

CODE OF CONDUCT

Our aim is to create an environment, which provides each learner with the greatest possibility to reach their full potential in accordance with our vision and Mission Statement, the Quranic expectation and Prophetic behavioral guidelines. It is our intention that all children should be able to enjoy their time at school and receive the best possible education. This is only possible if everyone, staff, learners and parents are cooperative, calm and respectful of others.

It is impossible for the Code of Conduct to list every possible infringement of rule, therefore the guidelines sets out broad principles of fair discipline. The educators and principal are entitled to apply action they believe is appropriate in the circumstances, having regard to the guidelines provided by this Code.

Dealing with challenging and disruptive behavior is a shared responsibility between home and school and a strong supportive partnership is the best means of tackling the problem.

ENCOURAGING GOOD BEHAVIOUR

At Cape Quran Academia we prioritize positive reinforcement of good behavior through:

- Verbal praise
- Merit awards for achievements, progress or attitude throughout the week.
- Special awards are given for attendance, special achievements, good behavior, etc.

EXPECTATIONS OF LEARNERS

- All learners must comply with the rules and regulations of the academy.
- To be honest, punctual, neat, diligent, responsible and courteous at all times.
- Learners must always show respect to all staff, peers and other adults and behave in a manner which conforms to the Shariah.(Islamic Law)
- To bring pride and honour to their parents and school.
- To behave in a manner which respect the beliefs, culture and uniqueness of all
- Learners must have respect for their learning material as well as those of others.
- Learners must show respect to the school property as well as the property of others. Parents/ Guardians will be held responsible for any damage caused by the learners to any property while attending Cape Quran Academia.

DISRESPECT TOWARDS STAFF.

The following types of offences will result in learners being de-merited:

- Back-chatting staff members
- Disrespect towards staff members by means of body language ,verbal or non-verbal means
- Showing reluctance to carry out instructions
- Any activity that indicates that the pupil is attempting to mock, defy or undermine the staff members

DISRUPTIVE BEHAVIOUR

Any behavior that disrupts the process of learning both in and out of the classroom:

- Persistent talking in class/assembly
- Throwing objects in class
- The making of sounds ,jokes ,gestures to distract the class
- Any behavior that prevents the smooth running of assemblies, talks or excursions.

AGGRESSIVE BEHAVIOUR TOWARDS PEERS

- Any behavior that threatens another learner
- Examples of aggressive behavior: threatening gestures or signs, threatening written or text messages whether signed or anonymous ,being part of a group that threatens anyone in any way
- **Bullying in any form will not be tolerated** be it, verbal, emotional, cyber, etc.

TRUANCY /REPORTING LATE TO CLASS

- It is expected that learners report to their classes promptly.
- No learner will be allowed to leave the premises without written permission from the office
- No learner will be allowed to excuse him/herself from a class without written permission of the teacher whose period is being missed.
- Late coming will not be tolerated

SMOKING

- No smoking while learners are in the school's uniform will be allowed whether on the school premises or not
- No smoking will be allowed whilst on educational school outings or school functions

PRESENTING INCOMPLETE WORK OR NO WORK

- Proof must be shown of the attempt to do all homework- Quran and Academic
- Only a letter from the parent explaining an emergency that prevented the learner from memorizing or from completing homework will be accepted.

UNIFORM

- A letter from the parent explaining the reason for not wearing the appropriate uniform will be accepted otherwise the parent will be asked to fetch the learner and return when in full school uniform.
- No coloured or brand name shoes or jackets will be allowed other than the prescribed uniform. Non –uniform will be confiscated.

HAIR REGULATIONS

Boys:

- No mullets ,faders, Mohawk hairstyles will be allowed
- Hair must be cut in one length all around
- All the hair must be clear from the eyebrows, clean and free of styling gel, mousse or cream.
- No dyed hair will be allowed.

