



SUCCESSFUL ARE THOSE WHO HAVE FAITH, DO RIGHTEOUS DEEDS
PROCLAIM THE TRUTH AND PERSEVERE WITH PATIENCE

Learner's Handbook

NAME:

CONTENTS

Learner's pledge – classroom etiquette	4
Learner's pledge - etiquette outside class	5
Advice from Ahaadith of Nabi saws on parenting	6
Declaration by parent/guardian	7
Foreword	9
Preamble	10

Values, Rights, Responsibilities and Behavioural Expectations

1.1. Values held by the school	11
1.2. Rights of learners implicit in these values	11
1.3. Responsibilities of learners	11
1.4. Learners' Rights with corresponding Responsibilities	12
1.5. The school's Behavioural Expectations	13

School Rules

1.1. School Times	15
1.2. Late Coming	15
1.3. Attendance, Absenteeism & Leave Taking	15
1.4. Absence from Tests/Examinations Policy	15
1.5. Full Attendance Policy	16
2. School Uniform	16
2.1. Boys	
2.2. girls	
3. Sports Dress Code	17
3.1. Boys	
3.2. girls	
4. Personal Grooming & Appearance	17
4.1. Hair	
4.2. Moustache & Beard	
4.3. Jewellery	
4.4. Fingernails & Toenails	
4.5. Colour Contact Lenses	
4.6. Make up	
5. Participation in Enrichment Activities	
6. Movement in School	18
7. Specialist Rooms	18
7.1. Computer Laboratory	
7.2. Physics and Life Science Laboratories	
7.3. Hifz Room	
7.4. Masjid & Salaah Room	
8. Payment Of Fees	20
9. Cash & Valuable Items	20
10. Parental Visits	20
11. Emergency Drill	20
12. Cellular Phone and Electronics Policy	20
13. Social Media	21
14. General Cleanliness & Neatness of the School	21
15. Laws of the Country	21
16. Medication	21
17. Learner's Personal Files	21

18. Prefects	21
19. Posters, Pamphlets & Handbills	22
20. Text Books, Library Books	22
21. Birthdays & Parties	22
22. Bullying	22
23. Application for Registration and Reregistration	22
24. School Functions	23
25. Leisure Time (Weekends, Holidays)	23
26. Copying Policy	23
27. Disciplinary Committee	23
27.1. Constitution	23
27.2. Due Process	23
27.3. Procedure	24
27.4. Hearing procedures	24
28. Amendments	24

Assessment Policy & Promotion Requirements

1.1. Foundation Phase	25
1.1.1. Academic	25
1.1.2. Islamiaat	25
1.2. intermediate Phase	25
1.2.1. Academic	25
1.2.2. Islamiaat	25
1.3. Senior Phase	25
1.3.1. Academic	25
1.3.2. Islamiaat	25
1.4. FET Phase	26
1.4.1. Academic	26
1.4.2. Islamiaat	26
1.5. Policy for Assessment for Missed Tests, Projects, Assignments & Examinations	26

Code of Conduct

1.1 Offences and Sanctions	28
1.1.1 Level one: Minor Offences	28
1.1.2 level two: Major Offences	29
1.1.3 level three: Severe Offences	29
1.1.4 level four: Zero tolerance offences	30

LEARNER'S PLEDGE
CLASSROOM ETIQUETTE

I, _____ in Gr _____ pledge that:

1. I shall be punctual and line up outside the classroom in full school uniform with all necessary books, etc. for the lesson.
2. I shall stand, wait to be greeted and for instruction to be seated. I shall stand and respectfully greet all visitors to my class.
3. I shall sit with respect and correct posture in my allocated seat.
4. I shall display dignity, respect and social etiquette at all times.
5. I shall seek permission and understand that a "Classroom Pass Out" is required if I wish to leave the room.
6. I shall not eat, chew or drink in class.
7. I shall raise my hand when I wish to contribute and refrain from passing comments. I shall speak respectfully at all times.
8. I shall ensure a litter and graffiti-free classroom.
9. At the end of the lesson, I shall wait for an instruction from the teacher to pack up. I shall stand to greet the teacher and leave in a single file.

LEARNER'S PLEDGE
ETIQUETTE — OUTSIDE THE CLASS

I, _____, pledge that I shall:

1. Enjoin good and forbid wrong.
2. Greet and be helpful to all educators, learners and visitors.
3. Take pride in my school and its environment.
4. Display dignity, respect and social etiquette at all times especially in Salaah area and Wudhu area.
5. Wear my uniform with dignity and pride.
6. Respect all school property.
7. Walk briskly and quietly on the left hand side in the school.
8. Seek permission before I use other people's possessions.
9. Play on the playgrounds during breaks.
10. Refrain from rough play, bullying and intimidation.

SAYING OF THE PROPHET

(Sallallahu alahi wa Salam)

Rasulullah (sallallahu alahi wa Salam), said:

- “All of you are guardians and are responsible for your subjects. The ruler is a guardian of his subjects and the man is a guardian of his family, the lady is a guardian of her husband’s house and his offspring and all of you are guardians and are responsible for your subjects.”
- “The parents of a person who studied, learned and practised the Holy Quran will wear a shining crown which will shine like the sun and his parents will wear such precious dresses which will cost more than the total riches of the whole world. Then they will be surprised by this honour and they will be told that this is the reward for the knowledge of the Holy Quran which their children acquired.”
- “The best gift that a father can give to his children is that of good education and character.”
- “When a person dies, his deeds also come to an end. But there are three things done by him for which he goes on getting the reward from Allah. First is he who leaves some charitable trust for the benefit of the people, second is he who leaves behind some knowledge which is continuously benefiting the people and thirdly he who leaves behind a pious child who goes on praying for his forgiveness.”

DECLARATION BY PARENT/GUARDIAN

(Enter names in Block Letters)

In acknowledging receipt of and acceptance of the provisions of this document which includes the "School Rules" and "Code of Conduct",

I

Identity Number

parent/guardian of..... (name of child/ward), agree to abide

by the rules, regulations and disciplinary measures contained herein.

We have read and understood the Code of Conduct for learners at Siraatul Haq Islamic & Madrasah. As parents/guardians of learners at the school, we undertake to support the school in upholding the School Rules and Code of Conduct for learners, not only while our child is under supervision of the school authorities, but also outside the school premises if such action brings the school and its ethos into disrepute. We accept that it is our duty to entrench and re-in force the Islamic value system and hereby undertake not to undermine the efforts of the school in this regard.

SCREENING AND/OR TESTING FOR DRUGS/HARMFUL SUBSTANCES

We hereby authorize the Principal and or his representatives to conduct any reasonable and medically acceptable screening and/or testing necessary for the investigation of the consumption of any harmful substances. As per section 8A(11) of the South African Schools act 84 of 1996

SEARCH

Search and seizure as per South African Schools act Section 8A(1) and 8A(2) of 1996.

