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# SCHOOL CODE OF CONDUCT

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## 1. DEFINITIONS

In this Code of Conduct, unless the context dictates otherwise, the following terms have the following meanings:

- 1.1 **“Code of Conduct”** means this document, together with all annexures attached hereto;
- 1.2 **“Demerit System”** means the disciplinary mechanism as attached to this Code of Conduct marked as annexure B.;
- 1.3 **“Disciplinary Procedure Policy”** means the disciplinary policy attached to this Code of Conduct marked as annexure A;
- 1.4 **“Head of School”** means the principal of AYM SANDTON;
- 1.5 **“HOD”** means the head of department of each educational division at the School;
- 1.6 **“Misconduct”** means any conduct by a student which is contrary to this Code of Conduct and/or any of the School Policies and/or which –
  - 1.6.1 prejudices and/or interferes with the proper administration of the school;
  - 1.6.2 is offensive to and/or interferes with the ability of any Staff to discharge their duties;
  - 1.6.3 is prejudicial and/or harmful to the welfare of any other Student;
  - 1.6.4 is prejudicial and/or harmful to the aims and objectives of AYM SANDTON; and/ or
  - 1.6.5 is unacceptable and/or improper conduct that is not in keeping with the spirit and ethos of AYM SANDTON;
- 1.7 **“Parent(s)”** means one or both of the biological or adoptive parents of the student or the student’s legal guardians, as the case may be;
- 1.8 **“Premises”** means the location of the school which is currently situated at 15 Dale Way Kelvin, 55 and 57 Sunnway Kelvin
- 1.9 **“AYMS”** and/or **“School”** means Aspiring Young Minds Sandton;
- 1.10 **“Staff”** and/or **“Educator”** means any person that is employed by AYMS and/or provides a service at AYMS;
- 1.11 **“Student(s)”** means the child or children enrolled at the school, irrespective of whether they are still minors;
- 1.12 **“Student & Parent Undertaking”** means the undertaking taken by Students and Parents, as attached to this Code of Conduct marked annexure C;

1.13 **“School Policies”** means all the policies and procedures of AYMS which are adopted and amended from time to time;

1.14 **“School Rules”** mean the rules prescribed by AYMS for the school and all of its students, as stated herein and as amended from time to time.

## **2. PREAMBLE**

### **2.1 General Introduction**

2.1.1 When a child becomes a AYMS Student, they automatically become members of the AYMS community. The rules and regulations contained herein exist to ensure operational efficiency of the school, while preserving the traditions of AYMS and instilling behavioural qualities into students befitting of upstanding members of the Islamic faith and society at large.

2.1.2 To ensure that AYMS has a consistent and fair approach to student discipline, AYMS has developed this Code of Conduct. Adherence to the Code of Conduct will foster healthy working relationships between Parents, Staff and Students, which are the essential foundations for the creation and growth of a constructive teaching and learning environment.

### **2.2 Guiding Principles**

2.2.1 This Code of Conduct has been developed and informed by:

2.2.1.1 the values, doctrines and ethos of the Islamic faith;

2.2.1.2 the Constitution of the Republic of South Africa of 1996; and

2.2.1.3 the School’s Act 84 of 1996 (as amended).

2.2.2 It must be noted that is not possible for the Code of Conduct to list every possible type of rule infringement and/or misconduct by Students. The Code of Conduct therefore only sets out the broad categories of misconduct, and the norms for applying fair disciplinary action at the School.

### **2.3 Jurisdiction and Scope**

2.3.1 The Code of Conduct provides a framework and a guideline for the behaviour and conduct of students and extends to:

2.3.1.1 School sponsored and School-related activities, including extra-murals conducted during School; and

2.3.1.2 conduct by Students on AYMS Premises, prior to, during, and following regular school hours.

2.3.1.3 Misdemeanors / Misconduct must be reported within 24 hours to the school staff and the Principal.

## 2.4 Other Policies & Rules

- 2.4.1 This Code of Conduct may be supplemented at any time by any specific School Rules or School Policies. Such other School Rules and/or School Policies, will be published on the AYMS website and/or any other official school platform and shall be regarded as forming part of this Code of Conduct. Infringements of such other School Rules and/or School Policies shall be dealt with in accordance with the Disciplinary Procedure Policy.

## 2.5 Distribution Procedures

- 2.5.1 The Code of Conduct will be available on AYMS website and/or any other official School platform.
- 2.5.2 Each student and parent will have access to a copy of this Code of Conduct and a copy shall be provided to Students and Parents during the enrolment process.

