of personal appearance** which includes :

- Correct uniform including laces on shoes tied correctly, shirts tucked in, shirt collars down and shirt sleeves not rolled up.
- No jewellery, apart from a wristwatch may be worn. This includes (but not limited to) rings, bracelets, necklaces, large earrings, anklets, large brooches or nose rings
- Uniform must be kept clean, neat and tidy at all times. It is advisable for students to own more than 1 set of the uniform.
- Boys should have a neat haircut. No hair colour or fancy cuts are allowed.
- Fingernails are to be kept short at all times.
- Make-up and nail polish are not to be worn at any time.

### ***Confiscated items***

Items banned from school include (but not limited to)- chewing/bubble gum, mobile phones, hand held computer games, MP3 players/iPods, glass bottles, cigarettes, matches, cigarette lighters, alcohol, knives, weapons, offensive written or visual material of any sort, or any item that is unlawful for a minor to be in possession of under Queensland/Australian law.

- Banned items will be immediately confiscated and a relevant consequence applied
- Uncollected confiscated items will be donated to charity at the end of the year.

### ***Fighting***

Any level of aggressive, oppressive or intimidator behaviour is not tolerated. This includes (but not limited to) physical violence, mental cruelty and bullying.

### ***Truancy***

Truancy refers to unexplained absence from school, lessons and /or detention. Students are required to be at their expected place on time.

- All students must follow their set timetable and have access to it at all times.
- No student has a 'free' lesson.
- Students leaving the grounds may do so only through the "sign out" book in the Administration Office

### ***Vandalism***

All school property must be treated with respect. This includes the buildings, fixtures, furniture and equipment. Students are to treat other students' property with respect. Wilful damage to any property is vandalism which includes writing or drawing on desks/walls/doors (graffiti).

- Consequences appropriate to the damage will apply
- A bill for replacement/repair of the broken or damaged item will be sent to the parents/ caregiver of the perpetrator.

### ***Outside School Grounds***

Students are expected to behave in an appropriate manner both at school and while travelling to and from school. The three rules apply

- Be Safe,
- Be Responsible
- Be Respectful

Consequences may be enforced for unacceptable behaviour that has occurred outside of the school ground.

## CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR

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The determination of appropriate consequences considers the individual circumstances of the behaviour together with the needs and rights of school community members.

When responding to problem behaviour the staff member first determines if the problem behaviour is **major or minor**, with the following agreed understanding:

**Minor** problem behaviour is handled by staff members at the time it happens.

- **Classroom minor misbehaviour** by students is where the teaching and learning process is interrupted and/or if a student's behaviour is affecting a teacher's ability to teach or other students to learn.
- **Outside of the classroom minor behaviours** are also include those that:
  - are minor breeches of the school rules
  - do not seriously harm others or cause you to suspect that the student may be harmed
  - do not violate the rights of others in any other serious way
  - are not part of a pattern of problem behaviours
  - do not require involvement of specialist support staff or Administration
- **Re-direction procedure.** The teacher will ask the student the following questions referred to as **"The Questions"**
  - **What are you doing?**
  - **What are the rules?**
  - **What happens when you break the rules?**
  - **Is that what you want to happen?**
  - **What will happen the next time you break the rules?**

The purpose of **The Questions** is to give a clear indication to the student that their behaviour is unacceptable and that the questions are the **first and only warning**. If the rules are broken again then the student has chosen the consequence defined by the teacher.

A minor consequence is logically connected to the problem behaviour, such as complete removal from an activity or event for a specified period of time, partial removal (time away), individual meeting with the student, apology, restitution or detention.

**Major problem behaviour** is referred directly to School Administration team. Major behaviours are those that:

- Significantly violate the rights of others
- Put others / self at risk of harm
- Require the involvement of school Administration.

