

Code of Conduct

JOHANNESBURG MUSLIM SCHOOL

1. Introduction

The Board of Governors (the Board) of the Johannesburg Muslim School (JMS) presents to the wider school community its codes of conduct for learners and standards for staff members and parents. It is also our duty to place before you our school's policies relating to discipline and related educational issues.

The adopted code of conduct and policies have emerged from a process of consultation with various stakeholders in the broader school community, and are subject to being revised on a regular basis to ensure that standards are updated and expected norms of behaviour are improved.

We believe that education serves to improve the quality of life.

The policies set out in this document are designed to establish the norms of behaviour by creating a disciplined, supportive and purposeful teaching and learning environment for learners and educators at the JMS. We are confident that our learners, educators and parents will fully support our school's policies and help make the Johannesburg Muslim School a model institution.

2. Mission

The Johannesburg Muslim School is dedicated to ensuring that all learners are given equal opportunity to be educated to the highest possible standard academically, and we commit all our resources to this aim.

3. Vision

The Johannesburg Muslim School's vision is to foster the moral and educational excellence of every learner.

4. Core Ideology

The school has adopted a core ideology and policy in conformity with the Ahlus Sunnah wal Jama'ah of:

EVERY CHILD DIRECTLY IN JANNAH

This shall be achieved by the following four fundamental principles:

Inviting to Islam	Teaching and learning about Islam	Obedience to the commandments of ALLAH (SWT)	Service to humanity
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The mission of the JMS is to provide excellence in education to all our learners, as a basis for life-long learning, personal and social development and bringing the cause of Islam's true message, of submission to ALLAH (SWT) and universality of brotherhood, to humanity. The JMS aims at providing learners with the skills they may require to take a leadership role in society; and to function as productive, disciplined and morally conscientious members of that society.

Throughout the world, the success of a community lies in the acceptance of norms of behaviour to which each individual considers himself bound and which attentively protects these ideals. Guided by an Islamic ideology, the JMS holds true to the value expressed above and, while the current world

ethos appears fixated on each community demanding that its individual rights be fulfilled, the JMS focuses on serving to fulfil its obligations to humanity as a whole.

The JMS recognises that service to humanity is what enables a community to function as a cohesive whole. Each distinct part of the community is taught to play its role and contribute positively towards the greater benefit of the society at large. Keeping in mind that we are judged on our efforts and sincere intentions, emphasis is placed on striving for ideals and, while acknowledging that these same ideals may not always be achieved, we will try and cause the greatest change to be brought into our lives, and the lives of those around us, to achieve our goals.

We will always strive to behave in a manner that displays excellence of character and respect for each individual soul, as was the nature and behaviour of our pious predecessors. We will labour to establish standards and norms of behaviour that will demonstrate justice, honesty and integrity of purpose, and remain within the confines of the legislative framework.

As an independent school, the Johannesburg Muslim School expects of its learners and educators to, throughout their lives, live up to the professional standards of excellence associated with their roles as Muslims in the obedience of ALLAH (SWT).

The code of conduct recognises individuality and initiative; encourages personal responsibility and mutual respect; and promotes personal growth and self-confidence.

5. The JMS position toward education

Education has a fundamental purpose of teaching, learning and accepting standards of behaviour that are reflected in academic achievements. Such achievements aim to ensure the sustainability of the existing educational model. All partners in the education process at the JMS are expected to commit to and be responsible for demonstrating these values of honesty, trust, fairness, respect, integrity and responsibility; especially in the face of strong opposition.

6. Long term goals for Johannesburg Muslim School

- 6.1. To promote positive values based on an Islamic Ethos,
- 6.2. To achieve and maintain standards of excellence in Education,
- 6.3. To build learner leadership for on-going service to the community,
- 6.4. To develop sound Muslim men and women from learners who pass through the Johannesburg Muslim School, and
- 6.5. To promote the overall development of our learners within the confines of the resources available to the School and in terms of the teachings of Islam.

7. Purpose of such a code

The purpose of such a code must be seen in the context of creating a body of rules, principles and guidelines, to effectively manage the school and to ensure consistency of conduct, the common realisation of objectives and fair application of the standards of the Code to all. The primary basis for such a code is to regulate relationships and recognise the importance of the partnership to be played between the parent / guardian, the educator, the Board of Governors, the Education authorities and the learner, in catering for the primary needs of the Learner's right to be educated.