In the event of the Principal or his representative, having reasonable suspicion based on sufficient information that my child/ward is in the possession of a dangerous weapon, firearm, drugs, any harmful dangerous substance, stolen property or any other item/s that is against school policy or detrimental to the school, Siraatul Haq reserves their rights in terms of section 8A(1) and 8A(2) of the South African Schools act of 1996 to conduct searches and seizures. I/We authorize the Principal or his/her representative to search my child/ward or any of his property provided:

- That such search shall be conducted by persons of the same gender of my child;
- That the search shall be conducted in a dignified manner;
- That such search shall be conducted preferably in the presence of at least one other person;
- And a record of such search proceedings and the outcomes in respect thereof be kept.
- In the case of reasonable suspicion of an offence the parents/learner is required to provide access to the media under question. (NB. These will be done in consultation with the parents and with confidentiality)

We indemnify the Board of Governors, Principal, and Educators of the Siraatul Haq Islamic School & Madrasah and hold them harmless against any damages which may arise as a result of the screening which may be conducted upon my /our child /ward for the investigation of the consumption of Harmful substances.

Notwithstanding the above obligation, I undertake to ensure that my child/ward does not contravene in any way the code of conduct in this document.

.....

Signature: Parent/Guardian

.....

Signature: Child/Ward
(Thumb print if unable to sign)

.....

Print Full Name: Witness 1

.....

Signature: Witness 1

.....

Print Full Name: Witness 2

.....

Signature: Witness 2

.....

Date

FOREWORD

- The aim of this Learner's Handbook is to inform parents, and educate learners, about the School's expectations in respect of behaviour and academic performance.
- Supportive parents and committed learners make for a successful and fruitful relationship with the school.
- Good discipline emanates from informed and correct personal choices, and learners at Siraatul Haq Islamic School are taught that they are accountable for the choices they make and the type of behaviour resulting from these choices, has consequences.
- Actions have either positive or negative outcomes , eliciting either rewards or sanctions and this handbook is intended to direct learners towards making acceptable and beneficial behavioural choices.
- The learner's handbook is intended to develop individuals who uphold the tenets of Shariah, practice upon the Sunnah on Nabi Muhammad (sallallahu alahi wa Salam), are socially responsible, and morally upright.
- The standards and expectations of the school are made clear at all times, but the ability to act responsibly, independent of adult supervision, is the essence of a noble character. For this reason opportunities for self-discipline are provided from time to time.
- The Board of Governors, school management and staff look forward to your co-operation. When there is a supportive partnership between the home and the school, the beneficiaries are our children
- Finally, it is in your child's interest that he/she becomes conversant with the contents of the handbook and understands its implications.

PREAMBLE

- Since the inception of the school in 1984, our parents at Siraatul Haq Islamic School have played an important role in the overall education of their children and Insha Allah they will continue to do so.
- The Code of Conduct of Siraatul Haq Islamic School is based on Islamic principles and sound educational values.
- The aim of the Code of Conduct is to provide an environment where learners can receive the best possible education as well as an environment wherein learners feel happy, safe, respected and motivated.
- Over the years Siraatul Haq Islamic School has built up an academic tradition of which it is justifiably proud. It also has an excellent reputation for its outstanding standards of conduct and discipline. Insha Allah, the school will continue to serve as a model of excellence in the years to come.
- Discipline is considered an aspect of moral guidance and not a form of punishment. For this reason, when a learner is being disciplined, emphasis is placed on the misdemeanour or transgression and not on the transgressor.
- Disciplinary action shall be taken against any learner who violates the Code of Conduct. This disciplinary action will be commensurate with the severity of the breach of the code.
- Offences are divided into four categories:
 - Zero tolerance offences
 - Severe offences
 - Major offences
 - Minor offences
- Learners are disciplined in a progressive manner and according to a hierarchical structure. Normally, Educators and prefects/monitors will handle a minor offence. Management and educators will handle major offences. Severe offences will be referred to the Management and/or the Disciplinary Committee.
- Management includes the Principal, The Head of Islamiaat, the Senior Management Team and/or the Heads of Department.
- The System may be illustrated as follows:

Zero tolerance offences:	Disciplinary Committee, Management
Severe, Major Offences :	Principal, SMT
Minor offences:	Educators, Prefects/Monitors

1. VALUES, RIGHTS, RESPONSIBILITIES, PRIVILEGES

1.1. VALUES HELD BY THE SCHOOL

- 1.1.1. Submission to Allah, the Almighty Creator of the Universe
- 1.1.2. Adhering to the Sunnat of the Prophet Muhammed (sallallahu alahi wa salam),
- 1.1.3. Respect for knowledge and education
- 1.1.4. Mutual respect
- 1.1.5. Self-Respect
- 1.1.6. Respect for property and resources
- 1.1.7. Mental, physical and spiritual wellbeing and development
- 1.1.8. Integrity, Honesty, Reliability, Punctuality and Courtesy
- 1.1.9. The nine values on which the school is modelled: Honesty, Responsibility, Justice, Self-discipline, Respect, Sincerity, Trust, Faith, Compassion

1.2. THE RIGHT OF LEARNERS IMPLICIT IN THESE VALUES

- 1.2.1. The right to worship Allah (SWT) and to practise Islam
- 1.2.2. The right to the Islamic Instruction Programme
- 1.2.3. The right to the teaching Programme and National Curriculum
- 1.2.4. The right to uninterrupted learning
- 1.2.5. The right to freedom of speech, association and expression within the limits of the school ruling and provided that these freedoms do not make others feel uncomfortable.
- 1.2.6. The right to participate in sports, cultural, extra-curricular and co-curricular activities as organised by the school.
- 1.2.7. The right to be heard and treated with respect and consideration
- 1.2.8. The right to fair, firm and just treatment
- 1.2.9. The right to be treated as responsible young adults.
- 1.2.10. The right to be and feel safe.
- 1.2.11. The right to know what is expected from the learner and to be informed of matters that concern them directly.
- 1.2.12. The right to protection against neglect, cruelty, abuse and exploitation.

1.3. THE RESPONSIBILITIES OF LEARNERS

Rights do not exist in a vacuum.