Level	Behaviour	Possible Resulting Actions
Level 1 (Class Teachers)	At this level, all students are on task and no disciplinary action is required.	Teachers actions could include: <ul style="list-style-type: none"> <li>❖ verbal reinforcement</li> <li>❖ record of achievements for formal</li> <li>❖ acknowledgement</li> <li>❖ phone calls/letters/emails to parents for good behaviours/ achievements</li> </ul>
Level 2 (Class Teachers)	Inappropriate student behaviours at this level to be dealt with by class teacher include: <ul style="list-style-type: none"> <li>❖ ignoring instruction</li> <li>❖ unexplained absence</li> <li>❖ lateness to class</li> <li>❖ class truancy</li> <li>❖ verbal abuse</li> <li>❖ defiance</li> <li>❖ classroom bullying or harassment</li> <li>❖ inappropriate use of personal technology device</li> <li>❖ uniform/makeup/jewellery transgressions</li> <li>❖ eating/drinking in classrooms</li> </ul>	Intervention Teacher initiated actions could include: <ul style="list-style-type: none"> <li>❖ verbal negotiation</li> <li>❖ reminder of classroom expectations</li> <li>❖ in-class separation or isolation</li> <li>❖ commence orange card</li> <li>❖ contact with parents</li> <li>❖ Guidance Officer involvement</li> </ul> Possible Consequences <ul style="list-style-type: none"> <li>❖ send student to buddy class</li> <li>❖ assign student to accompany you on playground duty</li> <li>❖ lunchtime detentions (20 minutes)</li> <li>❖ referral to Operational Coordinator</li> <li>❖ Student sent to office to hand in personal technology device.</li> </ul>
Level 3	Inappropriate student behaviours to be dealt with at this level include: <ul style="list-style-type: none"> <li>❖ continued level two behaviours</li> <li>❖ accumulation of Orange cards</li> <li>❖ repeated defiance</li> <li>❖ high level or continued bullying</li> <li>❖ repeated or whole day truancy</li> </ul>	Action by Administration which could include: <ul style="list-style-type: none"> <li>❖ Guidance Officer behaviour modification and monitoring program</li> <li>❖ resolution meeting as required between aggrieved party and student</li> <li>❖ referral for assessment and specialist support</li> <li>❖ Behaviour Monitoring Card</li> <li>❖ Individual Behaviour Support Plan</li> <li>❖ restitution</li> <li>❖ parent contact</li> <li>❖ interagency referral</li> <li>❖ lunchtime detentions (20 minutes)</li> <li>❖ Saturday Imposition (by negotiation with parents/guardians)</li> <li>❖ Suspension</li> </ul>



<p><b>Level 4 (Deputy Principal)</b></p>	<p>Inappropriate student behaviours to be dealt with at this level include:</p> <ul style="list-style-type: none"> <li>❖ continued level three behaviours</li> <li>❖ stealing</li> <li>❖ physical aggression</li> <li>❖ verbal abuse of teacher</li> <li>❖ smoking</li> <li>❖ pornography</li> <li>❖ intimidation of staff</li> <li>❖ vandalism</li> <li>❖ sexual harassment/misconduct.</li> </ul>	<p>Operational Coordinator initiated action Plan</p> <ul style="list-style-type: none"> <li>❖ Parent/carer interview</li> <li>❖ Referral to outside agency</li> <li>❖ Referral to/consultation with the Principal</li> <li>❖ Referral to Harassment Officer</li> <li>❖ Police notification</li> <li>❖ Community Service</li> <li>❖ Saturday imposition (by negotiation with parents/guardians)</li> <li>❖ Suspension</li> <li>❖ Restorative Conference on return from suspension</li> </ul>
<p><b>Level 5 (Principal)</b></p>	<p>Inappropriate student behaviours to be dealt with at this level include:</p> <ul style="list-style-type: none"> <li>❖ extreme or repeated incidence of level four behaviour</li> <li>❖ possession of drugs</li> <li>❖ possession of a weapon</li> <li>❖ supply of drugs</li> <li>❖ use of a weapon</li> <li>❖ violent assault</li> <li>❖ Misuse of personal technology device eg; bullying, recording visual images or audio of staff without permission, recording visual images or audio of students, placing images on the net without permission</li> </ul>	<p>Principal determines the most appropriate course of action which may include any of the following:</p> <ul style="list-style-type: none"> <li>❖ Individual Behaviour Agreement</li> <li>❖ Parent/carer interview</li> <li>❖ Police notification (if illegal behaviour)(<i>ref: CRP-PR-005: Drug Education and Intervention in Schools</i>)</li> <li>❖ Suspension</li> <li>❖ implementation of a behaviour</li> <li>❖ improvement condition</li> <li>❖ Exclusion</li> </ul>

NB: certain types of behaviours are serious enough to warrant the consequence of exclusion. For example, selling or supplying drugs, violent assaults or use of a weapon always progress straight to Level 5 and could expect to be recommended for exclusion. In dealing with breaches of the code, school personnel will endeavour to ensure all decisions are transparent and fair. Incidents will be fully documented with appropriate witness statements collected.