Further, in compliance with legislation, section 8 of the South African Schools Act provides that a Governing Body of a public school must adopt a Code of Conduct which is subject to the Constitution of the Republic of South Africa of 1996, the South African Schools Act of 1996 and Provincial Legislation where

applicable. The purpose of this code is therefore to provide guidance on how the various relationships within the school environment are managed and fostered to the benefit of all concerned.

The Code of Conduct aims to create an environment in which it is possible for the individual learners to achieve the best possible results and to promote the development of each learner's relationship skills and their abilities. The Code contains various aspects which require holistic study and interpretation within the norms that have been determined by the Board of Governors and which have been directed at the efficient management and functioning of the School.

8. Interpretation of the Code

The code should be interpreted on the value that the School must espouse good discipline and that objective is achieved in part through the implementation of the code. In effect, the code of conduct, and all documents that are deemed to be part of the Code, should be interpreted to ensure that this objective of the School is given effect. The objectives and purpose of the Code shall be construed by the Board of Governors within the normal rules of interpretation of such documents in general, and the prevailing circumstances in particular, and the Board of Governors will strive to achieve fairness, honesty, integrity and consistent action.

In this Code, unless the context clearly indicates a contrary intention, an expression which denotes:-

- 8.1. any gender includes the other genders;
- 8.2. a natural person includes an artificial person and *vice versa*;
- 8.3. the singular includes the plural and *vice versa*;

9. Application of the Code

This code will apply to all learners that are registered with the School and similarly to their parents/guardians. All parents, guardians, staff members and learners, are duty-bound to study this Code of Conduct thoroughly in order to understand what is expected of them and to revisit the Code at regular intervals to determine their choices and determine what consequences will flow from certain types of behaviour.

Parents/Guardians are thus encouraged to revise the code at least once a year with their children / wards in order to ensure that this code, and the purposes of encouraging acceptable behaviour, remains uppermost in their minds.

A positive attitude and spirit of co-operation amongst all the role-players will enable the Johannesburg Muslim School to function successfully to the benefit of all concerned.

By registering the learner with the school, the parents and/or guardians hereby accept that they have been made aware of the existence of this Code and consider themselves legally bound thereto, which is a prerequisite for admission to each grade at the School.

This code will apply to learners wherever they may be, including, but not limited to:

- 9.1. whilst they are on school premises,
- 9.2. at all school functions and
- 9.3. off school premises where they are identifiable or can be identifiable as JMS learners.

10. Underlying principles in the establishment of such a code

It is recognised that learners have a right to:

- 10.1. be educated in a safe, happy, orderly and productive environment;
- 10.2. be treated with dignity and to be shown mutual respect – synonymous with consideration, good manners and caring;

The principles underlying the code further recognises that every learner has the right to:

- 10.3. understand that a breach of standards of the JMS shall have consequences;
- 10.4. appear before and be heard by a disciplinary committee when called upon to do so and to present a case in an honest and fair manner;
- 10.5. a sanction that is fair, reasonable, appropriate and consistent with the breach complained of.

THE LEARNER CODE OF CONDUCT

11. Johannesburg Muslim School learner's credo

We, the Johannesburg Muslim School learners, are consciously aware of the need for good character and a positive academic approach. We freely recognise that self-discipline is essential for our own growth and development, and for the purposeful functioning of our school.

12. Introduction

The Board of Management of the Johannesburg Muslim School believes that the school is an appropriate setting for all children and youth to be inculcated into the Islamic way of life. The Learner Code of Conduct is designed to support this concept by developing, through reasonable and consistent practices, appropriate learner behaviour patterns. Those behaviours and disciplinary actions set forth in this Code are designed to serve as learning experiences for learners. However, it must be noted that certain offences may warrant a sanction of expulsion. The Johannesburg Muslim School is committed to creating a disciplined, supportive and purposeful learning environment for our learners, based on mutual trust and respect. The Johannesburg Muslim School showers praise on learner achievements and rewards good conduct.

The Rules and Regulations contained in the Code of Conduct are for the benefit of ALL learners and shall be obeyed. Disobedience and the contravention of these Rules and the Code of Conduct will result in an appropriate punishment.

Compliance with the Learner Code of Conduct is expected of all learners.

The Code makes provision for fair and transparent procedures for dealing with learner's misconduct and ill discipline.