- 1.3.1. To abide by the school rules and code of conduct
- 1.3.2. To respect Islamic Teaching
- 1.3.3. To value their schooling and education
- 1.3.4. To treat the school community with consideration and respect
- 1.3.5. To do their best to motivate and educate themselves
- 1.3.6. To act maturely, sensibly and responsibly
- 1.3.7. To respect the religious and cultural values of others
- 1.3.8. To respect the right of an Educator or other authorities in the school system
- 1.3.9. To respect visitors to the school
- 1.3.10. To respect the school uniform and to act in a mature responsible manner upholding the name of the school
- 1.3.11. To protect the assets of the school

LEARNER'S RIGHTS	CORRESPONDING LEARNER RESPONSIBILITY AND SCHOOL BEHAVIOURAL EXPECTATIONS
1. The right to worship Allah (SWT) and the right to an Islamic programme of instruction.	<ul style="list-style-type: none"> • To respect and value Islamic teaching and fulfil their Islamic obligations. • To abide by the school rules and code of conduct. • Display morally sound behaviour.
2. The right to be educated in a disciplined and structured academic environment and the right to uninterrupted learning.	<ul style="list-style-type: none"> • To value their schooling and education • Obey and be familiar with all the school rules, requirements and regulations. • Accept responsibility for their behaviour and learning and to do their best to motivate and educate themselves. • Arrive at school for and for lessons punctually and promptly and ready to work. • To submit all required schoolwork like assignments and projects by required deadlines. • To contribute to a clean and litter free environment by ensuring that no littering, graffiti or deliberate abuse of any area occur. • To look after and maintain all facilities and property of the school
3. The right to be and feel safe and to be protected against neglect, cruelty, abuse and exploitation.	<ul style="list-style-type: none"> • Act in ways that do not endanger or injure themselves or others. • Report any instance of irregular conduct to a member of staff or management • Abstain from inappropriate behaviour that makes others uncomfortable including gossip and malicious spreading of rumours • To uphold honest behaviour and security in the school. • To show respect for the property of others. • To protect their own interests.
4. The right to participate in sports, cultural, extra-curricular and co-curricular activities as organised by the school.	<ul style="list-style-type: none"> • Participate in voluntary and community services. • Participate in the activities of the school. • Be physically fit and participate in sports meetings/fixtures. • Take pride in their school, its traditions and achievements. • To display good sportsmanship, to respect decisions made by referees, umpires or adjudicators and to react to them in a mature and responsible manner.
5. The right to be treated fairly and with dignity and to be treated as responsible young adults and to treat the school community with consideration and respect.	<ul style="list-style-type: none"> • To be tolerant and respectful of alternate points of view. • Be diplomatic and tactful and act maturely and sensibly when dealing with others who harbour alternate points of view and voice one's opinion in a polite and respectful manner. • Go through a problem in order to resolve it and learn from one's errors and mistakes.

	<ul style="list-style-type: none"> • To show respect to all including those who hold a position of authority including the members of the school management, teaching and administration staff, prefects etc. • To know what to fight for and what to compromise on.
6. The right to be respected	<ul style="list-style-type: none"> • To be courteous, considerate and polite at all times and be respectful to others.

1.4. THE SCHOOL'S BEHAVIOURAL EXPECTATIONS

Learners are encouraged and expected to:

- 1.4.1. Fulfil their Islamic obligations.
- 1.4.2. Be honest, considerate and friendly.
- 1.4.3. Be familiar with all the school's rules, requirements and regulations. Obey school rules and meet school requirements.
- 1.4.4. Accept responsibility for their behaviour and learning.
- 1.4.5. Abstain from inappropriate behaviour that makes others uncomfortable. This includes malicious gossip about others.
- 1.4.6. Protect their property and that of others including that which belongs to the school.
- 1.4.7. Act in ways that does not endanger or injure themselves or others.
- 1.4.8. Complete assignments and projects timeously and permit others to do the same.
- 1.4.9. Arrive at school and all lessons promptly, ready to work.
- 1.4.10. To continue good behaviour outside school.
- 1.4.11. Maintain personal and classroom neatness.
- 1.4.12. Maintain optimism, a cheerful countenance and good posture.
- 1.4.13. Greet fellow pupils, educators, administrative staff, cleaners, parents and visitors.
- 1.4.14. Be ready to give aid and assistance and show genuine compassion.
- 1.4.15. Make decisions that are morally and educationally sound.
- 1.4.16. Go through a problem in order to resolve it and learn from their errors and mistakes
- 1.4.17. Respect other achieving pupils and learn from them.
- 1.4.18. Know what to ask for and what to compromise on.
- 1.4.19. Show compassion and gentleness to the young and less fortunate.
- 1.4.20. Listen, think and explain.
- 1.4.21. Apologise, when necessary because growing human beings learn every day.
- 1.4.22. Voluntarily participate in community projects and community services.
- 1.4.23. Be co-operative and accepting of authority.
- 1.4.24. Be morally sound at all times, in school and out of school.
- 1.4.25. Be physically fit and participate in sports meetings/fixtures,

- 1.4.26. Be industrious and motivated.
- 1.4.27. Contribute to class discussions and be determined to do well.
- 1.4.28. Be of such character as to be considered for positions of leadership.
- 1.4.29. Behave courteously, respectfully and considerately at all times, whether at school, outside school or on excursions.
- 1.4.30. Assist and advise others who are experiencing difficulty with regard to complying with school rules.
- 1.4.31. Report any instances of irregular conduct to a staff member or a member of management.
- 1.4.32. Take pride in the school, its traditions and achievements.

SCHOOL RULES

1. SCHOOL TIMES

1.1. Except for Grade R, all learners are expected to be at school PUNCTUALLY at 7:40

TIMES ARE AS FOLLOWS:

GRADES 00 – R

Monday – Friday : 08:30 – 12:00

GRADES 1 – 2

Monday – Thursday : 07:40 – 14:40

Friday : 07:40 – 13:20

GRADES 3 – 11

Monday – Thursday : 07:40 – 15:40

Friday : 07:40 – 13:20

Grade 12

Monday – Thursday : 07:40 – 15:40

Friday : 07:40 – 15:30

Compulsory extra tuition is held for grade 12 over Saturdays, Sundays and school holidays. The timetable for such tuition will be determined by the principal/FET HOD and such timetable will be timeously distributed to learners.

1.2. LATE COMING

Late coming elicits immediate detention without notice. A policy of zero tolerance will be applied for late coming. Sanctions for perpetual late coming are escalated to include Friday detention and suspension as per the Policy on Corrective and Preventative Measures (Discipline).

1.3. ATTENDANCE, ABSENTEEISM AND LEAVE TAKING

1.3.1. Regular attendance at school is demanded of every pupil.

1.3.2. If a learner is going to be absent, parents are to notify the school telephonically by 07:45 am.

1.3.2.1. This is to ensure the safety of learners and to

1.3.2.2. Prevent truanting.

1.3.3. The reason for any absence must be submitted in writing to the form teacher upon returning to school. A medical certificate is required for absence of 2 or more days. For Grade 12 pupils, a one day absence necessitates a medical certificate.

1.3.4. Absentees are expected to make enquiries about work missed and complete such work.

1.3.5. All serious illnesses and injuries must be reported to the form teacher.

1.3.6. No pupil is to leave the premises without permission from the Form Teacher. Parents, or a person delegated by them, must sign the "Pupils leave book" kept in the office.

Requests for leave must be presented in the form of a signed note to the form Educator in the morning. However, parents are advised not to request leave except if urgent.