## 3. RIGHTS AND RESPONSIBILITIES OF STUDENTS

- 3.1 The rights and responsibilities of Students informed by the Constitution, include but are not limited to: -

STUDENT'S RIGHT	CORRELATING RESPONSIBILITY
The right to non-discrimination and equality	To treat everyone equally, and not to discriminate unfairly against others
The right to privacy, respect and human dignity	To not invade other's privacy and to treat them with dignity and respect
The right to non-violence, freedom and security of the person	To be non-violent, and not to impinge or encroach on the freedom or security of others
The right to freedom of expression	To respect the right of others to freedom of expression.
The right to a safe school environment	Not to act in a manner that would make the school environment unsafe for others
The right to education	Not to disrupt or interfere with other Students' right to an education or the Staffs' duty to educate
The right to be protected from maltreatment, neglect, abuse and degradation	To act in support of this right in relation to other Students and to report any maltreatment, neglect, abuse or degradation of themselves or any other person
The right to administrative action that is lawful, reasonable and procedurally fair	To exhaust internal remedies

#### **4. SCHOOL RULES**

##### **4.1 Introduction**

- 4.1.1 The School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at AYMS. Nothing shall exempt a student from complying with the School Rules.
- 4.1.2 The School Rules below must be read together with the Demerit AND Merit System (and the Disciplinary Procedure Policy, where applicable).
- 4.1.3 Any Misconduct and/or infringement of the School Rules on the part of a Student shall be dealt with in accordance with the guiding principles herein and/or highlighted in the Disciplinary Procedure Policy and/or the Demerit System.

##### **4.2 School Uniform & General Appearance**

- 4.2.1 The School uniform must always be worn and must be neat and clean. No unauthorized pieces of clothing are allowed to be worn with the School uniform, especially during the winter months.
- 4.2.2 Fingernails and hair must be clean, neat and well looked after in accordance to the Sunnah. No two length haircuts will be allowed.
- 4.2.3 Students should at all times, both inside and outside of School, and whilst in uniform, conduct themselves in a decent, orderly and exemplary manner.
- 4.2.4 All Students must wear the approved School uniform during school and when representing the School at formal and/or informal tuition sessions, extra-mural activities, sporting practice, events, cultural activities, and/or on educational excursions (whether after hours, on weekends and/or public holidays).
- 4.2.5 Students travelling to and from School must be properly attired in School uniform. Partial wearing of School uniforms in public places is not permitted.
- 4.2.6 Jerseys and/or jackets and/or similar School items may not be tied around the waist and/or hung around the shoulders.
- 4.2.7 Parents must ensure that every item of uniform is clearly marked with the student's name.
- 4.2.8 Random, uniform inspections will be carried out to ensure that students are adhering to the rules herein.
- 4.2.9 Where applicable, boys are only permitted to wear a plain white, unbranded t-shirt, underneath their *kurta* uniform.
- 4.2.10 Students must wear School uniform during School hours. Sport and/or physical education clothing may not be worn during School hours.
- 4.2.11 Persistent defaulters who violate the rules in terms of clause 4.2 hereof will be asked to return to School only after compliance with the School Rules.

#### 4.2.12 Uniform dress code is as follows:

##### DRESS CODE (BOYS)

- Hair should be short and one length.
- Trousers and kurta should be above the ankles.
- White kurta
- White Topi
- White trouser
- Turban: Black or white
- Socks: Navy or black
- Jackets: Drimack- navy or black
- Shoes: Navy or black
- Plain neat sandals
- No smart watches
- No cell phones allowed at school

##### DRESS CODE (GIRLS)

- Loose fitting, black, non-transparent, closed abayas should be worn.
- Black trousers
- Black burka
- Socks: Black and navy
- Shoes: Black and navy
- Jackets: Black and navy
- Make-up and jewellery should not be worn to the Academy.
- Refrain from wearing jeans, shorts or three quarter pants underneath the abaya.
- No smart watches
- No cell phones allowed at school

#### **4.2.13 Jewellery**

4.2.13.1 No jewellery is allowed to be worn except for wrist watches and medical identifiers.

4.2.13.2 Male Students may not wear earrings or any form of jewellery

#### **4.2.14 Make Up & Nails**

4.2.14.1 Make-up (including but not limited to lash extensions and permanent eye pencil) and nail polish of any type is not permitted.

#### **4.2.15 Hair**

4.2.15.1 Female Students are required to cover their hair with the School uniform *burka*, where no hair should be shown either from the back of the *burka* or the front.

4.2.15.2 Male Students hair should be as follows:

- a) short hair (all one length);
- b) hair should not fall over the eyes, ears, or collar of the shirt/kurta;

- c) hair styles must not be styled into cut wedges and/or any other un-Islamic hair style as determined by the School; and
- d) hair must not be styled with hair care products such as gel, hairspray, mousse and/or wax; and
- e) all other hair grooming requirements must be in line with the Schools hair policy.

#### **4.3 School Times, Absenteeism, Injury and Illness**

4.3.1 Punctuality is an act of *ibadat* (worship) in the Islamic faith. Hifz Students are expected to be at School punctually on or before 05.35 am as the school gates will be closed at 05.40am.

4.3.2 School times are as follows (which are subject to change, and shall be communicated timeously to Students and/or Parents:

GRADES	START	DISMISSAL
00 to R	8:00 am	12:00 pm
1 to 3	7:15 am	1:30 pm
4 to 9 (Boys, Girls and Full Time Hifz Boys)	5:35 am	2:15 pm
Non Hifz Girls	7:30 am	2:15 pm
<b>FRIDAY DISMISSAL IS AT 11:20 AM FOR ALL LEARNERS</b>		
Friday Hifz Student (Boys and Girls)	5:10 am	11:20 am
Saturday Hifz times (Boys and Girls): 5:45 am - 9:00am		
Night classes are compulsory for all Hifz Boys		
Aalimah classes: 7:45am - 11:30am (Mondays - Fridays)		

4.3.3 All extra-curricular activities will be conducted during school times.

4.3.4 In cases of unforeseen absences due to any justified reason, Students must present a letter from their Parents.

4.3.5 In the event Students are found to be absent from School without a justified reason, same will be considered as a Misconduct and will be subject to the Disciplinary Procedure Policy.

