



**AL GHAZALI
COLLEGE**

CODE OF CONDUCT

PREAMBLE

At Al Ghazali, it is our quest to maintain high standards of learning and teaching. We believe that this is an ongoing process. Effective teaching in a safe and disciplined Islamic environment is of paramount importance to all involved.

It is our goal to *nurture lifelong learning and leadership within an Islamic framework that promotes service to humanity* for every learner that attends our school.

This Code of Conduct provides a frame of reference for the behaviour of all learners at Al Ghazali College.

SCOPE

The Code of Conduct must be adhered to:

- On the School Property before, during and after school hours
- At all official School events, both within and outside regular school hours
- In any situation, on or off School Property, where the learner is recognisable as an Al Ghazali learner.

INTRODUCTION

This Code of Conduct provides specific information regarding the rules that all learners are expected to adhere to, as well as consequences for the violation of the policies set forth in this document. The Code of Conduct addresses expectations for all learners in terms of timely attendance, respect for people and property, appropriate dress, technology usage and learner activities. In addition, the Code of Conduct outlines the consequences of violating the rules. Learners and parents are required to sign a statement indicating that they have received the Code of Conduct and are aware of the explanation of rules it provides.

1. ATTENDANCE

A learner's presence in class is required to maximise the attainment of instructional outcomes.

Responsibilities

- Learners have a responsibility to attend all classes.
- Learners have a responsibility to be on time for school and all classes.
- Parents have a responsibility to notify the school when the learner is absent.
- Learners have a responsibility to ask teachers for, and to complete work that they missed during their absence.
- Learners having or suspected of having a communicable disease are not allowed to attend school. In order to return to school, parents must obtain a doctor's certificate stating that the learner is no longer contagious. Chickenpox is the only infectious disease that does not require a doctor's note.

Absence may be reported by telephone or written note. The report must come from a parent who gives the date(s) of the absence and the reason for the absence. Parents must report these absences within two (2) days, although the school principal may make exceptions in cases of need. Class teachers are within their right to ask for a written note/medical certificate.

Excused Absence

Excused absences include:

- Illness
- Death in the family
- Special events, for example, national competitions

Applicable Rule

- All appointments (e.g. dentist, doctor, driver's tests, etc.) should be made outside of school hours.
- Frequent absenteeism will not be tolerated.
- Learners absent for less than 3 days must produce a parent's/guardian's letter to explain their absence.
- Learners absent for 3 days or more must produce a medical certificate.
- Learners should report to school on time.

- Absence during the examination period or for any formal School Based Assessments (SBAs) (e.g. tests) requires a medical certificate.
- Learners may only leave the school premises during school hours with the permission of the Principal and the signing of the leave slip by the parent. Learners will only be allowed to leave with their parent or guardian.

2. RESPECT FOR PERSONS AND PROPERTY

Akhlaq (character education) is woven into the policies and procedures of Al Ghazali College. Responsibility, kindness, respect, honesty, self-control, tolerance and co-operation are the foundation of this Code of Conduct.

Rights

- Learners have the right to be treated with respect and honesty.
- Learners have the right to privacy.
- Learners have the right to a safe and orderly school.

Responsibilities

- Learners have the responsibility to demonstrate character education traits.
- Learners have the responsibility to treat others with respect and honesty.
- Learners have the responsibility to respect the rights of others.
- No learner may through his/her behaviour or attitude disrupt the learning process of other learners.
- Learners have the responsibility to be well behaved during contact time.
- Learners have the responsibility to respect and co-operate with the LSC members the prefects.
- Learners have the responsibility to keep the classroom and the school clean and tidy at all times.
- Learners have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.
- Learners have the responsibility to respect school property and will be held responsible for any damages.
- Learners have the responsibility of looking after their belongings as the school will not be held liable for any loss or damages.

Rule

- It is important for learners to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school.
- Learners are expected to honour their responsibilities and behave in ways that respect the rights of all.
- Staff members are referred to as Muallim/Muallima.
- Learners must greet fellow learners and staff members when meeting or passing each other during the day.
- Adults on the school premises, particularly parents and visitors must be afforded the utmost courtesy.
- If a learner is sitting down when an adult enters the room he/she is to stand up to greet the person.

3. ELECTRONIC DEVICES

- Cell phones must not be brought to school. Cell phones are valuable and interfere with the learning process in the classroom.
- I-pods, i-pads, cameras and electronic devices and games will not be allowed at school except under supervision and for learning purposes.