The school draws a distinction between serious misconduct and minor misdemeanours, and sets out separate procedures hereunder for dealing with these. The School will not hesitate to report any action bordering on criminality to the South African Police Services.

13. Misconduct

It must be noted that no written set of rules can cover all situations and thus the final decision in respect of disciplinary issues rests with the Board of Governors in determining what actions constitute misconduct, what procedures to follow and what sanctions to impose. There are therefore times when learners are expected to act sensibly according to approved codes of behaviour and within the spirit that this code is presented.

The Johannesburg Muslim School is committed to make provision for fair and transparent procedures for dealing with learners' misconduct and ill discipline, by determining procedures that shall be applicable internally.

Violations are categorised into various types and the sanction for a violation will be in accordance with the category of the violation.

In the event of misconduct, remedial/disciplinary action may be taken against a learner. In order to ensure the consistent application of such action, misconduct has been categorised under various levels, according to seriousness. The nature of the remedial/disciplinary action will depend on the level of the misconduct.

14. Scope of application

The Code of Conduct must be adhered to:

- 14.1. on the School property before, during and after school hours
- 14.2. at all official School events, both within and outside regular school hours
- 14.3. in any situation, on or off School property, where the learner is recognisable as a JMS learner.

15. Corporal punishment of learners

The Johannesburg Muslim School supports unreservedly the legal prohibition on corporal punishment in school. The Johannesburg Muslim School is opposed to the use of corporal punishment on learners and the violent resolution of conflicts in school. Learners are required to report instances of corporal punishment at school to the Principal on the first occasion without fear of victimisation, intimidation or harassment of any form.

16. Responsibilities of the learners

The learners shall have the following responsibilities, to be read in conjunction with other duties that may be imposed during the course of their education and as read in conjunction with other aspects of this code.

- 16.1. Behaving in a manner that does not interfere with the rights of others;
- 16.2. Abiding by expectations, guidelines, rules and regulations established by the school;
- 16.3. Attending school and classes daily and on time;
- 16.4. Staying at school until dismissal time;
- 16.5. Showing respect to all who attend at the school including, but not limited to, the Principal, the Educators, the support staff and members of the Board;
- 16.6. Upholding all rules and cooperating with regard to ensuring that school security is not breached;
- 16.7. Listening and showing tolerance for the opinions of others;
- 16.8. Respecting the personal safety and property of all persons;
- 16.9. Caring for school property;
- 16.10. Ensuring that the School premises are kept clean and are not damaged or defaced and
- 16.11. Taking charge of his/her own work.

17. Rights of the learners

The learners shall be entitled to the following rights which shall, to the best of the school's ability, be implemented. The learners and their parents/guardians are required to cooperate with the school in the achievement/enforcement of these rights. Though it may not be possible at all times to ensure that these rights are fulfilled, the school will nevertheless strive to the best of its ability to ensure that the learners are not deprived of these rights.

- 17.1. To be taught in a safe and disciplined environment;
- 17.2. To be treated with respect, regardless of personal beliefs;
- 17.3. To express opinions politely;
- 17.4. To security of oneself and ones possessions;
- 17.5. To basic learning materials;
- 17.6. To learn in a clean and healthy environment;
- 17.7. To proper tuition and
- 17.8. To punctual and consistent lessons.

18. General with regard to offences and sanctions to be imposed

The School has the sole authority to classify offences and change such classification from time to time. Further, the guidelines in imposing sanctions and the classification of offences may be departed from, depending on the

circumstances of the case and at the sole discretion of the School authority effecting discipline.

19. Recommended sanctions

- 19.1. Minor offences (per term)
 - 19.1.1. First Offence: Name entered in warning book
 - 19.1.2. Second Offence: Written warning sent to parent/guardian
 - 19.1.3. Third Offence: Detention
 - 19.1.4. Fourth Offence: Parent conference, Short-term suspension (1-5 days)
 - 19.1.5. Fifth Offence: 3 week suspension and parental undertaking
 - 19.1.6. Sixth Offence: Learner will be given a transfer card at the end of the academic year
- 19.2. Serious offences
 - 19.2.1. First Offence: Parent conference and a maximum of 3 week suspension
 - 19.2.2. Second offence: Possibility of expulsion
- 19.3. Major offences
 - 19.3.1. First offence: Possibility of expulsion (In certain cases the learner will be reported to the police)