- 1.3.7. Work not handed in because of absence must be handed in on the day the learner returns to school. The onus is on the learner to make good any work missed during his/her absence.
- 1.3.8. The Learner, absent due to a valid reason (illness or funeral), will upon his/her return to school will be assisted with tuition/learning materials (worksheets, notes, etc.) by the Educator.
- 1.3.9. Absence for reasons of holidaying, Umrah and Nafl Haj will not be approved. Educators will not be responsible for work missed. A mark of zero will be awarded for all School Based Assessments, Tests, Projects, Assignments and examinations missed for non-valid reasons.
- 1.3.10. Learners going on the Fard Haj must apply for leave from the school.
- 1.3.11. In the case of leave taking, as in the case of absenteeism, the onus is on the learner to make good the work missed.
- 1.3.12. Attendance after the completion of Examinations is compulsory until the last day of the school term. The academic programme will proceed until the final day of the term.
- 1.3.13. Non-attendance of any school function must be followed by a letter from parents.

1.4. Full Attendance Policy

A learner;

- 1.4.1. will be eligible for an award for full attendance during the year
- 1.4.2. taking leave before 11 am will be marked absent
- 1.4.3. Will be marked absent for not attending any school function school function, including but not confined to; jalsas, parents' days, sports events, etc. and will not be eligible for a full attendance award.

2. Participation in enrichment Activities

- 2.1. Attendance at school and all school related activities such as sport, training for sporting activities, excursions, guest speakers, etc., that take place during formal school hours or outside formal school hours are compulsory.
- 2.2. These activities take place for their educational and development value, and while formal schooling may be interrupted, such enrichment activities contribute to learners' moral and academic development.
- 2.3. If the principal does not receive a note with a valid reason for the learner's absence from an excursion or activity, on the day following the excursion or activity, the learner will be excluded from future excursions and other enrichment activities planned for the next 12 months.
- 2.4. During this time the learner will attend school, while their class mates will be engaged in planned activities.
- 2.5. The non-participation in school activities will also impact negatively on your child's testimonial and hence on their eligibility for prefectship and other leadership opportunities at Siraatul Haq Islamic School & Madrasah.

3. SCHOOL UNIFORM

Every learner is expected to arrive at school neatly and correctly attired in school uniform, this includes lessons held on weekends and school holidays. Learners must wear the correct and full school uniform when attending functions, sporting events and when going on excursions, unless otherwise stated by the Principal.

Attention of parents/guardian and learners is drawn to the “code of conduct” under offences and sanctions, level three, major offences: Wearing incorrect uniform – learner will be sent home immediately to change and return.

3.1. BOYS

- 3.1.1. **TOPEE:** Plain white only (with no detail) – worn in such a manner that the front hair is covered.
- 3.1.2. **WINTER HATS:** Navy only (with no detail)
- 3.1.3. **KURTAS:** Plain white only (with no detail) – not to drape below ankles.
- 3.1.4. **PANTS:** Plain white kurta pants or SHIS track pants, not to drape below ankles. No Bermudas or fancy shorts.
- 3.1.5. **T SHIRT:** white only. No coloured T-shirts will be allowed.
- 3.1.6. **JACKETS:** SHIS school track jackets. No jacket besides the SHIS track suit jacket will be allowed.
- 3.1.7. **JERSEY:** plain navy V neck jerseys may be worn under the school jacket.
- 3.1.8. **SOCKS:** Plain black, white or grey only
- 3.1.9. **SHOES:** Bata Toughees or Tommy lace up or similar (no boot type allowed).

3.2. GIRLS

- 3.2.1. **PURDAH:** Simple black purdah from grade 4 to grade 12
- 3.2.2. **CLOAKS:** plain navy cloak
- 3.2.3. **BURQA:** plain navy
- 3.2.4. **PANTS:** SHIS track pants
- 3.2.5. **JACKETS:** SHIS school track jackets. No jacket besides the SHIS track suit jacket will be allowed.
- 3.2.6. **JERSEY:** plain navy V neck jerseys may be worn under the school jacket.
- 3.2.7. **SOCKS:** plain black, white or grey only
- 3.2.8. **SHOES:** Bata Toughees, Tommy lace up or similar (no boot type allowed)

SCHOOL TRACK SUITS, TRACK PANTS, NAVY JERSEYS AND WINTER WOOLLY HATS AVAILABLE AT MOOLLA’S

4. SPORTS DRESS CODE:

- 4.1. **MALES:** Siraatul Haq tracksuit, white T-shirt, Sports Footwear plain black or white takkies.
- 4.2. **FEMALES:** Siraatul Haq tracksuit (Loose Fitting), white T-shirts, sports footwear plain black or white takkies.

5. PERSONAL GROOMING & APPEARANCE

Apart from being neatly and correctly attired at school, pupils are also responsible for their hygiene and appearance. Periodic inspections will be carried out.

5.1. HAIR

- 5.1.1. **BOYS:** Hair should be short and neat at all times, hair should be one length.

5.1.2. GIRLS: Hair should be covered at all times and should be neat and clean.

Bleaching and dyeing of hair is not permissible.

5.2. MOUSTACHE AND BEARD

These must be neatly maintained. Trimming of the beard to not less than a fist length. The length of the moustache is not to extend over the upper lip. "Goatee" or designer beards are not allowed.

5.3. JEWELLERY

The only items of jewellery that are permissible are wrist watches for boys and girls, stud earrings or sleepers for girls. Medical bracelets indicating diabetes, allergies etc. are permitted. Only the Principal can grant permission for wearing of amulets, talismans or items of religious significance. NB. No nose rings or any other rings on other parts of the body will be allowed.

5.4. FINGERNAILS/TOENAILS

To be kept clean and short. No nail polish is permissible.

5.5. COLOUR CONTACT LENSES:

May not be worn.

5.6. MAKE-UP:

Learners are not to apply any makeup such as coloured lip gloss, eye liners, coloured sun-screen, coloured lip balm, etc.

6. MOVEMENT IN SCHOOL

- 6.1. Learners are to move quickly and quietly and in their class lines when going to and from classes, assembly, and at the end or beginning of lessons. Learners may not congregate in any areas between lessons
- 6.2. Learners must walk, not run, in the corridors and on the stairways. Learners are to walk in a single file.
- 6.3. No learner may leave the classroom without the permission of the educator in charge.
- 6.4. No learner may be in a classroom before school commences or during breaks.
- 6.5. No learner may enter another classroom without the prior permission of the educator in charge.
- 6.6. Learners are to be extra cautious on rainy days as some floors are slippery.
- 6.7. There are separate playgrounds, toilets and ablution facilities for boys and girls.

7. SPECIALIST ROOMS

7.1. MASJID/SALAAH ROOM

- 7.1.1. The Salaah area must be kept neat and tidy at all times
- 7.1.2. No food stuffs or eating and drinking is permitted in the Masjid/Salaah area
- 7.1.3. Learners are not to bring their shoes into the Masjid/Salaah area. Shoes must be placed on the shoe racks or in the designated areas for shoes.
- 7.1.4. Learners are to maintain silence in the Masjid/Salaah area.
- 7.1.5. All Qurans must be neatly placed on the Quran shelves and not left lying around in the Masjid/Salaah area
- 7.1.6. No learner may bring any inappropriate material, pictures etc. into the Masjid/Salaah area
- 7.1.7. No learner is to remove Qurans or kitaabs from the Masjid/Salaah area without the permission of the head of Islamiaat or the principal.