Rule

- If a learner is caught with a cell phone or electronic device at school, whether it is on or off, the phone and SIM card and/or device will be confiscated for a period of 5 school days. The School will not accept responsibility for the loss of this article on the school premises.
- Cell phones or electronic devices may not be taken into any examination or test venue.
- If a cell phone or electronic device is found on a learner during an examination or in a test venue, the learner may be given zero for that examination or test.

4. GENERAL

- Punctuality is essential.
- Learners have the responsibility to behave impeccably at all times.
- Eating and drinking will not be allowed during class time.
- Learners are expected to take pride in their school.

- During change of periods, learners are expected to move swiftly and in an orderly manner.
- Learners may not communicate with any person beyond the school boundary.
- Smoking in and around the school is strictly prohibited.
- The possession or use of any drug or alcohol in and around the school is strictly prohibited.
- The possession or use of any weapon in and around the school is strictly prohibited.
- Witnessing and not reporting any violation of the Code of Conduct is a violation.
- Participating or facilitating the possession, use, buying or selling of prohibited substances is prohibited.
- Pornographic material is strictly prohibited.
- The use of the public phone will not be allowed during contact time.
- When learners fall ill during school hours they are to report to the school secretary before going to the sick room. If permission is granted for early leave, an early leave form must be signed by the parent.
- All circulars issued need to be brought to the attention of parents and where necessary returned to the school.

5. EXCURSIONS

- Learners have to be dressed in uniform on all excursions unless otherwise informed.
- Learners should display impeccable behaviour during excursions and act as ambassadors for the school.
- Cameras, i-pods, i-pads, or any undesirable article will NOT be allowed on excursion.
- All rules and regulations pertaining to the excursion must be strictly adhered to.

6. BREAK

- Learners are not allowed to remain in class during break.
- Boys and girls must remain in their prescribed areas during the break.
- Littering is prohibited.
- Any accidents, injuries and problems must immediately be reported to the teacher on duty.

7. SALAAH

- It is compulsory for all learners to attend Salaah.
- Learners should proceed to the Mosque promptly at the commencement of the time for Salaah.

- Learners have the responsibility of behaving in a dignified manner in the House of Allah.
- Talking, whispering, joking and playing are strictly prohibited.

8. HOMEWORK

- Learners must ensure that homework is completed by the due date.
- Copying homework is not allowed.
- It is the learner's responsibility to enquire about work and homework missed. The onus is on the learner to complete the work missed.
- Quran reading at home will be considered homework.
- Failure to produce homework will be considered homework not done.

9. UNIFORM

9.1 Boys

- **Grade R-3:** Grey pants, white golf shirt (tucked in) with/without school logo, black jersey with school logo, plain black socks, and black school shoes for boys (*no slip-ons allowed*).
- **Grade 4-12:** Grey pants, white school shirt with school logo, black jersey with school logo, plain black socks, and black school shoes (*no slip-ons allowed*). **Compulsory to wear plain black school topi.**
- In winter the same uniform applies, however the school winter jacket with a logo may be worn.
- From Grade 8-12, learners are allowed to wear a school blazer.
- School tracksuit must be worn for all P.E. and extra-curricular periods with plain black trainers.
- On Fridays, boys must wear a plain white kurta, a grey pants, plain white t-shirt, plain black socks, and black lace-up boys' school shoes (*no slip-ons allowed*).

9.2 Girls

- **Grade R-3:** Grey pants, white golf shirt (not tucked in) with school logo, black jersey with school logo, plain black socks, and black lace up or buckle school shoes (*no slip-ons or pumps allowed*). **Girls must wear plain black burkha scarf from grade 3.**

- **Grade 4-12:** Black school kaftans with plain black pants underneath, plain black socks and black lace up or buckle school shoes (*no slip-ons or pumps allowed*). ***Compulsory to wear plain black burkha scarf.***
- In winter the same uniform applies, however the school tracksuit jacket may be worn.
- From Grade 8-12, learners are allowed to wear a school blazer.
- School tracksuit must be worn for all P.E. and extra-curricular periods with plain black trainers.

9.3 General

- Hair must be tidy, clean and of natural looking colour. No inappropriate hairstyles permitted.
- Girls from Grade 3 must wear a head scarf at all times.
- Boys must wear topi at all times.
- No make-up allowed.
- No jewellery permitted besides a wrist watch and girls will be allowed one stud or sleeper per ear.
- Nails need to be short, neat and clean.