20. Additional sanctions that may be imposed

- 20.1. A reprimand;
- 20.2. Additional work;
- 20.3. Apologising for the offending conduct – at a school assembly, in writing and/or in any other manner as deemed fit by the relevant authority;
- 20.4. Detention, either in a formal detention class or detention at another time, during school hours or after school. Detention for non-academic offences could include community service. A detention that is missed without the Principal's written consent will be doubled and, if missed again, the learner will be suspended.
- 20.5. An order for reparation of any damage caused;
- 20.6. Denying the learner participation in any of the School's extramural or specified activities;
- 20.7. Deprivation for a stated period of all or specified learner privileges;
- 20.8. Preventing the learner from being appointed as a prefect or as member of the Learners Representative Council, and if such learner has already been appointed as such, the revoking of such appointment either for a specified period or for the rest of the year;
- 20.9. Parental interview – reprimand in the presence of parent/guardian;
- 20.10. Forfeiting a bursary and/or loan;
- 20.11. Forfeiting learner appointment of whatever nature;
- 20.12. Exclusion for a stated period, from any part of the school;
- 20.13. Cancellation of examination marks, semester marks, year marks and other form of credit earned in examinations, tests, or otherwise;
- 20.14. Suspension from School;
- 20.15. Expulsion;
- 20.16. Other appropriate punishment, including but not limited to gardening, ground cleaning, sanding desks, painting, library assistance, etc; or
- 20.17. Any other form of punishment which, in the discretion of the Board and/or the Principal, is appropriate and just.

21. Suspension of punishments

The school may direct that the operation or execution of any sanction imposed by the school shall be suspended for a period not exceeding the time the learner remains as a registered learner of the school and upon such conditions as the school may deem appropriate.

22. Delegation of authority

The authority to mete out certain of the above punishments has been delegated to the Principal and to the Academic Staff.

23. Structures of learner discipline

It is strongly recommended that learner discipline be effected at the lowest level and at the level at which it occurs. Parents and educators are thus encouraged in a spirit of mutual co-operation to effect discipline to correct learner behaviour at the classroom and home level.

At the School, learner discipline shall be exercised, by:

- 23.1. A representative of the teaching staff;
- 23.2. the Head of Department;
- 23.3. The Deputy Principal;
- 23.4. The Principal;
- 23.5. The Board of Governors.

24. Institution of disciplinary action by the Principal in the cases of misconduct

Any complaint that a learner has committed an offence shall be referred to the HOD or teacher, who in turn shall bring it to the attention of the Principal. The Principal may institute disciplinary action against a learner in respect of serious misconduct if:

- 24.1. there is sufficient evidence to institute such proceedings; or
- 24.2. the Principal considers it to be in the best interests of the school and/or its community, that such disciplinary action should be instituted.
- 24.3. The Principal will take action based upon first hand information. This may include contact with witnesses to the learner's conduct.
- 24.4. Prior to any decision, the Principal may confer with the learner to:
 - inform him/her of the allegations and the available information,
 - give the learner an opportunity to relate his/her version of the incident and provide a statement in respect of the incident,
 - weigh the evidence as to the offence,
 - make a decision whether the learner engaged in the prohibited conduct
 - inform the learner of his/her decision either orally and/or in writing or
 - refer the matter to the Disciplinary Committee for a decision.
- 24.5. The Principal may:
 - obtain written statements from witnesses,
 - make copies of statements or documents relating to the matter and a list of witnesses for the appropriate disciplinary body.
- 24.6. No complaint that a learner has committed an offence can summarily be withdrawn by the complainant; the complaint will be placed before the Principal for his decision.
- 24.7. The Principal may in his sole discretion in respect of any offence or alleged offence, instruct that the learner be collected from school by his parent/guardian pending the outcome of an investigation or institution of disciplinary action.

25. The role of the Principal in effecting suspension

- 25.1. The general suspension and control of learner discipline shall vest in the Principal and, except where otherwise directed by the Principal, shall be administered by the Principal.
- 25.2. The Principal, after an enquiry conducted in the presence of the learner concerned, and if he considers it to be in the interests of the school or as a precautionary measure, may suspend the learner from all school activities pending an investigation in respect of an allegation of misconduct against the learner and until a decision has been taken to uplift such suspension.
- 25.3. The Parent/guardian of the learner may make representations to the Principal on a date and time to be determined by the Principal in respect of such suspension.
- 25.4. The Principal, after considering such representations, may uplift such suspension, impose such conditions as he deems fit on the learner, dismiss the representations or refer such representations to the Board for a decision.