- 7.1.8. Learners are to be seated in the lines/safs designated to their grade. Form teachers will be seated with learners in their lines/safs.
- 7.1.9. Learners are expected to enter and leave the Masjid/Salaah area in an orderly and disciplined manner. They may only leave when led out by their form teacher, educator on duty or prefects.
- 7.1.10. Learners are to be on time for Salaah.
 - 7.1.10.1. Learners missing the Sunnats of Zohr without a valid reason will be denied the lunch break.
- 7.1.11. Only injured or very ill learners are be permitted to sit on a chair and perform Salaah. It is, however, preferable to sit on the floor rather than on a chair.
- 7.1.12. Learners are not to play games in the Masjid/Salaah area or to damage any equipment such as the fans, the carpets and especially the PA system.
- 7.1.13. Learners are required to maintain a sense of decorum in the Masjid/Salaah area and display total respect for those engaged in Salah, Quran reading or Zikrullah.

7.2. COMPUTER ROOM

- 7.2.1. Learners may only use the computer when permitted to do so.
- 7.2.2. Learners may only use the computers that are allocated or designated to them.
- 7.2.3. Learners are not allowed to create or enter their own private password onto the computer.
- 7.2.4. Learners are not allowed to bring in any material to be loaded onto the computers, nor are they allowed to download any material from or onto the school computers.
- 7.2.5. Learners are not allowed to use the computers to view movies or objectionable material, pornography, harmful games, offensive material, etc.
- 7.2.6. Learners are not allowed to insert flash sticks without the permission of the educator.
- 7.2.7. No learner may do his/her private work on the school's computers e.g. assignment, projects, invitation cards etc.
- 7.2.8. No computer or components of the computer may be removed from the computer room
- 7.2.9. If a learner deliberately, carelessly or negligently damages or breaks or destroys a computer or its components then his/her parent/guardian is liable for replacement of the damaged computer etc.
- 7.2.10. No learner may enter and or use the computers or the computer room, or any equipment in the computer room without the permission of an educator.
- 7.2.11. No printing of learners work will be permitted in the computer room.
- 7.2.12. After every lesson the learners need to turn off their computers and then leave in an orderly manner when instructed.
- 7.2.13. No learner is to bring any food stuff into the computer room — eating and drinking is totally prohibited in the computer room
- 7.2.14. The computer room must be clean at all times
- 7.2.15. Learners are not allowed to switch on/off the air conditioning without the permission of the teacher in charge

7.3. HIFZ ROOM

The Hifz room is out of bounds to all learners except:

- 7.3.1. Hifz learners during Hifz lessons under the supervision of the Hifz teacher.

7.4. LABORATORIES - PHYSICAL SCIENCE / LIFE SCIENCES

Learners are;

- 7.4.1. not to vandalize equipment as this could prevent further experiments
- 7.4.2. not to tamper with gas-taps as this can lead to leaks and possible explosions
- 7.4.3. to avoid moving stools around unnecessarily
- 7.4.4. not allowed to eat, drink or chew gum.
- 7.4.5. not to engage in any irresponsible action that may endanger others or sabotage lessons. Such behaviour may lead to dismissal from Lab, or under certain circumstances, permanent suspension from the Lab.

8. PAYMENT OF FEES

- 8.1. Fees may either be paid in full, in four quarterly instalments, or over 10 Months.
 - 8.1.1. Whatever option is chosen, final payment must be received by the end of November.
 - 8.1.2. **GRADE 12 FEES MUST BE COMPLETELY UP TO DATE BEFORE THE END OF JULY**
- 8.2. The deadline for payment of all other grades is the end of October.
- 8.3. The school reserves the right to deny admission to learners to the following academic year should parents be in arrears with fees.
- 8.4. Learners and parents are to obtain receipts for all monies paid and to retain these as proof of payment.

9. CASH AND VALUABLE ITEMS

- 9.1. All monies, including fees and charity (Zakaat, Lillah or Sadaqah) must be paid to the finance secretary by learners immediately on arrival at school or at the learners' earliest convenience.
- 9.2. These monies are to be brought in a clearly labelled and sealed envelope/packet.
- 9.3. If learners are to carry cash/monies on school excursions and functions, recommended allowances will be stipulated in the relevant notices.
- 9.4. Learners are responsible for the safekeeping of cash or any items that they may bring to school.
- 9.5. The unauthorised trading between learners is prohibited.
- 9.6. Pupils may not bring any valuable items (cell phones, jewellery etc.) to school. They will be personally responsible should these items go missing. (see cellular phone policy)

10. APPOINTMENTS

The school encourages parent-educator interaction and welcomes parents to make appointments with the relevant educators through the Secretary at (036 352 5325).

NOTE: All school activities take precedence over personal and private arrangements.

11. EMERGENCY DRILL

All learners are to be familiar with the school's evacuation procedure and assembly points. Learners must be ready for regular emergency drills.

12. CELLULAR PHONE AND ELECTRONIC DEVICE POLICY

- 12.1. No learner is allowed to bring a Cellular Phone or any electronic device to school.

- 12.2. If a cellular phone or any electronic device is found on any learner , it will be confiscated and returned after two hundred school days.
- 12.3. In addition, the learner will face a minimum of 2 days of suspension as this offence falls under the school's "zero tolerance" offences.
- 12.4. If a parent needs to be contacted, the school will allow learners use of the school phone.
- 12.5. Urgent messages from parents will also be transmitted to learners.

13. SOCIAL MEDIA

- 13.1. The use of social media including but not confined to WhatsApp, Facebook, Instagram, or Twitter, in a manner that contradicts Shariah is strictly forbidden.
- 13.2. The use of such media to display inappropriate material or photographic material, and which may be viewed by ghair mahrams, fellow learners or other strangers is strictly forbidden.
- 13.3. The use of such media for cyber bullying is prohibited.
- 13.4. Girls especially are advised to protect their identities and contact details when using social media.

14. GENERAL CLEANLINESS AND NEATNESS OF THE SCHOOL

- 14.1. This is chiefly the responsibility of the learners.
- 14.2. They are reminded to use the bins provided for the disposal of litter and other trash.
- 14.3. Learners are further expected to use the toilets and cloakrooms with care and consideration for others.
- 14.4. Learners are advised that "cleanliness is part of Faith" and it is essential to maintain a neat and clean environment at all times.

15. LAWS OF THE COUNTRY, REGION AND CITY

- 15.1. Learners are obliged to obey the Constitution and Legislation of the country.
- 15.2. Any violation of such Legislation resulting in a criminal offence will be reported to the SAPS and necessitate prosecution.