4.3.6 If Students are hurt and/or suffer injury and/or illness during School hours, they must immediately report to the office.

4.3.7 If a student is ill for more than two (2) consecutive days, an authorized letter by a doctor or parent must be submitted to the School.

4.3.8 No Student may leave the School Premises during the course of the School day without permission from School Staff and/or from the Principal.

4.3.9 Students will only be allowed to leave the School Premises in the company of a verified family member and/or duly authorised individual (where Parents will notify the school in writing, of such appointment).

4.3.10 Students will not be allowed to take vacations within designated school and hifz terms.



**4.4 School Buildings & School Grounds****4.4.1 General**

- 4.4.1.1 Students and Staff must keep all indoor and outdoor venues and grounds clean, and free of litter at all times.
- 4.4.1.2 Classroom windows and doors will be closed and locked at the end of the academic day and access to Students will not be allowed thereafter.
- 4.4.1.3 Students are not allowed in their classrooms before School hours, during breaks and/or after School hours unless Staff are present.
- 4.4.1.4 Students must not litter and/or inscribe any form of graffiti on School Property.
- 4.4.1.5 Vandalism will not be tolerated. Any damaging and/or defacing of property belonging to the School and/or other persons will be regarded as a serious offence. The School reserves the right to claim compensation due to loss and/or damage to School property from the transgressor and/or their Parents. Any damage and/or loss caused to the School and/or other person may be recompensed by the transgressor and/or his or her Parent.
- 4.4.1.6 Rough play and dangerous games on School grounds are not permitted. Playing along walkways is also not permitted.
- 4.4.1.7 Ball games may only be played on designated sports fields.
- 4.4.1.8 When the bell rings ending break times, Students may not loiter in corridors, outside classrooms.

**4.4.2 Out of Bound Areas**

- 4.4.2.1 Male and female Students shall at all times be restricted to their respective designated areas.
- 4.4.2.2 The School will always determine the areas inaccessible to Students.

**4.4.3 Assembly**

- 4.4.3.1 Before School commences, schoolbags must be left neatly outside designated classrooms.
- 4.4.3.2 The first ringing bell will commence the School day whereafter, all Students must line up at their designated School area in an orderly and silent manner.

## 4.5 **Student Behaviour**

### 4.5.1 Students undertake to, among other things:

- 4.5.1.1 practice *akhlaaq* by behaving in a courteous, honest, polite and tolerant manner, respecting fellow Students and Staff;
- 4.5.1.2 assist fellow Students and Staff, where capable;
- 4.5.1.3 commit to not using vulgar, abusive language and/or offensive gestures;
- 4.5.1.4 not partake in and/or incite any initiation ceremonies which are strictly prohibited at AYMS;
- 4.5.1.5 not to initiate or partake in bartering and/or transacting, except where specifically authorized to do so by the school;
- 4.5.1.6 comply with instructions from Staff and Student leaders;
- 4.5.1.7 behave responsibly and not endanger the safety, welfare or rights of others;
- 4.5.1.8 respect and care for the Premises of AYMS and others;
- 4.5.1.9 accept the consequences of their actions and any disciplinary measure that arises as a result, with dignity;
- 4.5.1.10 uphold and enhance the reputation of AYMS;
- 4.5.1.11 not to disparage AYMS, Staff and Students in public or on social media, and to approach AYMS directly should they have any grievances or issues with AYMS, Staff and/or other Students; and
- 4.5.1.12 not to disparage or be disrespectful towards any other person in the AYMS community, including but not limited to guests of AYMS and students from other schools.

### 4.5.2 **Student Conduct on School Premises**

- 4.5.2.1 Students must stand when Staff and/or visitors enter the classroom.
- 4.5.2.2 Students must participate in *dua* (supplication) at the commencement of a lesson.
- 4.5.2.3 Students may not eat and/or drink during lessons.
- 4.5.2.4 Students must not remain in classrooms during break times unless specifically authorized to do so by Staff.
- 4.5.2.5 Unless instructed to do so by Staff, no Student may move any furniture in classrooms.
- 4.5.2.6 Students shall not behave in a rowdy, insolent and/or disruptive manner, which may inhibit an Educator's right to teach and/or disturb a fellow Students right to learn.
- 4.5.2.7 Where Students are found with items not permitted at School, such items may be confiscated until the end of the School year (a holding fee may be charged by the School).

### 4.5.3 **Students Religious Obligations**

- 4.5.3.1 Students shall perform all obligatory and commendatory *salaah* (prayers) at their appropriate times.
- 4.5.3.2 In accordance with principles of *Shariah*, inter-mingling of male and female Students is strictly prohibited.