GRADING OF MISDEMEANOURS

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Littering	Vandalism	Possession of weapons and items that can cause physical injury	Use of weapons that cause physical injury.
Excessively noisy or unruly behaviour	Interfering with another person's possessions/property without the owner's consent	Entering the School premises while under the influence of alcohol/drugs	Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance (including cigarettes).
Eating, drinking or chewing gum during any contact time (class and assembly).	Any form of bullying and discriminatory remarks.	Possession, copying, distribution, use or displaying of pornographic material.	Theft, robbery, breaking and entering.
Misconduct in an assembly.	Forgery, altering of official documents such as medical certificates and qualifications and fraudulent use thereof. Forging parents' signature on official communication with school.	Assault with the intent to do grievous bodily harm.	Malicious damage/injury to property of the School, staff members, fellow learners or any other person or indecent assault.
Entering an out of bounds area, classroom or passage without permission.	Intimidation by verbal or physical threat to harm the person or his property (bullying).	Truancy from School or leaving School grounds without the necessary permission.	Physical assault that results in bodily harm.
Misconduct or poor sportsmanship during and extra-mural activity practice or inter-school competition.	Swearing, lying or using obscene gestures, verbal or non-verbal abuse, disrespect or insolence.	Any learner who, in or outside of the buildings, or on or off the premises of the school, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners or other stakeholders.	Any offence punishable under common law of South Africa.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	Obscene gestures, verbal or non-verbal abuse, disrespect or insolence.	Reckless or negligent driving whether in School uniform or not, and whether on the School property or not including driving without a valid licence.	Unreasonable repetition of a LEVEL 3 offence.
	Failure to submit an absentee note by the stipulated deadline, return a library book by the due date, attend detention classes, continual interference with another learner which causes minor physical or mental discomfort.	Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work or failure to report to DT).	Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal examinations). This includes any form of communication, verbal or non-verbal, with another learner.
	Minor infringement of uniform regulations or sport dress.	Public disturbance and public indecency	Unreasonable repetition of a LEVEL 2 offence
	Failure to do class work that has been set and to submit homework assignments etc., bring the required textbooks, notes, stationery, or equipment to a lesson, hand work in on time, copying another learner's class work or homework.	Gambling	
		Using a cell phone as a means of communication during a formal testing period.	
		Copying of IT exercises, projects or any other work intended for SBA marks.	
		Truancy (bunking) from any contact time.	
		Possession or use of fire cracker.	
		Any action which brings the School's name into disrepute.	
		Possession of offensive material including pornographic material.	
		Tampering with safety and other equipment on school premises.	
		Unreasonable repetition of a LEVEL 1 offence.	

DISCIPLINARY STRUCTURE AT AL GHAZALI COLLEGE

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School. Any offence not listed may be classified according to the teacher's discretion.

CONSEQUENCES

LEVEL 1

The relevant person in authority will deal with Level 1 misconduct immediately. Discipline will be administered by the person in authority and could typically be a verbal reprimand and/or the allocation of an appropriate task e.g. meaningful written work, tidying up the classroom, litter clean-up, etc.

LEVEL 2

Level 2 misconduct will be dealt with formally by the person in authority. Corrective action could typically involve counselling (where appropriate) and/or appropriate disciplinary action such as detention.

LEVEL 3

Teachers who feel that the normal levels of discipline i.e. the first and second level have been exhausted on the specific learner without success or that the offence is of such a nature that a senior person must deal with it then such a learner must first be sent to the Phase Head. Phase Heads should pursue one or more of the following measures in dealing with such learners:

- Counselling
- In School Suspension
- Interview with learners and parents
- Refer learner to the Principal

LEVEL 4

Level 4 misconduct will be dealt with at the highest level within the School i.e. the Principal and/or Board of Governors. Corrective action could involve counselling (where appropriate) and discipline could involve a formal disciplinary hearing with consequent suspension or expulsion.

LEVEL 5 (Criminal Acts – Violates School Code and Law)

Level 5 misconduct refers to criminal acts and repeated serious violations of the Code of Conduct. Misconduct will be escalated to the appropriate authorities in conjunction with the Board of Governors. In addition, the School would reserve the right to implement Level 4 consequences.

RIGHTS AND RESPONSIBILITIES OF LEARNERS

Every learner has the right:

- To be treated fairly and responsibly
- To be taught in a safe and disciplined environment; and the responsibility to uphold school security and be co-operative.
- To be treated with respect and the responsibility to show respect to others.
- To express opinions politely; and the responsibility to listen to and be tolerant of the opinions of others.
- To security of oneself and one's possession; and the responsibility to respect others personal safety and property.
- To basic learning materials; and the responsibility to look after School Property.
- To learn in a clean and healthy environment; and the responsibility to ensure that the School premises are kept clean and are not damaged or defaced.
- To proper tuition; and the responsibility to take charge of his/her own work.
- To be punctual and consistent for lessons; and the responsibility to attend them on time.