16. MEDICATION

- 16.1. Learners on any form of medication must bring a letter to that effect.
- 16.2. All learners are to hand the medication to the Form Teacher for safe keeping
- 16.3. The Form Teacher will administer such medication upon instructions from parents.
- 16.4. The office or Sick Bay may not dispense medication except with the expression permission of parents.
- 16.5. Learners are not allowed to dispense medication to fellow learners.

17. THE LEARNERS' PERSONAL FILES

This file serves to record the following:

- 17.1. The particulars of each learner and those of their parents/guardians.
- 17.2. The Curriculum Vitae of the learner during his/her stay at the school. Learners are encouraged to develop and upgrade their CV'S while at school.
- 17.3. A record of the learner's Islamic character, work ethic, dedication, and participation in sporting and extra-curricular activities
- 17.4. Breaches of the Code of Conduct, hearings and sanctions

- 17.5. Special achievements and outstanding awards (e.g. Speech Contests, Sports Awards etc.).
NOTE: These files are referred to when drafting testimonials or CVs requested by senior learners.

18. PREFECTS

- 18.1. Prefects are empowered with supervisory authority. Learners are obliged to follow the instructions given to them by prefects. Learners failing to comply with prefects' instructions will be in contravention of the school rules and Code of Conduct.
- 18.2. Learners who object to an instruction of a prefect have recourse to the Head Prefect or the educator on duty, but only after the instruction has been carried out.
- 18.3. Prefects contribute to the smooth running of the school by representing the learner body at educator/prefects meetings, and by providing leadership and support to learners.
- 18.4. All prefects are required to undergo a basic first-aid training course at school to be eligible for prefectship. Once these prefects have been trained they will be required to render assistance to learners who need first aid.

19. POSTERS

Learners wishing to display any posters, adverts etc. at school must obtain the prior permission of the Principal who will endorse them with the school stamp.

20. TEXT BOOKS/DVDS/LIBRARY BOOKS

- 20.1. All school property issued by the school on loan shall remain the property of the school.
- 20.2. Any such property including text books, library books, etc. which are damaged or lost will have to be replaced within 14 days from the date of discovery of such loss or damage.
- 20.2.1. Failure to replace a lost or damaged textbook within the prescribed period will result in all textbooks being withdrawn
- 20.2.2. The school will not issue textbooks to learners with outstanding textbooks the following year.

21. BIRTHDAYS & CLASS PARTIES

- 21.1. Celebration of birthdays are not permitted at school
- 21.2. No class parties will be permitted at the end of the term, end of year, or during the course of the term.

22. BULLYING

- 22.1. All forms of bullying including but not confined to, physical, emotional, psychological and cyber bullying is Haram and not acceptable (see Code of Conduct for sanction for such behaviour)
- 22.2. Cyber Bullying refers to posts of an intimidating, vulgar or inappropriate nature on social media, including but not confined to, twitter, Face Book, Instagram, email, etc.

23. APPLICATION REGISTRATION AND RE- REGISTRATION:

- 23.1. See Policy on Admission.
- 23.2. All new and existing learners are required to apply for registration on the prescribed form no later than 30th October of each year.

- 23.3. The school Admissions Committee (comprising the Disciplinary Committee and Finance Department) reserves the right to refuse admission to any learner at its sole discretion.
- 23.4. A learner who has been previously been registered in grade 8 or the equivalent at an institute other than an Islamic institute is not eligible for registration to the school.
- 23.5. The learner's eligibility for re-registration shall be subject to review at the end of the academic year. In the event, of an application for admission having been approved but the learner thereafter being found guilty of misconduct prior to the end of the academic year, the Admissions Committee would be entitled to reconsider its prior decision to admit the learner into the next academic year.
- 23.6. Every approval of a learner's application for re-registration shall be deemed to be provisional and its finality dependent on the learner remaining compliant with the School Rules and Code of Conduct for the period between the date of provisional approval and the end of the academic year.
- 23.7. Parents and learners are to note that the Admissions Committee shall consider the following before granting re-admission;
 - 23.7.1. Compliance with all the guidelines, rules and expectations contained in this document
 - 23.7.2. Behaviour, respect for educators and learners
 - 23.7.3. Academic performance. Continued poor performance and non-completion will be viewed negatively.
 - 23.7.4. Due payment of registration fee and school fees

24. SCHOOL FUNCTIONS

- 24.1. The School Rules and Code of Conduct will apply at all times and places
- 24.2. The educators on duty will be vested with full authority to take appropriate disciplinary action should any learner infringe any part of the Rules and Code of Conduct.

25. LEISURE TIME (WEEKENDS, HOLIDAYS ETC.)

The School Rules and Code of Conduct shall apply at all times and all places In accordance with Islamic principles. It therefore encompasses:

- 25.1. Excursions, Tournaments, Camps and Sporting fixtures
- 25.2. Leisure Time: (Evenings, Weekends, Holidays etc.)
- 25.3. School Functions and Extra Lessons
- 25.4. The School policy is to apply the Hadith of Nabi Muhammad (SAW) 'To promote good and forbid evil'.
- 25.5. The offence of "bringing the school's name and the learner's name into disrepute" is to be guarded against.
- 25.6. Improper conduct of a learner will have a bearing on their re-admission to the school the following year, as provided for in the school's Admission Policy.

26. COPYING POLICY

A learner;

- 26.1. Caught copying, by whatever means, in a test or examination will have his/her answer book confiscated and issued with a new answer book.
- 26.2. The confiscated answer book will not be considered and not be marked.
- 26.3. Will have only the remaining time left in the test or examination session to answer the question paper

- 26.4. Based on the incriminating material confiscated, further penalties may apply, upon the discretion of the Examination Officer and/or Disciplinary Committee.
- 26.5. Will have his/her personal file endorsed with such unethical and dishonest practice and will this will reflect on his/her testimonial.

27. DISCIPLINARY COMMITTEE

27.1. CONSTITUTION

The disciplinary committee will comprise three members, drawn from the following, the Ameer, principal, Senior Management Team, Subject Heads, The Board of Governors, Head of Islamiaat and/or educators.

27.2. DUE PROCESS

The SA Schools Act makes provision for due process including a fair hearing before a learner may be suspended/expelled. Disciplinary Committee hearings are constituted for Level 1 and 2 offences, and where learners continually commit level 3 and 4 offences.