**4.5.4     Use of Electronic Devices**

- 4.5.4.1     Students are not permitted to use personal electronic equipment, including but not limited to cell phones, smart watches, iPods, cameras and/or tablets unless expressly permitted to do so by the school.
- 4.5.4.2     Possession of electronic equipment that is prohibited at the school will be confiscated from Students. Confiscated items will be returned four (4) months from the date of capture of such item. A storage fee for confiscated items may be charged by the school.
- 4.5.4.3     The school will take reasonable steps to store confiscated items safely however, the school and/or its employees and/or third parties contracted by the school and/or the owners of the Premises will not be held liable by a student and/or Parent and/or any other third party for any loss, destruction, theft and/or any other damage suffered whatsoever as a result of confiscating prohibited items at the school.
- 4.5.4.4     Any activity on authorized electronic devices permitted by the school will be limited to educational sites and/or material related to the School curriculum.

**4.5.5     Theft**

- 4.5.5.1     If a student is convicted of theft, they will be required to leave School, pending further investigation.
- 4.5.5.2     Staff may inspect bags, lockers and Students to search for any unauthorized property.
- 4.5.5.3     Removal of School property by Students from the School Premises is strictly prohibited and will be investigated and treated as theft.

**4.5.6     Bullying**

- 4.5.6.1     Bullying is defined as (and is in no way limited to) the unwarranted negative behaviour, which can be classified as verbal, psychological and/or physical abuse conducted by an individual and/or a group of individuals against another individual (and/or individuals), which negative behaviour is repeated over time. Bullying is considered a serious Misconduct and Students who are guilty of bullying will face disciplinary action.
- 4.5.6.2     Cyber bullying refers to the inappropriate use of technology, which can be used to inflict verbal abuse, psychological abuse, sexual violence and/or harassment, through mediums such as email, text, cartoons, memes and/or web posts or any other form of online communication and/or electronic technology, which has the same effect as conventional bullying, whether carried out inside or outside the school. Cyber bullying is considered a serious Misconduct and Students who are guilty of cyber bullying will face disciplinary action.
- 4.5.6.3     AYMS is strongly against bullying in any form or manner. All members of the school community must be committed to promoting a safe and caring environment for all Students.

- 4.5.6.4 Students must report any incidents and/or suspected incidents of bullying and/or cyber-bullying.
- 4.5.6.5 Parents may inform the school if they are suspicious and/or have any evidence that their child is and/or may be a victim of bullying and/or cyber-bullying for investigation by the School.

#### **4.5.7 Drugs, Cigarettes, Vape, Electronic Cigarettes and Narcotics**

- 4.5.7.1 Possession, use (or encouraging of others to use), sale (or assisting in the sale), or transmission (or assisting in the transmission) of vape, electronic cigarettes, alcohol and/or narcotics, unauthorized and/or illegal substances, including but not limited to, drugs, tobacco products, intoxicants of any kind such as marijuana and/or any derivative thereof is strictly forbidden on the School Premises.
- 4.5.7.2 Where Students are accused of any act mentioned in clause 4.5.7.1, pending the circumstance of each case, such conduct will be deemed to be a serious Misconduct and will result in disciplinary action.

4.5.8 Where a Student is involved in criminal conduct, disciplinary action may be taken.

### **4.6 Student Educational Obligations**

#### **4.6.1 Homework**

- 4.6.1.1 Homework and revising Quran at home is a fundamental instrument that contributes to the achievement of the outcomes in the curriculum implemented by the School.
- 4.6.1.2 Homework is designed to meet the educational needs of the Student, and to assist in reinforcing concepts and skills taught during class time. It fosters discipline and trains Students to work independently, forcing Students to accept responsibility for the due completion of their prescribed tasks.
- 4.6.1.3 Homework operates as an instrument that requires continuous assessment. Educators will, on a daily basis, assign tasks for Students to complete within a specified time allocation.
- 4.6.1.4 Students are expected to undertake completing these homework tasks in accordance with the Educator's requirements, and within their specified timeframes.
- 4.6.1.5 If homework is missed/in-complete/submitted late by a student for whatever reason, this will negatively impact on a students grades and may result in disciplinary action.

#### **4.6.2 Plagiarism & Dishonesty**

- 4.6.2.1 AYMS maintains the traditions of Islamic educational values which are founded on a firm belief of honesty, personal integrity and ethical behaviour.
- 4.6.2.2 Presentation of work, including but not limited to, homework, tests, exams, assessments, essays, projects and/or assignments, which are fully or partially duplicated from another source and/or Student and is found not be a Student's own original work will be considered serious Misconduct.

- 4.6.2.3 The following conduct will be considered a breach of exam regulations and will result in disciplinary action, which includes but is not limited to: -
- a) possession of unauthorized material;
  - b) conduct resulting in an unfair advantage in examinations;
  - c) bribery or attempted bribery prior and/or during examinations;
  - d) copying from notes, devices and/or fellow Students;
  - e) aiding and abetting in copying during examinations; and
  - f) using cell phones, programmable calculators and/or any other electronic device that can be of unfair assistance and not in accordance with examination rules.

