



مدرسة إرشاد زهري الإسلامية
MADRASAH IRSYAD ZUHRI AL-ISLAMIAH

277 Braddell Road Singapore 579711 Tel - Office : 6478 7133 Fax : 6352 0393

DISCIPLINE PROCEDURE
LIST OF OFFENCES
Actions to be taken

Revised as of
December 2020

- Each violation instance to be recorded by the Form Teacher in the discipline record in Nizom
- Form Teacher to monitor the number of bookings of the same offence.

Legend:

- FT – Form Teacher
CoFT – Co Form Teacher
LC – Level Coordinator
PD – Pupil Development Exco
VP – Vice Principal
P – Principal

Level 1 Offences

Offence Code	Offence Description
L1.1	Not handing in work
L1.2	Forgetting to bring books, materials
L1.3	Long fingernails
L1.4	Littering/Spitting
L1.5	Eating and drinking (flavoured drinks) beyond canteen
L1.6	Wasting water (during wudhu and in the toilet)
L1.7	Henna / nail polish
L1.8	Defiant to Student Leaders

Level 1 Actions

Booking	Action Code	Action Description	Action taken by
1st	A	FT to give verbal warning to child	FT
3rd	B	FT inform parent	FT
5th	C	FT & LC to meet parent	FT
			Follow up with counselling by CoFT



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Level 2 Offences

Offence Code	Offence Description
L2.1	Using vulgar and/or abusive language in school
L2.2	Inappropriate behaviour in school / Disruptive behaviour
L2.3	Disrespectful to teachers - eg. not greeting teachers
L2.4	Absenteeism (without MC / parent letter with valid reason) *1 letter allowed per term
L2.5	Late-coming (Pls attach latecomer's slip onto child's Level 2 Record)
L2.6	Dyed Hair / Long Hair / Stylish Haircut (Qaza)
L2.7	Wearing of improper attire
L2.8	Possession of contraband (electronic items, toys, card games, jewellery, cosmetic, perfume, kpop stuff)
L2.9	Bringing offensive/dangerous objects
L2.10	Using of handphoned*/entertainment device within the Singapore Islamic Hub (SIH)
L2.11	Unauthorised selling of items to friends
L.2.12	Vandalism
L2.13	BGR
L2.14	IBADAH-RELATED OFFENCES - eg. skip praying, not fasting

***Handphone:** Pupils are strongly discouraged from bringing a smart handphone to school. Use of handphone within SIH is only allowed for the purpose of communication with parents/guardian.

Level 2 Actions

Booking	Action Code	Action Description	Action taken by	
1st	A	1. Verbal warning to child 2. Inform parents	FT	Follow up with counselling by CoFT
2nd	B	1. Inform parents 2. Confiscate items (L2.8 to L2.12)	FT	
3rd	C	1. Verbal warning to child 2. Meet Parents	FT & LC	
4th	D	1. Isolation in Class 2. Inform parents and issue written warning	FT & LC	
5 th to 7 th	E	1. Isolation outside General Office 2. Meet parents and issue written warning	FT, LC & PD	Follow up with counselling by LC
8th	F	1. CWO 2. Meet parents and issue written warning	FT, LC & PD	
9 th & above	H	P/VP to decide consequence	PD P/VP	



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Level 3 Offences

Offence Code	Offence Description
L3.1	Cheating/Forgery
L3.2	Mischief leading to potential danger
L3.3	Defiant to teachers - eg. answering back to teachers, refusing to follow instruction
L3.4	Inappropriate behaviour in public / social media
L3.5	Killer litter
L3.6	Loitering at public places in school uniform
L3.7	Theft / Accomplice to theft
L3.8	Acts of gangsterism / fighting / extortion
L3.9	Truancy / skipping class / Leaving school premises without permission
L3.10	Bringing cigarettes / tobacco products / smoking
L3.11	Possession and sharing of undesirable materials
L3.12	Bullying
L3.13	Showing aurat (including in social media)

Level 3 Actions

Booking	Action Code	Action Description	Action taken by	
1st	A	1. Isolation in Class 2. Meet Parents	FT & LC	Follow up with counselling by CoFT
2nd	B	1. Isolation outside General Office 2. Meet Parents and issue written warning	FT & LC	
3rd	C	1. Suspension 2. Meet Parents and issue written warning	LC & PD	Follow up with counselling by LC
4th	D	1. Suspension 2. Meet Parents and sign Student Promise	PD P/VP	
5 th and above	E	P/VP to decide consequence	PD P/VP	

* This offence list is just a guide and it is subjective to the seriousness and impact of the offence