RESPONSIBILITIES OF PARENTS – WITH REGARD TO LEARNERS AND THE SCHOOL

Parents must make sure that:

- Their children attend school every day and are punctual.
- Academic reports and follow-ups are forthcoming.
- The rights of their children to learn are upheld.
- Their children follow the rules and the Code of Conduct.
- Their children are healthy, neat and clean.

- They tell school authorities about any problem concerning their children or other children/people in the School.
- They don't use abusive language or behave in an abusive way.
- They discuss reports, homework and assignments with children.
- They supply their children with the basic resources needed for school and homework.
- They become involved in the School's activities.

Parents should at all times be supportive of the structures and general ethos of the school.

DISCIPLINARY HEARINGS/TRIBUNALS

Section 8 (4) of the South African Schools Act 84 of 1996 provides that all learners attending a school are bound by the Code of Conduct of the school. All learners are expected to sign a statement of commitment to the Code of Conduct.

The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

1. Disciplinary Hearings

- 1.1 Written notice of a disciplinary hearing will be given at least five (5) school days before the hearing is scheduled to take place, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations.
- 1.2 When notice is issued to the learner the learner must acknowledge receipt of the notice by signing for it. This is not an admission of guilt on the part of the learner.
- 1.3 If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- 1.4 A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- 1.5 A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
- 1.6 The hearing will also be attended by the learner, and any other learner he/she may need for his/her defence.
- 1.7 The parent(s) of learner(s) will attend as observers.

2. The Disciplinary Committee will consist of the following members:

- 2.1 The school Principal or Discipline Officer delegated to oversee this function
- 2.2 Four (4) members of the School Management Team
- 2.3 The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.

3. Procedure during Disciplinary Hearings

- 3.1 The Chairperson of The Committee must lead the proceedings and introduce those present and state their functions and ensure that witnesses are present only while giving their evidence.
- 3.2 The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the Disciplinary Hearing.
- 3.3 The procedure of the enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witness may then give evidence and the complainant and Committee may ask them questions.
- 3.4 When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all witnesses.
- 3.5 The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
- 3.6 The Chairperson must reconvene all interested parties.
- 3.7 The Chairperson is to communicate the decision of The Committee.
- 3.8 The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed. At this point, no new evidence shall be entertained.
- 3.9 The learner must be advised of his/her right to appeal the decision in writing.

3.2 The Chairperson must inform the learner of his/her rights:

- 3.2.1 The right to a formal hearing
- 3.2.2 The right to be present at the hearing
- 3.2.3 The right to be given advance notice of the charges against him/her
- 3.2.4 The right to be represented at the hearing by one (1) internal representative
- 3.2.5 The right to be accompanied at the hearing by parents/guardian if the learner is a minor
- 3.2.6 The right to ask questions on any evidence produced, or on statements of witnesses
- 3.2.7 The right to call witnesses to testify on his/her behalf

- 3.2.8 The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee
- 3.2.9 If the learner does not attend, the hearing will continue in his/her absence

4. Disciplinary Action

- 4.1 No action on a verdict from the Committee of 'not guilty'
- 4.2 A suspension from school for a minimum of two (2) school days.
- 4.3 A suspension from school for a maximum of five (5) school days.
- 4.4 Suspended expulsion from school on condition no other misdemeanour is committed.
- 4.5 Expulsion from school.
- 4.6 Alternative, corrective action depending on the severity of the charges against the learner.

5. Grievance/Appeal Procedure

- 5.1 Every learner/parent has the right to lodge a grievance/appeal against any action at Al Ghazali College. This grievance/appeal must be done in writing within 5 (five) days of the findings of the Disciplinary Committee.
- 5.2 The principal will obtain all the facts, investigate the matter and give judgement about the appeal/grievance.

ACKNOWLEDGEMENT

Dear Parent and Learner

The Code of Conduct is a living document to promote a safe and orderly learning environment for every learner.

We urge you to read the Code of Conduct thoroughly and to engage in a discussion with your child/children. If you have any questions about the rules and consequences, you are encouraged to ask for an explanation from teachers and the Principal.

The learner and parent should each sign this page on the space provided below, then return the page to the School.

Thank you.

We acknowledge that we have received the Al Ghazali College Code of Conduct, and that we are responsible for reading, understanding and following the rules and other information contained therein.

Learner's First Name		Learner's Surname	
Learner's Id. Number		Grade	
Learner's Signature		Date	
Parent's First Name		Parent's Surname	
Parent's Signature		Date	