#### **4.7 Parent Communication and Obligations**

##### **4.7.1 Communication**

- 4.7.1.1 Communication between Parents and the School is essential to ensure each Student's success at School.
- 4.7.1.2 Parents are urged to confer with the educators regarding their children's progress as often as necessary and particularly if notifications are sent home regarding a student's studies and/or conduct.
- 4.7.1.3 If concerns arise, Parents are required to first communicate directly with the Principal.
- 4.7.1.4 Parents are required to contact the School and confirm an appointment.
- 4.7.1.5 During the course of the year, the School arranges meetings, consultations and workshops. Attendance is an indication of a Parent's commitment to the educational well-being of the students.
- 4.7.1.6 In the event a Student is absent from School, Parents must contact the School on the first day of the Student's absence. A note will be required as stated in clause 4.3 above
- 4.7.1.7 The following methods will be utilised to communicate with Parents:
  - a) Orientation meetings;
  - b) Newsletters;
  - c) Grade and class Whatsapp groups;
  - d) Emails or Whatsapp from Admin;
  - e) D6 Communicator; and
  - f) Parent - Educator Consultations, which may be held for each Student before or after the distribution of each term's Student report card.

##### **4.7.2 Parent Obligations**

- 4.7.2.1 Parents must: -
  - a) Observe Islamic dress codes when entering the School Premises;
  - b) Ensure that all School fees are timeously paid;

- c) Ensure that Students are punctual on arrival at School and are collected at the prescribed times;
- d) Ensure that the School is timeously informed of any changes in schedule with regards to absenteeism, pick-ups and drop offs, and extra-curricular activities;
- e) Purchase the prescribed School uniform for their child/children and ensure that all clothing and personal articles are clearly marked with the Student's name;
- f) Ensure that Students have the prescribed stationery and that books are marked and covered as per School regulation, School notice and/or policy;
- g) Attend Parent-Teacher meetings to receive progress reports and information about their child/children.
- h) Contact the School office immediately if a student is infected with a communicable disease. This includes, but is not limited to, throat infections, chicken pox, measles, pink eye, covid and/or head lice.
- i) Ensure that medical information of Students is up to date and correct, and inform the Principal and/or Staff of any medication that a Student is taking whilst at School.
- j) Ensure that formal arrangements are made with the Principal with regard to medication being taken by Students. School Staff are prohibited to administer medication to Students.
- k) Provide the necessary written notice, as per School policy and/or School contract, if a student is being withdrawn from the School and/or a particular programme offered by the School.
- l) Communicate directly with extra-mural service providers if they wish to withdraw their child/children from such service.
- m) Ensure that the Student and Parent complies with this Code of Conduct.

#### **4.7.3 School Access & Parking**

- 4.7.3.1 All persons accessing the School Premises must adhere to the basic rules of the road when entering and exiting the Premises.
- 4.7.3.2 Designated parking bays and/or areas will be assigned for drop-off and collection of Students.
- 4.7.3.3 Parents must encourage Students to exit safely and swiftly from their vehicles and be aware of traffic in and around the School Premises.
- 4.7.3.4 Parents must adhere to the speed restrictions at all times, as the School Premises has a high prevalence of pedestrians and blind spot bends.
- 4.7.3.5 Unless otherwise authorized to do so, Parents will have limited access to the School being the School parking area and/or the School reception area.

**DISCIPLINARY PROCEDURE POLICY**

**1. DEFINITIONS & KEY CONCEPTS**

- 1.1. The following definitions and explanations of key concepts are important for purposes of the disciplinary procedure that follows (this must be read in conjunction with the definitions in the Code of Conduct above): -
- 1.1.1. **“Aggravating factor”** means any factor that would support a more severe Sanction being imposed. For example, where a student has committed the same or similar Misconduct on more than one occasion;
  - 1.1.2. **“Appeal”** means that if, at the conclusion of the Hearing, new evidence comes to light that could impact on the decision made, the student may request an Appeal of the decision;
  - 1.1.3. **“Hearing Chairperson”** means an independent person who presides over the Hearing and makes a Verdict and if applicable, issues a Sanction;
  - 1.1.4. **“Hearing”** means the process that is intended to properly and transparently provide an opportunity for the Student or Parent to challenge the charge or charges against the student. The purpose of the Hearing is to allow a Hearing Chairperson to hear the evidence from the Student or Parent and the School to determine the Verdict on a balance of probabilities and, if applicable, to determine the appropriate Sanction;
  - 1.1.5. **“Mitigating factor”** means any factor that would support a less severe Sanction being imposed on the student. For example, the fact that the Student did not intend to cause harm or has demonstrated adequate remorse for causing harm;
  - 1.1.6. **“Reviewer”** means the independently appointed person and/or review committee who assesses the merits of an Appeal submission, against the decision of the Hearing Chairperson;
  - 1.1.7. **“Sanction”** has a meaning that includes but is not limited to a warning, reprimand, internal suspension, suspension or expulsion, which may be imposed on the student as a consequence of Misconduct. In a Hearing, a Sanction will be imposed on the Student after the Hearing Chairperson has considered Mitigating and/or Aggravating factors;
  - 1.1.8. **“Verdict”** means the decision on whether or not the student is guilty of the allegations levelled against him or her, by the Hearing Chairperson.

**2. INTRODUCTION**

- 2.1. The School aims to conduct all disciplinary action in a manner that is procedurally and substantively fair.
- 2.2. The School will be entitled to apply corrective disciplinary action that it reasonably believes is appropriate in the circumstances, judged on a case by case basis. The processes hereunder aim to promote consistency in disciplinary action, but does not remove the discretion to apply lesser and/or more severe Sanctions should circumstances so dictate.
- 2.3. The severity of any disciplinary action will depend on any relevant Mitigating factor/s and/or Aggravating factor/s.