26. Suspension

In the event that a learner has been suspended, such learner shall not:

- 26.1. enter the school's premises;
- 26.2. attend lessons;
- 26.3. write tests or examinations and
- 26.4. participate in any other activity of the school.

In such a case, the Principal must refer the case to the relevant disciplinary body, which must commence the hearing of the case as soon as possible and within a period of 15 working days from the date of such suspension. On good cause shown, such period may be extended at the discretion of the Principal and after consultation with the Board.

27. Practices regarding makeup work during suspension

Learners will be given an opportunity and must assume responsibility for making up work, including tests missed during suspension. The learner (or his/her parent/guardian) will assume the responsibility to contact all teachers after the suspension has been lifted, to find out what work needs to be made up and to complete this work within a timeframe as determined by the educator of the subject.

28. Records

The school will keep a proper record of all disciplinary proceedings against learners in a manner or form as deemed fit by the Principal.

29. General guidelines in respect of hearings in cases of misconduct

- 29.1. The underlying principle of discipline is that it is conducted at the sole instance of the school and in terms of the procedures as determined by the school from time to time.
- 29.2. The Disciplinary Committee shall be guided by the *audi alteram partem* principle, in accordance with the rules of natural justice.
- 29.3. Members of the Disciplinary Committee shall be appointed by the Board.
- 29.4. No person may be appointed to the Disciplinary Committee if the person has personal knowledge of, or any interest in any matter before the Disciplinary Committee and must recuse himself/herself from the committee in the event that that person's position may have been compromised in respect of being impartial.
- 29.5. Any Executive Committee member of the Learners Representative Council (LRC) may attend the hearing as an observer, where applicable.
- 29.6. The committee may co-opt any person/s to assist it in the fulfilment of its mandate, to listen to cases of misconduct and determine the guilt of the learner, and if necessary, to impose a sanction it deems fit and/or impose a demerit.

- 29.7. The onus rests on the school to prove the allegations with which the learner has been charged, which evidence shall be weighed on a balance of probability.
- 29.8. The decision of the Committee is final. The Committee's decision concerning demerits for a particular offence will be influenced by the guidelines provided in this document.

30. Procedural guidelines prior to hearing a case of misconduct

The guidelines as stated below must be seen as just that, guidelines; and that the school, the Principal and/or the Board in implementing the Code, may depart from these guidelines under circumstances which may warrant such a decision.

- 30.1. The principle of FAIRNESS is expected to apply during the disciplinary proceedings.
- 30.2. The principles of fairness require that:
 - 30.2.1. A learner 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.
 - 30.2.2. The notice shall be delivered to the learner personally. In the event that the learner cannot be conveniently found, the notice may be posted by registered mail to the learner's postal address, as provided by the learner to the School; and shall be deemed to have been received by the learner within a period of 4 days after the time of posting, or be left at the learner's last known place of residence; and shall be deemed to have been received by the learner at the time of delivery.
 - 30.2.3. The learner shall be given a period of at least twenty four hours to prepare a response to the allegations and to appear at a hearing. Such time may be extended on good cause shown.
 - 30.2.4. The learner is entitled to attend the disciplinary hearing of the Disciplinary Committee with his/her parent/guardian, and present his/her case.
 - 30.2.5. The evidence presented before the Disciplinary Committee must be fairly evaluated and considered, and a decision must be taken without bias, malice or prejudice.
 - 30.2.6. The circumstance of the learner must be considered, and mitigating factors (such as the matter being a first offence) should be taken into account.
 - 30.2.7. Equality requires that there will be no unfair discrimination, directly or indirectly, on the basis of any grounds whatsoever.
 - 30.2.8. If a learner fails to attend a scheduled disciplinary hearing without a valid reason, the School reserves the right to institute disciplinary procedures against the learner for this failure and impose a finding of guilt in the absence of the learner in respect of the initial charge of misconduct.
 - 30.2.9. The learner and his/her parent/guardian will be notified of the decision with brief reasons of the Committee.
 - 30.2.10. The Committee will attempt to hear the matter with the minimum of legal formalities and in a fair and prompt manner.
 - 30.2.11. The Committee will decide on whether the proceedings may be recorded and the manner in which such recording will be conducted.

