

INTRODUCTION

The Board of Governors, Parents Committee and the Educators of the Lenasia Muslim School hereby affirm its commitments to the policies and codes of conduct as presented herein.

The adopted codes of conduct and policies have been drawn up after workshops on discipline were held with staff, Board of Governors, Parents Committee. Inputs from the secondary school pupils on discipline are also included. The school management has also looked at policies and codes practiced at other schools not only in Gauteng but nationally and have drawn from the experience of some of the most established schools.

The Lenasia Muslim School is committed to creating a disciplined, supportive, constructive and meaningful learning environment for our children, embodying the principles of Islam and developing Allah consciousness.

**“And for such as had
entertained the fear
of standing before their Lord
and has restrained (their) soul
from lower desires
Their abode will be Jannah”**

The learning environment should be one where pupils feel to express their views in a disciplined, well-structured and a meaningful way. It should enhance their self-esteem and help them to cope with the demands made on them by the highly technocratic society in which they are living. At the same time the development of good moral values and social responsibilities should be advocated so that they can contribute to the upliftment of not only the “Ummah” but of Humanity in general.

The main objectives of the code of conduct will therefore be inter alia;

- To encourage and facilitate learning and teaching in school;
- To ensure that there is order and discipline in school;
- To promote and clarify roles and responsibilities for various stakeholders in the creation of a proper learning environment in schools; and finally.
- To provide appropriate mechanisms and avenues for students not only to air their grievances, but also to provide for legitimate disciplinary measures.

I have read and understood the Code of Conduct as set out by the Board of Governors:

I _____ (student name) who is in grade _____ hereby agree to abide by the school policies, Code of Conduct and any other instructions given by the Principal or the Headmaster.

Student Name: _____

Date: _____

Signature of Parent / Guardian: _____

This page which is perforated must be detached and handed to the class teacher after it has been signed by the parent and the learner. This document will be placed in the learner's profile

N.B. On the reverse side of this form will be a record of demerits accrued by the learner.

If a learner at the end of grade 6 has accumulated 10 demerits he / she will not be registered in the following year.

If a learner at the end of grade 7 has accumulated 12 demerits, a learner at the end of grade 8 has accumulated 14 demerits and at the end of grade 9 has accumulated 16 demerits. Such a learner will not be registered in the following year at Lenasia Muslim School. Parents will be called in to inform them in writing.

If during the course of the year a learner obtains 20 demerits such a learner will be called in immediately for a disciplinary hearing.

Listed below are school policies in respect of issues which related to maintaining discipline and ensuring good conduct:

1. UNIFORMS

1.1 DRESS AND APPEARANCE:

- 1.1.1 Pupils should at all times, both inside and outside of school whilst in uniform, conduct themselves in a decent, orderly and exemplary manner.
- 1.1.2 Pupils must conform to the prescribed uniform for school to be worn at all times including educational and recreational excursions.
- 1.1.3 Cloaks and scarves which are worn to school must be worn according to shariah regulations.
- 1.1.4 Only a black school shoe is permitted.
- 1.1.5 Only in the Foundation phase, tracksuits and a black takkie will be allowed up to grade 6 (black must be a Bata toughie)

1.2 HAIR

- 1.2.1 Hair must be clean and tidy. It may not be bleached, dyed or highlighted. Wet gel may not be used. Hair may not be outlandishly stepped or undercut.
- 1.2.2 Boys' hair should be one length, neat and above the ears, sides and back.
- 1.2.3 Zulfa will be allowed provided a learner wears a one fist length beard.
- 1.2.4 Girls' hair must be covered at all times.

1.3 JEWELLERY

- 1.3.1 No jewellery except wristwatches is permitted.
- 1.3.2 Girls may wear sleepers or studs may be worn in ears, provided they match and only one in each ear is worn.