**3. INVESTIGATION PROCEDURE**

- 3.1. Where serious Misconduct and/or repeated Misconduct is identified, the Staff member concerned and/or an affected party will initiate the disciplinary process by reporting the incident to the Principal and/or by completing a letter of complaint to the School.
- 3.2. The report and/or written complaint may be supplemented by any additional information or statements to clarify and/or adequately detail the facts surrounding the alleged Misconduct.
- 3.3. The Principal will investigate the reported Misconduct. This investigation will wherever possible, include an opportunity for the student to state his/her version in response to the report and/or written complaint.
- 3.4. If after an investigation by the Principal, the Misconduct is considered to be of a nature which does not require severe action, the responsible Staff member and/or HOD and/or Principal may counsel the Student and/or issue a written warning to the Student concerned and/or impose any other appropriate, less restrictive, disciplinary measure/s.
- 3.5. Where a written warning is issued, a copy will be given to the Student's Parents. A meeting with the Parents may be held if necessary, in order to convey the reasons for formal action being taken, as well as to reinforce the seriousness of the Misconduct and to highlight that the Misconduct should not be repeated.
- 3.6. However, if after investigation it is concluded by the Principal and it is found that a Student's Misconduct is serious and/or the Misconduct is repetitive, either of which would warrant the possibility of suspension and/or expulsion, then a formal Hearing will be required in terms of clause 5 below.

**4. HEARING PROCEDURE**

- 4.1. The Hearing process is intended to provide an opportunity for the Student/Parent to challenge the allegations being made, and to enable the Hearing Chairperson to objectively hear the Student and Schools case before a Verdict is made.
- 4.2. The process hereunder is the Hearing procedure that should be followed: -
  - 4.2.1. A written notification convening the Hearing is to be issued by the School and given to the Parents of the Student concerned. This notification will include the following: -
    - 4.2.1.1. The Students Parents should be notified of the Hearing at least five (5) School days before the scheduled date of the Hearing.
    - 4.2.1.2. The student and his/her Parents will be advised that they are expected to attend the Hearing, and that their non-attendance may prejudice their child's case, and may even result in the Hearing being held in their absence with a Verdict made in their absence.
    - 4.2.1.3. The Student and his/her Parents must be advised of the charge and the nature of the allegations, with the possibility of suspension and/or expulsion being taken, should the Student be found guilty of the charge.
    - 4.2.1.4. If applicable, a notification of a Students suspension (which suspension will not exceed five (5) School days) pending the outcome of the Hearing, (this is only applicable if the School considers it appropriate in the circumstances, and will be exercised at its sole discretion).