31. Procedural guidelines in respect of the conduct of a disciplinary hearing

- 31.1. At the enquiry, the following guidelines shall apply in respect of the conduct of the proceedings:
 - 31.1.1. The representative of the School will lead with a brief opening statement.
 - 31.1.2. The learner's representative will respond with a brief opening statement.
 - 31.1.3. Any documentary evidence to be used will be presented after the opening statements.
 - 31.1.4. The School representative will call its witnesses, who shall be questioned, cross examined by the learners' representative and if necessary, re-examined by the School representative.

- 31.1.5. The Learners' representative will call his/her witnesses, who shall be questioned, cross examined by the School representative and if necessary, re-examined by the Learners' representative.
- 31.1.6. After all the evidence has been presented, the parties will be given an opportunity to address the Committee in respect of any closing comments.
- 31.1.7. The proceedings will be adjourned after the closing comments, pending a decision on the innocence or guilt of the learner and a sanction to be imposed in the event that the learner is found guilty.
- 31.1.8. The Committee members may question the witnesses and any parties' at the proceedings at any time.
- 31.1.9. All rulings of the Committee in respect of any preliminary point to be raised will be final and binding.

32. Appeal against expulsion for serious misconduct

If the learner is expelled, the learner or the parent/guardian may appeal against the decision to the full Board of Governors within a period of five school days. This appeal shall be noted in writing with full reasons.

The Board of Governors will consider the appeal; upholding it, dismissing it or calling for further evidence and a full hearing. The decision of the Board of Governors in determining the outcome of the appeal shall be final and binding.

OFFENCES AND DISCIPLINARY POLICIES

33. Introduction

The Johannesburg Muslim School recognises that educational policy development at school level is an ongoing process involving multiple stakeholders in education, such as the Gauteng Department of Education, the parents, the learners, the educators and the wider community. It further recognises that policies may change from time to time to address prevailing circumstances and needs. With this in mind, the school has formulated the following policies which may be subjected to review:

34. Habitual offenders

The repetition of offences will be treated more severely and the full record of the learner at the school will be considered, in respect of the learner being charged as a habitual offender. The learner will be regarded as a habitual offender in the event that the learner has been found guilty of committing more than four offences in a period of twelve months and/or the learner accumulating 20 demerits at the school. In the event that the learner is found guilty of being a habitual offender, the learner may be expelled.

35. Pregnancy

This is subject to regulations issued by the Gauteng Department of Education.

36. Smoking

The Johannesburg Muslim School will advocate and strictly enforce an active anti-smoking policy. Smoking in the school grounds or buildings, whether in school uniform or not, is strictly prohibited. Smoking out of school, in uniform or part thereof, or when recognisable as a JMS learner, is likewise prohibited. Smoking shall be regarded as a very serious offence; and especially on excursions, tours and outings arranged by the School.

Educators and learner leaders will regularly monitor learners to ensure compliance with the school's anti-smoking policy. A learner caught smoking will be subjected to an appropriate form of corrective action. Consistent disregard for the school's anti-smoking policy will result in suspension and disciplinary action of the learner.

Any person under the age of sixteen caught smoking will immediately be referred to their parent/guardian and any person that supplies tobacco/cigarettes to a person under the age of sixteen will be subjected to criminal prosecution.

37. Drugs and Alcohol

It is the position of the Johannesburg Muslim School that the use and abuse of drugs, alcohol, controlled substances, imitation controlled substances and non-controlled substances is unlawful in Islam. Learners who violate the Code of Conduct prohibitions concerning these substances will be severely disciplined.

The possession and/or distribution, in any form or for whatever purpose, of any drugs or alcohol or other dependence producing substance is strictly prohibited. Any learner who is found in possession of, or who uses or consumes drugs and/or other dependence producing substances, will be suspended immediately. In such a case, the school shall consider expulsion, even at the first instance, and will also have no hesitation whatsoever in instituting criminal prosecution against such a learner. A learner, in the company of others involved in such activities will likewise be held accountable

and will be deemed to be acting with common purpose. Any learner who has information in respect of drugs and alcohol will be obliged to cooperate with the School in enforcing this code and in the prosecution of the offending learners or other persons involved therein. The failure to cooperate will be regarded as a very serious offence, which will result in disciplinary action being taken and a sanction to be imposed, as determined by the Board.