### ***Child Protection Act***

Under the *Child Protection Act* all school staff have the responsibility to maintain appropriate behaviours when dealing with students. Staff members are obliged to report any suspected child abuse situations. Under the *Whistle-blower's Protection Act* people are protected when a disclosure is made. Parents are not informed of the initial allegation nor are staff if accused of impropriety. Members of staff have the right, under natural justice, to have their case heard but this will take place after initial investigations. Any questions relating to the *Child Protection Act* should be directed to the Administration of the school.

## ASSESSMENT POLICY - YEARS 7 TO 12

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This policy has been developed to inform students, parents and teachers of the key principles and assessment requirements at Australian International Islamic College. The aim is to maximise the opportunity for students to demonstrate what they know and can do. The process is designed to ensure fairness to all students carrying out assessment tasks.

This whole-of-school policy and approach, reflects the principles and policies of the Queensland Studies Authority Policy and applies to all subjects based on Queensland Studies Authority syllabuses.

This policy applies to students in the Middle School (Years 7, 8, and 9) and Senior Secondary (Years 10, 11 and 12).

### **A** *Aim*

This policy outlines the procedures for submission of work and completion of all assessment items (including exams) in Years 7, 8, 9, 10, 11 and 12.

### **B** *Background Principles*

It is **mandatory** at **Australian International Islamic College** that students complete and submit assessment items. These will provide evidence for sufficiency of coverage and adequacy of assessment for students to be eligible for credit of any semester unit of each subject being studied.

Completion of assessment items, both formative and summative, means that students must do all the work set by the school or set out in the work program for a subject.

The quality and quantity of work submitted **must** indicate every attempt has been made by the students to satisfy the specific assessment criteria and thereby meet course requirements.

Judgements of student responses can only be made:

- Where there is student work to match with syllabus standards descriptors
- Using syllabus standards associated with exit criteria
- Based on evidence available on or before the due date

A standard can only be awarded where **evidence** has been demonstrated. An “E” standard cannot be awarded to an assessment item where there is no evidence. It would be considered a **non-submission**.

Subsequent results will form part of the student’s assessment for the subjects and semester units being studied leading to overall gradings for Years 7, 8, and 9, exit levels of achievement being awarded for certification in Years 10, 11, and 12.

### ***C Assessment Schedule***

All due dates, **including draft and final**, for assessment items will be communicated to students and parents at the beginning of each semester via the assessment schedule.

Dates on the assessment schedule are set, unless a date change is made. Students affected will be informed of any change of dates.

### ***D Failure to Comply***

Students are required to complete and submit all assessment items as prescribed by the school and respective work program **on or before the due date**. Consequently, a failure to submit assessment on or before the due date could directly impact on the QCE and OP eligibility for Year 11 and 12 students.

Students who fail to comply with this process and/or fail to submit work or do not turn up for assessment items will not be rated for that particular assessment item. This will be recorded as an NS (non-submission by date) on the student profile.

A student who fails to submit assessment for a subject as per work program, could be deemed to have insufficient coverage of a subject and not be adequately assessed. As a result the Principal could decide not to award a result in that subject. Alternatively, if a result is not awarded in Years 11 and 12, the number of semesters credited to a student's course of study could be reduced.

### ***E Exams***

#### ***Attendance at Exams***

Students must attend all tests and exams at the scheduled time.

#### ***Non-attendance at Exams***

##### **(a) An inability to attend an exam**

###### **(i) Illness**

If a student is ill and/or cannot attend a test or exam the following procedure **must** be followed:

- The school must be notified before the scheduled test/exam
- Immediately on return to school the student is responsible for reporting to the teacher to make alternative arrangements to sit for the test/exam.
- Proof of illness, a Doctor's Certificate, must be produced (Senior School) on a student's return to school.

###### **(ii) Prior knowledge of absence**

Students, who know, prior to the respective date that they will be absent for a scheduled test, must apply through the teacher.

###### **(iii) Exceptional circumstances**

Exceptional circumstances will be considered by the Principal.