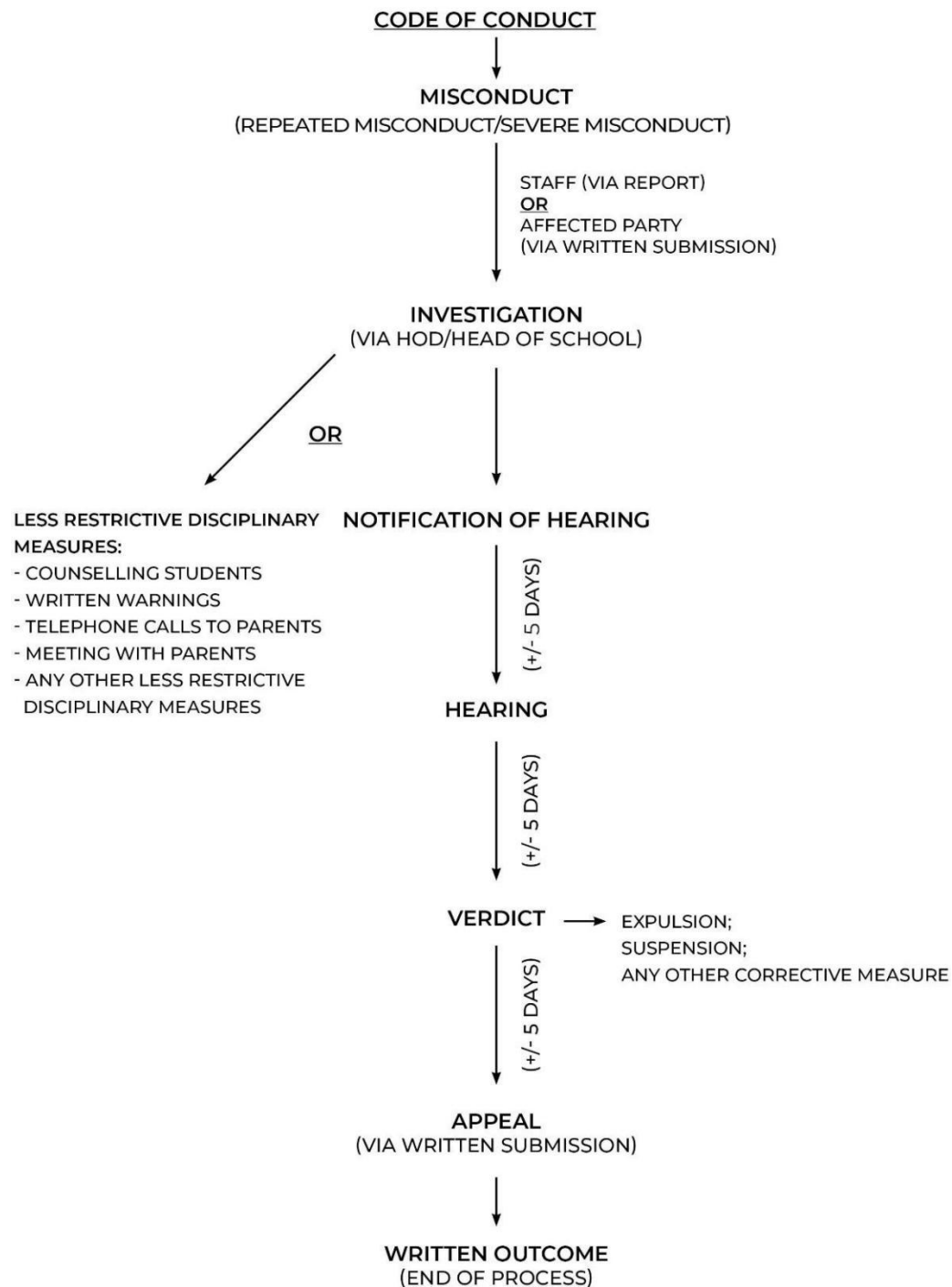


- 4.2.1.5. To inform the Student and his/her Parents that they may appoint representation. Students may be represented by a Parent or member of Staff, in a supportive capacity. Legal representation at Hearings is not permitted unless both the School and the Parents mutually agree that it is appropriate for both parties to be legally represented.
- 4.2.2. A Hearing is an internal School procedure and the involvement of legal representation can lead to unnecessary over-complication and hindrance of the process. Parents do have the right to legally challenge any decision of the Hearing, after the Hearing has been conducted in the appropriate forum.
- 4.2.3. The Hearing will be chaired by a competent and reasonably objective Hearing Chairperson, who will be responsible for leading and managing the entire Hearing process and making two critical and distinct decisions, namely (i) the Verdict and (ii) the Sanction to be imposed.
- 4.2.4. The Parents will be formally advised in writing of the Verdict of the Hearing Chairperson, ideally within five (5) School days from the conclusion of the Hearing.

## **5. APPEAL PROCESS**

- 5.1. The Student/Parents have a right to Appeal the Hearing Chairperson's Verdict within five (5) days of receiving the decision. This must be done via written submissions made to the School by the Student/Parent (which must be comprehensively motivated, and may include new evidence, if any). If the request for an Appeal is granted by the Hearing Chairperson, this would be the final internal process in the School's disciplinary procedure.
  - 5.2. Based on the grounds of the written submissions made by the Student/Parent, the Reviewer is expected to review the Hearing Chairperson's findings, any documentation submitted by the respective parties, and to consider any new evidence provided (if any).
  - 5.3. The right to an Appeal does not entitle the Student to a re-Hearing or re-investigation of the evidence heard at the Hearing.
  - 5.4. When a final decision has been made by the Reviewer, a written outcome of the Appeal will be provided to the Student/Parents which will conclude the disciplinary procedure at the School.
-

## SUMMARY: DISCIPLINARY PROCEDURE POLICY



**ANNEXURE B****DEMERIT SYSTEM**

- a) The Demerit System is a disciplinary mechanism that has been established to discourage negative behavioural habits of consistent misdemeanours and/or Misconduct of the School Rules, by Students. Various types of misdemeanours and Misconduct have been categorised hereunder (which must be read in conjunction with the School Rules).
- b) Where misdemeanours and/or Misconduct is identified, disciplinary measures will be taken by Staff, as further outlined in clause five (5) hereinbelow.
- c) Each misdemeanour and/or Misconduct will be determined based on the nature, degree and seriousness of an offence.

**MERIT – DEMERIT SYSTEM**

The Academy utilizes a merit – demerit system. Merit points are accumulated when the learner demonstrates a positive contribution to the Academy and Demerit points are accumulated when a learner disobeys the Academy rules. When the learner accumulates a certain number of points then the consequences are as follows:

**Merit Points**

<b>Explanation</b>	<b>Max. Points</b>
Passing para imtihaan on first attempt	2
Neat and tidy school work- must be regular	2
Consistent Neatness of the uniform	2
Cooperative behaviour	2
Special effort for class work	2
Improvement in tests	2
Keeping the area neat and tidy	2
Helpfulness	2
Self-initiative (Responsibility)	2
Full Attendance in a Term	3
Top three in a test	3
Good Representation of the Academy, inculcates habits of greeting	3
Full marks for 4 consecutive spelling tests, full marks for a cycle test	4
Showing leadership quality	4
Top three in class per term	5
Most pages of Sabaq given in a Month	5
Good standard of Dhor	5

**Rewards for Merit Points:**

- 30 Merit Points: recognition in assembly  
 60 Merit Points: personalized letter from the principal  
 100 Merit Points: Merit Certificate given in the end of year awards  
 120 Merit Points: entrance into award for Akhlāq trophee

