



**NADI MUSLIM COLLEGE  
(The College of Achievement)**

**STUDENTS CODE OF ETHICS**

**VISION OF THE SCHOOL**

The development of a community of learners who are able to operate both locally and globally to support personal, cultural, religious, social and Economic development.

**MISSION OF THE SCHOOL**

To develop knowledge, values and skills for individuals to achieve excellence in life and become worthy citizens of Fiji.

**1. SCHOOL PRAYER**

- 1.0 All students **MUST** learn the school prayer and recite it loudly and clearly every morning during prayer time, assemblies and in all school functions.
- 2.0 All activities **MUST** cease at prayer time as respect for school prayer.
- 3.0 National Anthem – All students should respect and sing National Anthem.

**2. ATTIRE**

(i) UNIFORM:

- 1.0 Students must wear proper school uniform.
- 2.0 During cold days, students can wear proper cardigans, Denim Jackets are not allowed.
- 3.0 All students **MUST** have school badges stitched on the pocket of the uniform.
- 4.0 All students must wear school uniforms when going on school excursion.

	<b>BOYS</b>		<b>GIRLS</b>
1	White short – sleeved shirt	1	A 4 part or flare dress – below the knee
2	Plain white vest (no T Shirt/round net)	2	Long white sleeves up to wrist for Muslim Girls and short sleeve for Non Muslim girls.
3	Greenish brown trousers with black belts (no slits in trousers) or brown 'sulu' (for Fijian, Rotuman & others only)	3	The belt should be attached to the dress on the waist line.
4	Shirts should be tucked in all the time.	4	Veils for all Muslim Girls
5	The pants should be ankle length/with side pockets (no bell bottom)	5	Long straight white (pants) salwar without bells. (Not tight, no skinny pants)
6	No fancy belts.		

(ii) JEWELLERY

- 1.0 Earrings – one pair of small and plain studs for girls only.
- 2.0 Friendship bands, bracelets, bangles, rings, necklace and other accessories are prohibited
- 3.0 Students may wear simple watches. Expensive watches are discouraged. (Only watches with black or silver bands are allowed.)

(iii) MAKE-UP

1.0 All forms of make up, Mehndi and nail polish are strictly prohibited.

(iv) FOOTWEAR

1.0 Only BLACK school sandals and shoes are permitted

2.0 Only plain white socks are permitted

3.0 Flip Flops, Canvas, Slip Ons, fancy and high heeled shoes are not permitted.

4.0 No student will come to school bare foot.

5.0 Flip Flops can only be worn in case of injuries (with pass given by Assistant Principal).

(iv) HAIR LENGTH FOR BOYS

1.0 Hair length should be above the shirt collar.

2.0 Mushroom and baid cuts prohibited (baid cuts permitted for bereavement reasons)

3.0 No beards. Beard and moustache is permitted (according to Islamic culture only) by the approval of the Principal.

4.0 Sideburns should be one inch above ear lobe.

5.0 Excessive hair gel/dyes and fancy hair styles are strictly NOT permitted.

6.0 Students with extreme fashionable hair cuts will be sent home immediately with the Parents for corrective measures.

(v) HAIR STYLE FOR GIRLS

1.0 Shoulder length and long hair must be tied up with a white/black ribbon or band.

2.0 Long hair MUST be neatly plaited.

3.0 Fancy hairstyles, dyeing and colouring of hair is NOT allowed.

4.0 Excessive hair gels are strictly NOT permitted.

5.0 Girls with short hair must keep hair neat and tidy.

6.0 Fancy head bands are not allowed.

7.0 No Bob cut hair style allowed.

(vi) GENERAL HYGIENE

9.0 Parents are responsible to ensure their hygiene. Fingernails/toenails are to be kept short. Students to practice cleanliness at all times.