##### **(b) Failure to attend and exam**

If students fail to attend an exam/test and do not comply with the conditions outlined above, students will have the result recorded as a NS (non-submission)

### **(c)Cheating**

If cheating/disruptive behaviour is suspected during exams, the supervising teacher will immediately collect the exam paper. The student is then issued with a clean exam paper to continue with the exam and the teacher will make a decision regarding the results for the exam.

## ***F Assignments***

### ***Drafting and Monitoring Policy***

1. Each teacher is required to have a system of monitoring and recording for collecting and gathering evidence (eg class work, rehearsal notes, drafts, photographs of work, teacher observations) through the teaching, learning and assessment process.
2. When an assignment draft is due, students must hand in two copies of their written assignment to the teacher who will **keep** a record of submission. One copy with feedback is to be returned to the student and the other copy is to be kept by the teacher in case a final assignment is not submitted. In the event of this occurring, the teacher will mark the draft copy and grade it as the final assessment piece.
3. In reference to the draft submitted, teachers are to provide at least one set of feedback referring to the assessment task sheet and criteria. Teachers will only indicate where attention is requires,
4. If no draft (2 copies) is submitted, the teacher will arrange for the student to produce a draft in the next timetabled lesson either in class or in a buddy teacher's class.
5. If still no draft (2 copies) is received, parents are to be informed by the teacher.

### ***Submission of Assignments***

Written assignments are to be handed to the subject teacher on or before the due date.

### ***Absence on Due Date of Assignment***

Students who know they will be absent on the day an assessment item is due for submission must arrange for it to be submitted before the listed due date or delivered to the teacher.

### ***Assignment Extension of Time – Requested by Students***

There are only two (2) grounds for students to apply for an extension of time to complete assignments.

**(i) Illness**

A medical certificate is mandatory for Year 10, 11 & 12 students.

A letter is required from parents for Year 7, 8, & 9.

**(ii) Extenuating Circumstances**

- Family excursions/vacations which necessarily occur in school time.
- Family activities of a very special nature requiring absence from school.
- Bereavement, family breakdown etc.
- Essential sporting/cultural commitments.
- Long-term illness of self or family member

### ***To Apply for an Extension of Time.***

Contact the teacher.

It is not a justification for the non-submission of assessment if students have been denied access to the school's computer network.

**NO EXTENSION OF TIME WILL BE APPROVED ON OR AFTER THE DUE DATE.**

### **Unforeseen Inability to Submit Assignment on Due Date**

If a situation occurs suddenly, with the student being unable to submit an assignment, verification of the circumstances is required.

Such circumstances might include, but not be limited to:

- Sudden, unpredictable illness/injury requiring medical attention
- Family bereavement
- Delicate or personal family circumstances

School being notified of the circumstance on the due date is recommended so that the teacher is informed.

### ***Plagiarism***

Students must ensure that an assignment consists of their work only. The penalty for plagiarised work, or work that consists of heavy input from someone else (e.g. large amounts copied from the Internet, books, articles or another person's assignment) will be the cancellation of the parts of the assignment which are shown to be plagiarised. The assignment will be graded on the remaining material. Significant plagiarism could result in the assessment task being deemed a non-submission.

### ***Cheating in Assignments***

Cheating occurs when a student has copied all or part of another student's assignment. One or both students may be subject to penalty when there is evidence that cheating has occurred. The subject teacher will make a decision regarding the results for the assignment and any further action to be taken.

### ***Special Provisions***

“Special provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students.

Special provisions may be particularly relevant for students with specific educational needs requiring reasonable educational adjustment or exemption for assessment.

Students with specific educational needs should have their needs considered in a proactive way – in the design of inclusive learning and assessment programs, and the provision of opportunities for alternative assessment arrangements.

### ***G Appeals***

Appeals against decisions relating to matters in this policy are to be made to the Principal.

## **AGREEMENTS**

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**The partnership between parents and the college requires an agreement with the terms and conditions outlined in the following agreement forms provided in your enrolment and New Year package**

- 1. LIBRARY AGREEMENT**
- 2. ACCESS TO INFORMATION AND TECHNOLOGY AGREEMENT**
- 3. COLLEGE BUS SERVICE AGREEMENT**
- 4. STUDENT CONDUCT AGREEMENT**



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