**Demerit Points**

Level	Explanation	Min. Points
1	Late coming to school or classes	1
1	Screaming or being noisy or excessive talking	1
1	Rocking chairs	1
1	Violating school uniform and dress code, boys shorts above the knee	2
1	Wearing non-regulation accessories e.g. jewellery and smart watches	2
1	Not attending school excursions / sports days or any other compulsory school activity	2
1	Disregarding library, tuck shop and kitchen rules	2
1	Disobeying prefects	2
1	Lack of necessary material (books or stationery items etc.)	2
1	Not turning homework or assignments on time, forgetting hifz books and diaries	2
1	Not being in the assigned location	2
1	Late to assemblies	2
2	Arguing continuously	2
2	Displaying unsportsmanlike actions on the sports field	2
2	Clowning about	2
2	Bringing toys, games and cards to school	2
2	Disregarding the feelings of others	2
2	Antagonistic behaviour towards learners	2
2	Interfering with or annoying other learners	2
2	Interrupting a teacher during class or class activities	2
2	Running around in the class or in corridors	2
2	Disruptive behaviour in class or any other areas in school	2
2	Bringing any earphones, headsets, CD players etc.	2
2	Derogatory name-calling or mocking or teasing	2
2	Attention-seeking behaviour	2
2	Not returning Reply Slips or not relaying information viz. Circulars, notices, letters etc.	2
2	Eating/drinking in class or chewing gum	2
2	Disturbing and hindering the progress of others	2

2	Uncooperativeness or avoiding work, not knowing the same work in Quran thrice in one day	2
2	Littering or Spitting	2
2	Pushing, Play-fighting	2
2	Leaving the classroom during lesson time without permission.	2
2	Misbehaviour outside the school	2
2	Sleeping in the class, wasting time in class or refusal to follow instructions	2
2	Telling tales/lying	2
2	Absent from school without valid excuse	3
3	Unauthorized use or removal of school property	5
3	Swearing, bullying and having a haircut contrary to the shariah	5
3	Rudeness and verbal abuse, physical abuse, even in a playful manner	5
3	Deceitful and dishonest behaviour	5
3	Lying and tale telling on a regular basis.	5
3	Continuously not meeting deadlines for homework, etc.(3 times)	5
3	Plagiarism, copying of information in homework, assignments and projects	5
3	Avoiding classes by 'bunking' lessons.	5
3	Bringing non-regulation cell phones/electronic devices or using cellular phones at the school premises. Phones will be confiscated immediately if found.	5
3	Consistently disregarding the school uniform regulations/dress code after warnings.	5
3	Continuously being disruptive and displaying attention-seeking behaviour	5
3	Playing truant or absence without leave from school.	5
3	Intentionally not conveying official correspondence to Parents / Guardians.	5
3	Interfering with the possessions of others including contents of desks, uniform, bags, pencil cases.	5
3	Not attending detention.	5
3	Selling or trading something without authorization	5
3	Talking back to the teacher in a disrespectful tone.	5
3	Continuously not knowing sabaq or Dhor.	5
3	Disregard and disrespect for the property of learners	5
3	In the possession of vapes, cigarettes... or the like	15

**Note: For any misconduct not covered in above Section, punishment will be met out at the discretion of the Disciplinary Committee.**

**Result of Demerit Points:**

10	demerit points:	counselling of the learner by teacher
20	demerit points:	written warning and notification thereof to parent, break detention
30	demerit points:	hearing with parent and possible suspension, 2 <sup>nd</sup> written warning
40	demerit points:	3 <sup>rd</sup> written warning and two weeks suspension
50	demerit points:	hearing and possible expulsion

**OFFENCES WHICH MAY LEAD TO IMMEDIATE SUSPENSION:**

- Disrespect to a teacher in any way.
- Lifting a hand on another learner or student.
- Smoking, vaping or making use of any other intoxicants.
- Continuously staying absent for no valid reason.
- Intentional disregard for any laws of the Academy.
- Indulging or mimicking actions which are promiscuous

**ANNEXURE C****1. STUDENT AND PARENT UNDERTAKING:**

- 1.1 The Student hereby agrees and undertakes to:
- 1.1.1 read and abide by the Code of Conduct;
  - 1.1.2 read and abide by any other School Policies and/or School Rules as may be posted from time to time on any official School platform;
  - 1.1.3 assist the Staff of the School to implement the Code of Conduct;
  - 1.1.4 inform the School if the Student's rights have been infringed;
  - 1.1.5 request from his/her Parent and/or the School to explain any concept in the Code of Conduct that he/she does not understand.
- 1.2 By signing this Code of Conduct, the Student understands what is acceptable and unacceptable conduct, as well the consequences that will follow in the event of any Misconduct. Ignorance of the Code of Conduct is therefore not an acceptable excuse.
- 1.3 The Parents hereby acknowledge that he/she has read and will abide by the Code of Conduct in so far as it is applicable to the Parents, and further undertakes to ensure that the student understands and complies with the Code of Conduct.
- 1.4 Both the Student and the Parent accept that the contents of the Code of Conduct are fair and reasonable.
- 1.5 Upon signature hereof, this undertaking will be of effect for the entire duration while the student is enrolled at the School.

	<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>	<b><u>PLACE</u></b>
STUDENT (1)				
STUDENT (2)				
STUDENT (3)				
STUDENT (4)				
STUDENT (5)				
PARENT (1)				
PARENT (2)				