1.4 **MAKE UP**

1.4.1 Nails must be neat and short.

1.4.2 No makeup is allowed; this applies to base as well

2. **CLASSROOM CONDUCT**

2.1 No disruption of classroom routine will be tolerated.

2.2 Homework must always be timeously done and thorough preparation must be carried out before tests and examinations.

2.3 Greet teachers and visitors both in classrooms and corridors.

2.4 Pupils must obey all instructions issued by teachers.

3. **PROHIBITIONS**

3.1 Littering is forbidden.

3.2 Chewing gum is forbidden at school.

3.3 Eating or drinking whilst standing or walking about is prohibited.

3.4 No toys or electronic devices allowed (cell-phones, etc).

3.5 No knives of any sort, guns or any other dangerous instruments including fireworks, explosives may be brought to school or taken on any school outing.

3.6 No smoking or any smoking device is allowed at school. The Lenasia Muslim School subscribes to a strict anti-smoking policy.

3.7 No alcohol or narcotics are allowed.

3.8 No social intermingling is permitted at school (according to sharia rules).

3.9 All forms of bullying are prohibited.

3.10 No fighting or violence in or outside the school property.

3.11 No vandalism e.g., graffiti.

school, assisting the aged, Johannesburg Council of the Disabled, etc. The Disciplinary Committee will determine and address the value of his / her service. The demerits accumulated in any academic year if not redeemed will be carried forward to the next academic year.

9. CONCLUSION

The primary intention of the code of conduct is to instil in students the need for order and discipline and to facilitate constructive learning. It is hoped that this code will inform the students the way in which they should conduct themselves at school. It will set a standard of moral behaviour, promote self-discipline and exemplary conduct.

Parents must support the school and ensure that their children observe all school rules and regulations and accept responsibility for any misbehaviour 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 counselling.

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

18	Theft or distribution of examination papers which may enable another person to gain an unfair advantage in an examination.	20
19	Found in possession of or distributing pornographic material.	15
20	Substance possession or use (drugs or alcohol, etc)	20 (the student will be required to leave the school and criminal charges will be laid)
21	Any other learner conduct, which in the opinion of the school governing body results in severe disruption of the teaching and learning process.	15
22	Defaming other learners on social media	10
23	Defaming the Principal, deputy Principal, head master, HOD'S, educators, or any staff members or any school committee member on social media.	20
24	Any action by the learner which will bring disrepute to the school.	10
25	Refusing to cut hair according to the code of conduct	10

The school reserves the right to conduct unannounced searches and requests substance abuse testing if and when the situation arises.

8. MINOR MISDEMEANOURS SUCH AS:

Late coming. Neglect of homework, quarrelling with peers, etc. will if deemed necessary also earn 2 demerits.

SOME OF THE CORRECTIVE MEASURES FOR MINOR MISDEMEANOURS INTER ALIA WILL BE THE FOLLOWING.

- Detention during school breaks or after school, positive service to school such as library assistance, cleaning of school premises, helping the school gardener, etc.
- As a rule, no teacher has the authority to expel a student or send him/her home without the permission of the principal.
- A learner who has earned a number of demerits can redeem himself by offering “volunteer” service to the school or community. This may take the form of cleaning windows, plant shrubs, gardening, cleaning the

- 3.12 Learners are prohibited from posting any material on social media that may bring the school into disrepute.
- 3.13 In accordance with Shariah rules celebrating birthdays, valentine's day or observation that emulates another faith is prohibited.
- 3.14 Any form of parties or demonstrations are prohibited unless permission is granted by the school senior management.

4. **ABSENTEEISM AND EARLY LEAVE**

- 4.1 A letter from parents and / or doctor's note must be produced on return after absence from school. Parents should telephone the school when pupils are not attending school.
- 4.2 Pupils may not leave the school premises during school hours without the permission of the principal. Medical appointments must be made outside of school hours.
- 4.3 Unauthorised absence from school or lessons without a valid reason constitutes a misdemeanour.
- 4.4 No extension of holidays will be allowed without the prior written approval of the office.