27.3. PROCEDURE

- 27.3.1. The severity of each offence will be determined and where necessary, referred to the Disciplinary Committee.
- 27.3.2. The Disciplinary Committee has various options available to bring about a positive change in the learner's performance and behaviour.
- 27.3.2.1. Detention, suspension and expulsion, or
- 27.3.2.2.
- 27.3.2.3. Exclusion from extra-curricular activities
- 27.3.3. The disciplinary committee convenes for two types of hearings:
- 27.3.3.1. An internal enquiry for level 2, 3 and 4 offences as outlined in the Learner Code of Conduct. Parents will be informed in writing within 48 hours of the outcome of such a hearing.
- 27.3.3.2. The disciplinary committee will invite parents/guardians for hearings for Level 4 offences of the Learner Code of Conduct. Parents will be informed in writing to attend such a hearing.
- 27.3.4. The Disciplinary Committee may rule on the immediate expulsion of a learner and this decision is binding. Parents will have to seek an alternate academic institution in the case where a learner is expelled.
- 27.3.5. The parent has recourse to appeal against the findings of the Disciplinary Committee (within 3 working days).
- 27.3.6. Parents may lodge such an appeal with the Disciplinary Committee and further escalate such appeal to the Board of Governors.
- 27.3.7. The case may further be escalated to the Majlisul Ulema for Arbitration. The ruling of the Majlisul Ulema is final and binding on all parties.

27.4. HEARING PROCEDURES:

A learner must understand and be informed:

- 27.4.1. Of the charges against him/her. A written notice to this effect indicating the offence must be given prior notice of the hearing.
- 27.4.2. The date, time, place of hearing
- 27.4.3. That he/she has the right to be heard and present his/her evidence.

- 27.4.4. Of the need to provide further information at the Disciplinary Committee hearing.
- 27.4.5. That he/she has the right to be represented by the parent/guardian only.
- 27.4.6. That he/she will be treated with dignity during the process.
- 27.4.7. That for offences which are too serious in nature (and not defined in this book), the matter at hand needs to be taken over by the SAPS and referred to the court if necessary.

28. AMENDMENTS:

- 28.1. The principles outlined in this manual are not “cast in stone” and may be amended from time to time.
- 28.2. Parents will be kept informed of such amendments by way of circulars.
- 28.3. Such circulars will form part of this Learners’ Handbook and are to be attached hereto.

ASSESSMENT POLICY AND PROMOTION REQUIREMENTS

1. ISLAMIAAT ALL GRADES (1 TO 12)

For promotion to the next grade,

- 1.1. it is compulsory for a learner to pass the following two subjects, with the percentage final mark indicated;
 - QURAN 50%
 - DEENIYATH 50%
- 1.2. Of the remaining subjects, a learner may only fail two.
- 1.3. Calculation of the final mark
 - Tests and examinations for each term comprise 25% of the final mark.

2. ACADEMIC REQUIREMENTS AS PER THE NATIONAL CURRICULUM STATEMENT (NCS)

2.1. Foundation Phase (Grades 1 to 3)

- 2.1.1. School Based Assessments form 100% of the final end mark
- 2.1.2. In order to be promoted the learner must achieve the indicated final mark in the following subjects
 - English 50%
 - First Additional Language 40%
 - Mathematics 40%

2.2. Intermediate Phase (Grades 4 to 6)

- 2.2.1. The final mark is comprised of School Based Assessments (75%) and the final examination (25%)
- 2.2.2. School Based Assessments (SBA) are made up of formal and informal tests, assignments and projects completed during the year, and the June examination.
- 2.2.3. In order to be promoted, a learner must achieve the following;
 - A compulsory pass in the following three subjects, with the percentage final mark indicated;
 - English 50%
 - Afrikaans 40%
 - Mathematics 40%

Of the remaining three subjects the learner must achieve;

- A pass in two of the three subjects with a final mark of 40%
- NB: IF A LEARNER ACHIEVES UNDER 40% IN MORE THAN 1 SUBJECT HE/SHE AUTOMATICALLY FAILS.

2.3. Senior Phase (Grades 7 to 9)

- 2.3.1. The final mark is comprised of School Based Assessments (40%) and the final examination (60%)
- 2.3.2. School Based Assessments (SBA) are made up of formal and informal tests, assignments and projects completed during the year, and the June examination.
- 2.3.3. In order to be promoted, a learner must achieve the following;

A compulsory pass in the following three subjects, with the percentage final mark indicated;

- English 50%
- Afrikaans 40%
- Mathematics 40%

Of the remaining five subjects the learner must achieve;

- A final mark of 40% in two subjects
- A final mark of 30% in two subjects
- The learner is allowed to fail one of these subjects
- NB: IF A LEARNER ACHIEVES UNDER 30% IN MORE THAN 1 SUBJECT HE/SHE AUTOMATICALLY FAILS.

IMPORTANT NOTE: at the end of grade 9 a learner must achieve 60%

- **in mathematics to be allowed to take Mathematics in grade 10**
- **in EMS to be considered for accounting in grade 10.**
- **in Natural Science to be considered for Life Sciences in grade 10.**
- **Mathematics is compulsory if physics is chosen, therefore making it compulsory for many career choices.**
- **While mathematics literacy is acceptable when choosing accounting, it is to be noted that universities do not recognise mathematics literacy for admission into most courses.**

2.4. **FET Phase (Grades 10 to 12 NATIONAL SENIOR CERTIFICATE)**

- 2.4.1. the final mark is comprised of School Based Assessments (25%) and the final examination (75%)
- 2.4.2. School Based Assessments (SBA) are made up of formal and informal tests, assignments and projects completed during the year, and the June examination.
- 2.4.3. The pass requirements for grade 12 are subject to constant change and parents and learners are referred to current circulars of the Department of Basic Education.

3. **Policy for Assessment for Missed Tests, Projects, Assignments & Examinations**

School Based Assessment (SBA) in the form of tests, examinations, assignments and projects contribute to the year mark of the learner (see promotion requirements above) and should be regarded as being important.

- 3.1. **a learner with a valid reason** for missing a test or examination will be given an assessed mark for such a test or examination.
 - 3.1.1. The assessed mark will be **the average of the learner's SBA's** for that term.
 - 3.1.2. a valid reason is a **serious medical condition**, substantiated with a letter from a medical practitioner, or attendance of a **funeral**.
 - 3.1.3. The school will verify the medical condition to determine whether such a condition was of such a nature so as to prevent the learner from sitting the test or examination.
 - 3.1.4. in the event of a funeral, the permission of the school should be sought before a learner is allowed to absent himself/herself from a test or examination. Such permission will not be lightly declined.
- 3.2. **a learner without a valid reason**
 - 3.2.1. will be given a **zero** for any test or examination missed

- 3.2.2. except for the reasons listed above, other reasons, including Umrah or Nafal Haj, will be inadmissible.
- 3.3. **No excuse will be admissible for failure to timeously present an assignment or project and a zero mark will be given.**
- 3.4. A learner absent from school projects, e.g. entrepreneurial days, without a valid reason as outlined above will be given a **zero** for such a project.
- 3.5. a learner, **will be considered** for a class position, subject prize and the Dux Award if the reason for absence from a test or examination is deemed valid.

4. PARENTS/GUARDIANS APPEALS PROCESS

- 4.1. Parents/guardians may appeal any SBA, both formal and informal, should they dispute the mark allocated.
- 4.2. The dispute must be brought to the attention of the principal or the Subject Head, presenting any evidence in substantiation.
- 4.3. An appeals committee comprising three members, from among the principal, Subject Heads and educators will deliberate the evidence and make a decision.