38. Drug searches by police

The School retains the right to utilize the services of Law Enforcement Authorities in the detection of illegal drugs and/or contraband at any time, announced or unannounced. The Principal may request that Law Enforcement Authorities be utilized to search all inside areas of the School building at a time when learners are/are not present. All searches may include the searching of learners and their possessions, provided that the standards of decorum for searching are maintained (females to search females and males to search males and in private). The Principal may request that Law Enforcement Authorities be utilized to search vehicles in the School parking lot or in other areas where learner vehicles are parked during or after school hours. Any refusal to co-operate in respect of searches will be handled by the Law Enforcement Authorities. Any illegal drugs and/or contraband found on school grounds, whether on a learner, in a vehicle, or any other place on school grounds, will be confiscated and the learner may be subject to disciplinary action. The learner's parent/guardian shall be notified should illegal drugs and/or contraband be discovered.

39. Testing for drugs / alcohol and/or dependence producing drugs

The School reserves the right to test any learner for drug and/or alcohol abuse at any time and on a random basis. If there is reasonable suspicion that a learner is under the influence of illegal substances or alcohol, the learner may be sent for testing, at the parents'/ guardians' expense. Each learner shall make himself/herself available for such tests to be conducted at the instance of the Principal or his designate. The failure and/or refusal by the learner to make himself/herself available in this instance will result in disciplinary action being taken and a sanction will be imposed as determined by the Board.

40. The right to search

The School reserves the right to search any bag and the possessions of any learner at any time, either randomly or under reasonable suspicion that a problem may exist.

41. Theft

Theft is a criminal offence. Any learner found stealing may be required to leave the Johannesburg Muslim School with immediate effect. The School reserves the right, where an incident of theft is suspected, to search the learner, to open and inspect learner's lockers, suitcases and bags. Criminal charges may also be laid. Removal of any software or hardware from the Johannesburg Muslim School computers will be treated as theft. Removal of any Johannesburg Muslim School equipment, without authorisation, will be regarded as theft.

42. Unauthorised possession

Any learner found in the possession of property, without the necessary authority or permission of the owner, will be regarded as having committed the offence of unauthorised possession, for which disciplinary action may be taken.

43. Compensation in respect of damage to property

The Johannesburg Muslim School reserves the right to claim compensation in respect of loss or damage to property on behalf of the School, or any third party associated with the School, due to any negligent or intentional act by a learner that causes loss or damage to property. The respective learner's Parent/Guardian shall be held liable for such costs and compensation.

44. Sexual harassment

A learner shall refrain from conduct amounting to sexual harassment. In terms of this rule, "sexual harassment" means any unwanted sexual attention, whether in the form of physical conduct, comments, inappropriate gestures, suggestions, hints, innuendo or similar conduct, which the victim regards as harassment and/or the perpetrator knows, or ought reasonably to know, will create an environment in which the person subject to the conduct is humiliated or denied his or her dignity.

45. Cellular telephones, electronic communication devices

Learners are encouraged to bring only necessary materials to school in order to maintain a school environment where all learners may reach their potential. Unnecessary items can be distractions to the learning environment and create unnecessary opportunities for theft, for which the school cannot be held responsible. A learner who brings a cellular telephone or other electronic communication device (ECD), mp3 player, i-pod, handheld game, cd player, etc (hereinafter referred to as an electronic device (ED)), must lodge such device with the Administrator's office for safekeeping during the school day and may only retrieve the same when the learner leaves the school premises. A learner may only place a call on a cellular telephone or ECD with the permission of a teacher or administrator. Misuse of a cellular telephone, ECD or ED during school hours is prohibited (i.e., person-to-person communications, game playing, text messaging, pictures, video, accessing web pages, the Internet and/or any feature provided by such devices). If a cellular telephone or electronic communication device causes any distraction to the learning environment, the Principal may select an appropriate cause of action depending on the continuing severity of the distraction to the learning environment. The school does not accept responsibility for cellular telephones and electronic communication devices present on campus or lodged with the Administrator's office. Any items confiscated may be repurchased from the school, by the learner, at a cost to be determined by the Principal from instance to instance.

46. Personal belongings

Learners must take care of their belongings and know where they have been left. Valuables may be handed in at the School office or to a teacher for safekeeping, e.g. money, cameras, cassettes, CD's, cellular phones, etc. The School will not take responsibility for the misplacement, loss or theft of any of the personal belongings of the learners. Please note that a learner who interferes with the belongings of another person without permission will be considered guilty of theft and will be subject to appropriate disciplinary action. All personal property must be clearly marked with the owner's name. Learners must not bring large sums of money or other valuables to school and, in the event that these items are lost or stolen, the risk thereof will not be borne by the school.