3. MOVEMENT IN SCHOOL

(i) CLASSROOM CONDUCT

1.0 Silence should be observed while walking along the corridors.

2.0 Everyone must walk in a single file on the right hand side of the corridor/stairs at all times.

3.0 Classrooms must be kept clean at all times. Students on duty are to ensure that the classrooms are cleaned daily during duty time.

4.0 Lights and fans should not be switched on in the classroom unnecessarily.

5.0 Class notice boards are to be neatly maintained. Only articles concerning students may be displayed.

6.0 Movement from and to the classroom should be brisk and in orderly manner. Students should also move quietly so that students having classes are not disturbed.

7.0 Students are not allowed to enter other classrooms without the teacher's permission, at all times.

- 8.0 Students must get ready for lessons with relevant textbooks, notes and stationary.
- 9.0 Students must remain seated in the allocated desks at all times.
- 10.0 No student is permitted to be outside during class time.
- 11.0 Students may seek the teachers permission to visit the convenience.

#### 4. SCHOOL ASSEMBLY

- 1.0 Students should move in a single file in an orderly manner, led by form prefects when 5 sirens are heard.
- 2.0 Students must assemble in their form lines and maintain silence.
- 3.0 All students must learn and sing the National Anthem in assembly.
- 4.0 All students must attend the dispersal assembly in the afternoon.

#### 5. RESTRICTED AREAS

- 1.0 Specialist rooms like staffroom, offices, laboratories, Home Economics, Industrial Arts, Computer Lab and Office Technology are strictly out of bounds at all times without authority.
- 2.0 Only those assigned with specific duties will be permitted to enter the restricted areas.
- 3.0 The Primary school area and ground No.2 at the far end of the school and thereabouts is out of bounds for all students.
- 4.0 Students should not loiter in the car park area, back of the buildings and incinerator area.
- 5.0 Primary school washrooms are out of bounds for College students.

#### 6. BEHAVIOUR

##### CONDUCT

- 1.0 Students MUST be polite and show RESPECT to everyone.
- 2.0 The general conduct of all the pupils should be in harmony with the high and noble ideals of the Institution.
- 3.0 All Muslim students must greet other Muslim Students and Teachers with Assalaamu Alaikum Wa Rahmatullahi Wa Barkaatuhu.
- 4.0 Eating is NOT permitted in the :  
(a) classroom during lessons (b) Library (c) Laboratory OR (d) Any other specialist rooms.
- 5.0 Chewing gum is strictly NOT permitted on Campus. Students caught chewing gum will be dealt with.
- 6.0 The following are regarded as serious offences : Fist Fighting, Bulling, Swearing, Vulgar Language, Harassment, Truancy, Sneaking out of School compound without seeking permission and vandalism. These offences will not be tolerated.
- 7.0 Students must not loiter around in town in school uniform at all times.
- 8.0 Any case of assault or punching will be extremely counseled and referred to MOE.
- 9.0 Students must speak in English at all times during school hours in the premises.

#### 7. STEALING/LOST AND FOUND

- 1.0 Stealing is strictly prohibited. Appropriate action will be taken if anyone is proven guilty. ANY STEALING WILL LEAD TO IMMEDIATE SUSPENSION FROM SCHOOL. (ALL MATTERS WILL BE REPORTED TO THE POLICE).
- 2.0 Any articles found in the school compound must be handed over to the office.

8. SCHOOL PROPERTY

- 1.0 Students must treat all school property with care.
- 2.0 Writing on desks, walls, windows, washrooms and doors is strictly forbidden. Students indulging in vandalism will be issued with a warning notice.
- 3.0 Each pupil will be responsible for furniture and other school property. Any damages are to be reported to the appropriate authority.
- 4.0 Any damage done to school property by any student has to be paid by the student in consultation with MOE.
- 5.0 All school property will be under surveillance by CCTV Cameras.