LEARNER CODE OF CONDUCT

Listed herein are different levels of offences, with their corresponding corrective measures or sanctions. This is done to promote a disciplined environment conducive to the learner's moral, behavioural and academic development, through a transparent, predictable and consistent process. Parents/guardians and learners alike, are urged to discuss its contents and be familiar with the whole of this document so the expectations of school are met.

1. MINOR OFFENCES (Level 1)

	Minor offence	First offence	Second offence	Third offence
4.1.	Late-coming	detention	Detention	Written warning + 2 days in school suspension
4.2.	Telling tales, lying, idle gossip	Apology (written) + verbal warning	Written warning + apology	Final warning + Friday detention
4.3.	Eating, drinking in class	Apology (written) + verbal warning	Written warning + apology	Final warning + Friday detention
4.4.	Bringing toys, cards, marbles, etc. to school	Verbal warning + confiscate for one term	Written warning + confiscate for three terms	Final warning + suspension
4.5.	Littering	rectify + verbal warning	Written warning + Rectify	To assist cleaning staff with, sweeping and dusting – inform parents

2. MAJOR OFFENCE (Level 2)

	Major offence	First offence	Second offence	Third offence
3.1.	Repetition of minor offences (3 times)	Parent consult - 3 days in school suspension	Parent consult - 5 days suspension	
3.2.	No show for detention	In school suspension the following day	Refer to disciplinary committee + suspension	Expulsion
3.3.	improper haircut	Sent home to have hair cut	Consult + 5 day suspension	Expulsion
3.4.	Not conforming to grooming rules, including proper haircut, improper clothing, etc.	Sent home to have hair cut or change clothes	suspension	Expulsion
3.5.	Unauthorised trading on the school premises, and at school functions	Written warning + confiscate	Final warning + confiscation one year	Expulsion
3.6.	Meeting with unauthorised visitors	Written warning	Final warning + suspension	Expulsion
3.7.	Not making salaam	Rectify + verbal warning	Written warning + rectify	Address assembly on salaam
3.8.	Incomplete homework & assignments	rectify + verbal warning	Detention + rectify	Final warning + suspension
3.9.	Incomplete workbooks, notebooks, files	rectify + verbal warning	Written warning + Rectify	Final warning + Friday detention
3.10.	Noisy, rowdiness and being disruptive in and out of class and running in school	Verbal warning + detention	Written warning + Friday detention	suspension + Final warning

3.11.	Disruptive, irreverent during Salaah	Verbal warning + detention	Written warning + Friday detention	suspension + Final warning
3.12.	Disobeying sports rules, poor sportsmanship	Verbal warning + apology	Written warning + exclusion	Suspension from sports
3.13.	Not properly attired in school uniform, including jackets, jerseys, shoes, etc.	Sent home to immediately change	Verbal warning + sent home	Written warning + sent home
3.14.	Not attending school functions	Written warning	Final warning + in school suspension	Final warning + 5 day suspension
3.15.	Not attending assembly	Written warning + detention	In school suspension	Suspension
3.16.	Absconding Quran and other classes	Written warning + detention	suspension	Suspension/expulsion
3.17.	Plagiarism of homework, assignments, projects	Redo during detention	Written warning + Friday detention	Final warning – Friday suspension
3.18.	Disobeying prefects	Apology (written) + verbal warning	Suspension	
3.19.	Textbooks: damaged, lost	14 days to replace textbook	Failure to replace within the prescribed period results in all textbooks being withdrawn	
3.20.	Damage to assigned desks and chairs	Replace or repair within 14 days	Failure to comply will result in parent being charged for repair or replacement	

3. SEVERE OFFENCES (Level 3)

	Severe offence	First offence	Second offence
2.1.	Repetition of major offences (3 times)	Suspension + Final warning	expulsion
2.2.	Victimisation, play fighting, horse play	Suspension + written warning	Expulsion
2.3.	Conviction in a court of law (criminal offence)	Suspension + Written apology + warning	Expulsion
2.4.	Teasing, mocking, insulting, rude behaviour	Suspension + Written apology + warning	Expulsion
2.5.	Interfering with the possession of others, including bags, etc.	Suspension + Written warning	Expulsion
2.6.	Playing music and electronic media, I-pod, digital camera	Suspension + Written warning + confiscation	Suspension/expulsion
2.7.	Indecent behaviour, e.g. dancing	Suspension + Written warning	Expulsion
2.8.	Compulsive lying, dishonesty, deceitfulness	Suspension + Written warning + counselling	Suspension/expulsion
2.9.	Non-attendance of school after examinations	In school suspension	Expulsion
2.10.	Satanic practices, slogans, literature, games	Suspension + Written warning + counselling	Expulsion
2.11.	Possession of fireworks, explosives	Suspension + Warning + confiscation	expulsion
2.12.	Bringing school into disrepute – during or after school hours	Suspension + Written warning	Expulsion
2.13.	Forging parents signature on official and other documents,	Suspension + Written warning	Expulsion
2.14.	Intentionally not conveying school correspondence	Written warning	Suspension
2.15.	Possession of dangerous weapons/items including knives, knuckle dusters, etc.	Suspension + Written warning + confiscation	expulsion

**4. ZERO TOLERANCE OFFENCES THAT WILL RESULT IN IMMEDIATE
SUSPENSION/EXPULSION (Level 4)**

	Zero tolerance offence	First offence	Second offence
1.1.	fornication	expulsion	
1.2.	Pornographic or inappropriate material, whether print or on electronic media	expulsion	
1.3.	Drugs: dealing in, possession or consumption	Expulsion + SAPS	
1.4.	Alcohol: dealing in, possession or consumption	Expulsion	
1.5.	Cigarettes, lighter, matches	Suspension + Written warning + confiscation	expulsion
1.6.	Disrespect for staff members or conduct that impinges on their dignity	Suspension + Written warning + counselling	Expulsion
1.7.	Racial or sexual abuse, objectionable behaviour	Suspension + Written warning	Expulsion
1.8.	Assault with intent to do grievous bodily harm	Expulsion	
1.9.	Psychological, physical, verbal, emotional abuse including bullying & fighting	Suspension + Written warning	Expulsion
1.10.	Possession of cellular phones and electronic devices	Suspension + Written warning + confiscation for one year	Expulsion
1.11	Truancing class & Salaah, absence without leave	Suspension + Written warning	Expulsion
1.12.	Copying in tests, examinations	As per assessment & invigilation policies	
1.13.	Wilful damage, misuse of property: vandalism, graffiti	Suspension + Parents + restitution	Expulsion
1.14.	use or threat of use of dangerous weapons, harmful objects	Expulsion + SAPS	
1.15.	Theft and dealing in stolen goods	Suspension + Final warning + SAPS	Expulsion
1.16.	Romantic/inappropriate relationships	Suspension + Written warning	Expulsion
1.17.	Inappropriate content/contact on social media	Suspension + Written warning	Expulsion