Girls: All hair must be covered at all times.(Grades3- 4)

VANDALISM

- The aim of the discipline should be restorative(defacing school property and or other learners' property.)
- Furniture defaced by a learner shall be restored to its former condition by that learner.

SECOND LEVEL OFFENCES: (WHERE SUSPENSION OR EXPULSION IS RECOMMENDED)

Refer to Procedure in this policy.

The following third time offences where suspension is recommended:

- Immoral behaviour
- Disruptive behaviour
- Deceitfulness/dishonesty
- Meeting with unauthorized persons
- Graffiti
- Wearing cosmetics
- No homework

The following second time offences where suspension is recommended:

- Theft
- Abusing school facilities
- Bunking ,avoiding salaah
- Bringing cell phones and other devices to school
- Physical abuse /minor
- Intimidation

The following first time offences where suspension that leads to expulsion is recommended:

- Immoral behaviour and profanity
- Assault ,endanger safety of others
- Disobedience to any staff
- Deliberately undermining school authorities
- Truancy/leave without permission
- Inappropriate relationship between learners
- Being intoxicated whilst at school or school excursions
- Sexual Misconduct
- Bringing serious disrepute to the good name of the school, learners, staff or members associated with the school.

| Offences and Disciplinary Measures | | | | |
|---|----------|---------------------------------|--|--|
| Offences | Demerits | First Offence | Second Offence | Third Offence |
| Not greeting | 5 | Verbal Warning & Counseling | Written Warning & Counseling | Notify Parents & Counseling |
| Late Coming | 5 | Verbal Warning & Counseling | Written Warning & Counseling | Notify Parents & Counseling |
| Not Taking Notices Home | 5 | Verbal Warning & Counseling | Written Warning & Counseling | Notify Parents & Counseling |
| Eating/Drinking in Class | 5 | Verbal Warning & Confiscation | Written Warning Confiscation | Writing lines/Essay Confiscation |
| Littering | 10 | Rectify & Counseling | Clean School Grounds & Written Warning | Clean School Ground Writing lines/essay. |
| Absent without a Note | 10 | Written Warning & Counseling | Notify Parents & Counseling | Notify Parents. Writing lines/essay. |
| Interfering with other people's possessions | 10 | Offer Apology & Counseling | Notify Parents & Counseling | Notify Parents. Writing lines/essay. Counseling |
| Not having Appropriate Books | 10 | Written Warning & Counseling | Notify Parents. Writing lines/essay. | Notify Parents. Writing lines/essay. |
| Bringing toys or other distractions to school | 10 | Verbal Warning & Confiscation | Confiscation. Notify Parents | Confiscation. Notify Parents .Writing lines/essay. |
| Uncooperative behaviour | 20 | Verbal Warning & Counseling | Notify Parents & Counseling | Parent to meet Educator |
| Incorrect School Uniform | 20 | Rectify. Confiscate for 1 month | Rectify. Confiscate for 2 months. Notify Parents. Writing lines/essay. | Rectify. Confiscate for 3 months. Notify Parents. Writing lines/essay. |
| Late for class after break. | 20 | Verbal Warning | Written Warning. Writing lines/essay. | Notify Parents. Writing lines/essay. |
| Disobeying Prefects | 30 | Verbal Warning. Offer Apology | Offer Apology. Writing lines/essay. | Offer Apology. Note to Parents. Writing lines/essay. |