9. ACTIVITIES PROHIBITED FOR YOUR SAFETY

The following are considered very serious offence and appropriate disciplinary measures will be implemented for offenders:

- 1.0 Playing with sharp objects (scissors, pins, stapler pins mathematical instruments)
- 2.0 Playing with electric switches
- 3.0 Bringing knives/pen knives
- 4.0 Writing/carving on the school furniture
- 5.0 Throwing juice bottles, paper balls at each other
- 6.0 Climbing on the furniture/fence
- 7.0 Touching fan blades
- 8.0 Opening gas tanks unnecessarily
- 9.0 Playing with special/mechanical tools
- 10.0 Playing with chemicals in the lab
- 11.0 Putting tacks/pins on chairs
- 12.0 Rocking chairs
- 13.0 Punching/Fighting
- 14.0 Bullying
- 15.0 Running inside the classroom/in the corridors/canteen basement
- 16.0 Playing games during recess and lunch (marble/hide and seek)
- 17.0 Tackling students walking ahead
- 18.0 Pulling girls hair/plaits or kicking, pushing or pulling others
- 19.0 Poking each other with sharp objects/pulling the chair from students about to sit
- 20.0 Throwing chalk/other items/rubber band slings
- 21.0 Leaning on the railings/dragging furniture.
- 22.0 Climbing up on chair/desk.

10. **ITEMS STRICTLY PROHIBITED AT NADI MUSLIM COLLEGE**

**Knives, pen knives, cutters, pins, contact glue ,matches, any type of lighters, fire crackers, cigarettes, alcohol, any illegal drugs, permanent, whiteboard markers, chalk, marbles, make up sets, pornographic materials, cds, dvds, mobile phones,ipods,ipads,mp3players,mehdi,cameras,gel,aerosolspray,mirrors,laser pen ,mirror/any type of glass, nail files, nail cutters, Any items deemed to be inappropriate in the school by the Discipline Committee.**

During spot checks the following guidelines need to be followed by the teachers:

1. All checks on a student or his/her property to be done in the presence of the student.
2. All the spot checks are to be conducted by the Discipline committee /any teacher assigned by the administration..
3. The administration needs to be informed in advance of a spot check to be conducted.
4. A female student is to be checked by a female teacher.
5. Prefects are strictly not allowed to conduct any spot checks.
6. If a student is found to be in possession of any prohibited items ,then the items are to be confiscated ,labeled with the name and designation of the student and handed over to the administration staff. A list of the items and name of the owners is to be submitted to the administration staff.
7. The confiscated items are to be returned to the parents of the student by the administration staff.
8. If the confiscated items include any illegal drugs then the items are to be handed over to the police.

11. RECESS/LUNCH BREAKS

- 1.0 No sporting activities will be permitted during recess and lunch breaks.
- 2.0 No student should leave the school premises during recess and lunch.
- 3.0 Students MUST dispose off food wrappers in the garbage bins provided.
- 4.0 Salaat Hall/Home Economics corridor is out of bounds at lunch due to prayers.
- 5.0 Students may have their lunch in their respective classroom, but they must dispose off wrappers properly. After having lunch students to stay in Green 1 and Green 2 area.
- 6.0 Any student misbehaving in the classrooms will be asked to move out immediately.

12. ON THE SPORTS FIELD

- 1.0 It is compulsory for all students to take part in Physical Education classes. Students with medical condition must submit to the office medical certificate from a registered medical practitioner.
- 2.0 Students must wear appropriate sports attire. Either Male/Female – Shorts is strictly not allowed.
- 3.0 All students must show good sportsmanship

13. HOMEWORK/HOLIDAY ASSIGNMENTS

All home work and holiday assignments/Internal Assessment tasks/projects must be noted in the activity book and it should be completed by the students and monitored by parents. Failure to complete homework will lead to appropriate disciplinary action.

14. ADMINISTRATION

OCCUPATIONAL HEALTH AND SAFETY

1. All students parents/visitors and teachers are responsible for their own safety within the school premises.
2. All above persons must comply with all OHS rules, notices and regulations within the school premises.
3. Parents must fill appropriate consent forms for all school activities carried out after school hours eg: Saturday class, sports, etc.