5. **LATE ARRIVAL**

- 5.1 Punctuality is an important character trait which need to be inculcated in pupils. They must come to school on time.
- 5.2 Pupils must be punctual for all lessons. Class- Changing must be rapid and orderly.
- 5.3 Learners to report to school by 7H20. School gates will be locked at 7H30.

6. **GENERAL**

- 6.1 Respect and politeness should be shown to parents and teachers, administrative, domestic and ground staff and other pupils. Greetings and the words "please" and "thank you" (Jazakallah) should be used. Hands are to be kept out of pockets, whilst speaking to anybody.
- 6.2 Pupils should treat all school property, public property and their property with care and respect.

- 6.3 Learners driving their own vehicles to school should provide proof of a valid driving licence.
- 6.4 Pupils may not communicate with “outsiders” unless permission is obtained from the office.
- 6.5 Pupils and parents must obey traffic rules pertaining to the areas outside the school entrance.
- 6.6 Disrespectful behaviour or impertinence is totally unacceptable.
- 6.7 Remember that you are regarded at all times by the general public as being a representative of the Lenasia Muslim School.
- 6.8 Learners are not allowed to order food from outside sources unless prior arrangements with the office had been made.
- 6.9 Learners are not allowed to sell any goods or items on the school premises.
- 6.10 Learners are not allowed to buy from vendors, except from vendors approved by the school.
- 6.11 The sport and cultural programme is an integral facet of the school curriculum and is compulsory. All school rules apply to these events.
- 6.12 The disciplinary codes must be adhered to in all extra-curricular and co-curricular activities, i.e. sports, excursion and speech contests.

7. DISCIPLINARY COMMITTEE

- 7.1 A disciplinary Committee comprising of school Management, members from the Parents Committee as well as Board of Governors will deal with all serious cases of misconduct. Its functions are inter alia to determine the severity of an offence and the corresponding demerit. (The Committee’s decision concerning demerits for a particular offence will be influenced by the guidelines provided in this document). In the event of a serious misconduct committed by the learner in any academic year, the learner will appear in front of the Disciplinary Committee for possible suspension from school, pending the outcome of the disciplinary hearing. An accumulation of 20 demerits will lead to long term suspension. The student will be informed in writing by the Principal of the nature of the charge/s against him/her and the date, Venue and time of the disciplinary hearing.

7.2 The Principal at his/ her discretion may suspend a learner for a period of 7 days until the Disciplinary hearing takes place with his / her parents / guardians. If a student fails to attend the scheduled disciplinary hearing without a valid reason, the Committee reserves the right to institute disciplinary procedures against the learner in his / her absence.

N.B. LISTED BELOW IS A SCHEDULE OF DEMERITS MISDEMEANORS.

NO	OFFENCE	DEMERIT
1	Disrupting class	2
2	Vulgar Language (swearing)	5
3	Cell phones are strictly prohibited Cell phones will lead to confiscation for 12 months and a fine of R500.00	5
4	Found with cigarettes on premises	10
5	Smoking and / or possession of cigarettes	10
6	Inappropriate behaviour at school functions and excursions	10
7	Bunking classes	2
8	Cheating and/ or cribbing exam/ tests	10
9	Theft of property from school, teachers or fellow students	10
10	Wilful damage to school property (vandalism)	10
11	Abusive and aggressive attitude towards teaching staff or defaming staff members	10
12	Carrying and possession of dangerous weapons such as knives, pangas, baseball bats, firearms, dangerous fireworks and any other dangerous weapon/s.	15
13	Assault on fellow students with/ without help from outsiders	15
14	Intermingling: holding hands, embracing and any other behaviour which is construed as intermingling	10
15	Holding any person hostage in school	20
16	Assault on teacher/s, administrative/ clerical staff and support staff	20
17	Rape and / or sexual harassment of staff members and fellow students	20