| OFFENCES LEADING TO SUSPENSION - UP TO 10 SCHOOL DAYS | | | | |
|---|----------|--|--|---|
| Offences | Demerits | First offence | Second Offence | Third Offence |
| Inappropriate boy's hair cut | 30 | Notify Parents. Give them 1 day to rectify. Counseling | Notify Parent to fetch learner from school. Writing lines/essay. | Suspension |
| Swearing, Mocking Insulting ,Rudeness | 40 | Notify Parents. Letter of Apology. Counseling | Notify Parents. Letter of Apology. Counseling | Suspension |
| Disruptive, Irreverent during Salaah or assembly | 40 | Rectify & Counseling. Sallatul-Taubah | Rectify & Counseling. Sallatul-Taubah. Notify Parents. Writing lines/essay | Suspension |
| Interruptive and disruptive during lessons | 40 | Offer Apology & Counseling. Warning | Notify Parents & Counseling. Offer Apology. Writing lines/essay | Suspension |
| Dishonesty, Deceitfulness | 40 | Offer Apology & Counseling. Warning | Notify Parents & Counseling. Offer Apology. Writing lines/essay | Suspension |
| Wearing Cosmetics, Jewelry | 40 | Rectify. Confiscate. Counseling. Warning | Rectify. Confiscate. Counseling. Notify Parents. | Suspension |
| Interfering with other people's possessions | 40 | Notify Parents & Counseling y & Counseling | Notify Parents & Counseling | Suspension |
| Not producing message Book. | 40 | Inform Parents. | Parents meet educator. | Suspension |
| Uncooperative behaviour. | 40 | Inform Parents & Counseling | Meet with Parents. | Suspension |
| Theft | 40 | Replace. Inform parents. Letter of apology | Suspension 3-5 school days. | Suspension 6-10 days |
| Bringing cameras, MP3/4, cellphones, etc to school. | 40 | Confiscate for 3 months. Inform parents. letter of apology | Suspension 3-5 school days | Confiscate for the year. Suspension 6-10 days |
| Avoiding classes/Salaah | 40 | Inform Parents Letter of apology | Suspension 3-5 school days | Suspension 6-10 days. |
| Intimidation of other learners | 40 | Inform Parents. Offer Apology | Suspension 3-5 school days | Suspension 6-10 days |

| OFFENCES LEADING TO SUSPENSION UP TO 15 SCHOOL DAYS | | | | |
|--|----------|--|--|---------------------------------|
| Offences | Demerits | First offence | Second Offence | Third Offence |
| Vandalising or damaging school facilities / property | 50 | Notify Parents. Re-place. Warning. Counseling | Notify Parents. Re-place. Suspension. 3-5days | Suspension 6 – 15 days .Replace |
| Meeting unauthorized people | 50 | Notify parents. Writing lines/essay | Notify Parents & Counseling. Writing lines/essay. Suspension 3-5 days | Suspension 6-10 days |
| Physical Abuse: scratching, punching. Assault | 50 | Notify Parents. Letter of Apology. Counseling | Suspension 3-5 days | Suspension 6-15 days. |
| Immoral /Indecent Behaviour. Profanity | 50 | Notify Parents. Letter of Apology. Counseling | Notify Parents. Letter of Apology. Counseling Suspension 3-5 days | Suspension 6-15 days |
| OFFENCES THAT MAY LEAD TO EXPULSION | | | | |
| Physical Abuse. Assault. Endangering safety of others. | 80 | Notify Parents. Letter of Apology. Counseling Suspension 3-5 days | Notify Parents. Letter of Apology. Counseling. Suspension 6-15 days | Expulsion |
| Serious case of bullying or intimidation. | 80 | Notify Parents Written warning | Suspension 3-15 days | Expulsion |
| Falsifies information or documents. | 80 | Notify Parents Written warning. | Suspension 3-15 days. | Expulsion |
| Smoking | 80 | Notify Parents Written warning | Suspension 3-15 days. | Expulsion |
| Playing or listening to music on school property or on excursions. | 80 | Notify Parents Written warning. Confiscate | Suspension 3-15 days. | Expulsion |
| Physical ,racial or verbal abuse | 80 | Notify Parents Written warning Letter of apology | Suspension 3-15 days | Expulsion |
| Disrespect to any staff member | 90 | Notify Parents Written warning Letter of apology | Suspension 3-15 days | Expulsion |
| Truancy or leave school premises without permission | 90 | Notify Parents Written warning Letter of apology | Suspension 3-15 days | Expulsion |
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OFFENCES THAT WILL LEAD TO EXPULSION