### SCHOOL LIBRARY/RESEARCH LAB

1. Students are advised to use the school library/Research Lab resourcefully at all times possible.
2. All students will have to abide by the rules of the library.
3. Students must pay the cost of replacing the story books/text books that are lost.

### ABSENTEEISM

1. Students shall not absent themselves from the school except for very important reasons.
2. Students must bring an explanatory letter or note signed by the parent/guardian.
3. Students MUST bring their parents or guardians to school or a doctor's report if he or she consecutively absent for a week or more.
4. Leave shall be granted to students who are sick or have to attend special functions, ONLY if the parent or guardian comes to pick the student in person will he/she be allowed to leave the school premises.
5. Students must complete "Official Leave Form" before they leave the school premises.
6. Once the students enter school premises, he/she is under the teacher's custody until 3.30pm when school finishes.
7. Parents should not send very sick children to school.

### LATE ARRIVALS

1. Students MUST report to school and class by 7.55 am. Departure time is 3.30pm except during extra classes. Parents will be informed.
2. Students arriving late to school must report to main office and obtain a late arrival slip before entering the classrooms.
3. Disciplinary action will be taken if a student is frequently late without any genuine reason. Parents will be called to school.

### LANGUAGE OF COMMUNICATION

1. English language is the Official Medium of Instruction and Communication should be in English always except in vernacular classes.

### COMPOUND CLEANLINESS

We need to be proud of our College and its surroundings. All rooms and compound areas are to be litter free at all times.

1. Students should keep the school premises neat and tidy.
2. Littering is strictly prohibited.

### PREFECTS

1. School prefects are selected on merit and capability by teachers.
2. School prefects are bestowed with special responsibilities to ensure that school rules are followed.
3. No students should show disrespect to any school prefects.

### VISITORS/PARENTS TO SCHOOL

1. All visitors and parents coming to school should report to the main office.
2. Parents are welcome to come to school and discuss the progress of their child at all times.
3. All visitors and parents dressing should be decent to respect the culture of the school. Shorts or Caps are not allowed.

### POSSESSION/USE OF PROHIBITED MATERIALS

The following are considered serious offence and may lead to a student being disciplined will be reported to Ministry of Education and Police.

1. Alcoholic drinks, Cigarettes, kava and drugs, glue, thinners, markers and other chemicals.
2. Pornographic materials.
3. Potentially harmful objects eg. Penknives, toy guns, fire crackers, matches.
4. Mobile phones, earphones, CD's, DVDs, I-Pods, Computer games etc are strictly not allowed in the school.
5. Students in possession of expensive, fancy and unnecessary items will have their items confiscated and the parent will be required to collect from the Office. In such case the mobile phone must be left with the office staff for safe keeping and then taken back before leaving for home.
6. Loss of all the prohibited items will not be investigated and the teachers are not responsible.

### USE OF INTERNET/FACE BOOK/YOU TUBE ETC.

Etiquette and netiquette must be observed to the highest level while browsing/accessing internet.

#### 14. ZOHAR PRAYER

Zohar prayer is compulsory for all Muslim Boys and Girls. Boys must offer their prayers at the mosque and girls in the Salaat Hall.

#### 15. ACADEMIC PROGRESS

Promotion at the College (Years 9 – 13) will be based on a completion on all prescribed work and projects of the particular level. Consultation with parents and students, who do not perform in examinations, will be done prior to the filling of the external exam registration forms.

#### 16. BREACH OF SCHOOL RULES

- Appropriate disciplinary actions will be taken by the school administration for any breach of the stipulate school rules. Disciplinary action may range from internal and external counseling, suspension or expulsion in accordance with Ministry of Education Circular No. 3/98.
- Will be reported to Police.
- Will be entered in Ministry of Education's FEMIS Website for Records.



**MR MOHAMMED FEROZ**  
**HEAD OF SCHOOL**