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|---|-----|---|-----------------------|-----------|
| Failing to attend Saturday class without valid reason | 90 | Suspension 3-5 days | Suspension 6-15 days. | Expulsion |
| Inappropriate relationship between learners | 100 | Suspension 3-5 days | Suspension 6-15 days | Expulsion |
| Being intoxicated whilst at school or school excursions | 100 | Suspension 6-15 days | Expulsion | |
| Bringing serious disrepute to the good name of the school, learners, staff or members associated with the school. | 100 | Suspension 6-15 days | Expulsion | |
| Sexual misconduct | 150 | Expulsion -Matter will be handed over to the authorities. | | |
| Possessing drugs /alcohol | 150 | Expulsion -Matter will be handed over to the authorities. | | |
| Selling drugs/alcohol | 150 | Expulsion-Matter will be handed over to the authorities. | | |
| Involved in gang related incidence | 150 | Expulsion-Matter will be handed over to the authorities. | | |

DISCIPLINARY PROCESS

In respect of offences (demerits 5- 20)

- The disciplining of a learner committing a level 1 offence shall be carried out or conducted by the educator in whose presence the offence was committed or otherwise the educator who witnessed the offence .
- In all instances where the prescribed sanction exceeds 50 demerits ,the Educator will refer the matter to management which will summarily inquire into and dispose of the matter in such manner and in accordance with such procedure as it in its discretion deems fit.

In respect of offences (demerits 30-100)

- The liability of a learner for commission under this code shall be adjudicated by a disciplinary panel appointed by management .Such committee shall comprise a minimum of 3 members.

In respect of offences (demerits 100-150)

- The adjudication of the question of guilt of a learner who stands accused of the commission of the offences shall be determined by a disciplinary committee appointed by the Board of Directors.

The parent of any learner disciplined of any offence shall forthwith and in event within a maximum of 48 hours, be formally notified by management.

Accumulation of Demerits

- The accumulation of demerits shall be confined to 1 academic year and shall not be transferred to any subsequent academic year.
- Where the learner has accumulated 200 demerits in consequence of one or more counts of misconduct during the course of the academic year:
 - The parent of the learner shall be notified that the learner's application for re-registration for the following academic year shall be referred to the school's Board of Directors for special consideration and decision.
 - The parent and learner shall be required to immediately sign a written undertaking /contract in such form as may be prescribed by management. In terms of which the learner agrees to faithfully comply with this Code of Conduct.

DISCIPLINARY PROCEDURE

Investigation

The investigation process described in this clause shall apply in all instances where a learner stands accused of offences with demerits 5-150.

- One or more members of the school's staff shall be appointed to investigate the charge/s of misconduct against the learner.
- All interviews with the learners shall be conducted fairly, confidentially and with due respect for the rights and dignity of the learner.
- The investigator shall keep records of all steps taken by him/her in the investigation process and the outcome thereof.
- The learner shall be invited to make a written statement.

CONCLUSION

The primary intention of the Code of Conduct is not to punish learners but to instill the need for order and discipline and to facilitate constructive learning. Parents must support the school and ensure that their children observe all school rules and regulations and accept responsibility for any misbehaving on their part.

On the part of the School Management every effort will be made to minimize disciplinary problems by embarking on pro-active advice and counseling.

Finally, we wish to emphasis that in all matters the Quran and the Sunnah will be the final authority.

I have read and understood the code of conduct as set out by the Board of Directors of the Cape Quran Academia.

I (student's name).....who is in gradehereby

agree to abide by the School Policies ,Code of Conduct and any instructions given by the Principal, HOD's and staff of Cape Quran Academia.

Date :.....

Place :.....

Signatures: Learner

Parent/ Guardian (mother).....

Parent /Guardian (father).....

Principal.....