47. Behaviour rules for conduct off school grounds and at a school function

Learners should at all times, both inside and outside school, whilst in uniform or not, conduct themselves in a decent, orderly and exemplary manner. Learners should remember that they are regarded, at all times, by the general public as being a representative of the Johannesburg Muslim School.

It is the belief of the Johannesburg Muslim School that it is important to support the learner. Expectations for our learners go beyond the school day and thus into the community. We believe that part of learning is accepting responsibility for one's actions. Thus, the school is extending its authority to hours and places beyond the regularly perceived boundaries in an effort to show strongly, to learners and the community, our intent to work with and help all learners in their decision-making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unacceptable behaviour.

Misbehaviour or discourtesy, whilst in school uniform, or recognisable as a Johannesburg Muslim School learner, is a serious offence. In particular, misbehaviour in a Masjid or within the confines/precincts of a Masjid, whether in school uniform or not, will not be tolerated and any learner guilty of such conduct will be severely disciplined. The learner's actions reflect upon the entire school.

48. Behaviour rules for participants in co-curricular activities and athletics

The behavioural rules for conduct off school grounds and at a school function will apply to all learners participating in any co-curricular sports/club activity as if the learner is present at school, and will be subject to sanctions as prescribed in other sections of this document, for any violation.

49. Attendance and punctuality

The learners shall attend school regularly and punctually during the school calendar and at the times that are communicated to them from time to time.

Late coming is considered a bad habit and will not be tolerated. Learners coming late not only miss part of a lesson, but cause a disruption to the lesson and an inconvenience to other learners. Names of learners coming late to school will be recorded by the prefects. On the 3rd occasion, a detention will be imposed.

Consistent late coming to school and absenteeism shall result in disciplinary procedures being instituted against a learner.

50. Unauthorised absence

Unauthorised absence from School is a serious offence. Continuous absenteeism and the reasons therefore will be addressed with parents/guardians of the learner.

51. Classroom conduct and academic responsibility

The school expects concentration on and a commitment to academic excellence.

- 51.1. Learners must be punctual for all lessons;
- 51.2. Class changing must be rapid and/orderly;
- 51.3. No learner may be out of the classroom during lessons without permission from the teacher sanctioning this (a permission card);
- 51.4. Learners are expected to carry out, promptly and willingly, all instructions given to them by members of the staff, prefects and the maintenance and ground staff;
- 51.5. Homework must be timeously done;
- 51.6. Thorough preparation must be carried out before lessons, tests and examinations;
- 51.7. Learners must greet all teachers and visitors to the school, at all times, in the correct manner.
- 51.8. Disruptions in class will not be tolerated at all.

52. Homework

Homework and independent study is an essential component of the learning process and necessary for the learners' intellectual development. Homework and independent study programmes are to be completed, as and when required by the subject educators. Neglect of homework and failure to present work and books necessary to continue lessons are detrimental to the learner. Copying of homework would be regarded as homework not being done. A learner who fails to present his/her completed homework as prescribed by the subject educator will be issued with a warning. The subject educator will ensure that this is recorded on the learner's file. A learner who repeatedly fails to present his/her homework will be reported to the Subject Head of Department. The Head of Department will discuss the case with the Principal and the parent/guardian of the learner and the learner will be called for an interview to discuss his/her learning problem. Repeated offences, after parental discussion, will result in appropriate remedial steps to be taken, at the discretion of the Principal which could result in suspension and eventual expulsion.

Homework can take the form of reading of prescribed material, research for a project, consolidating what had been taught, completing unfinished work, reinforcing tables, spelling, the revision of what has been already learnt, written work and assignments or any other work as prescribed by the educator.

53. Care of books and textbooks

The cost of books is astronomical, hence the need for parents to supervise and check textbooks given to learners on loan. All books must be covered to protect the book. Writing in textbooks and the defacing or abuse of textbooks is strictly prohibited. Learners guilty of this conduct will face disciplinary action. All text books must be returned at the end of the academic year and the failure to do so will result in the learner's report being withheld and his/her Parents being charged with the replacement costs of such books. Alternatively, parents will be required to pay a refundable deposit at the beginning of each year to ensure the proper use and care of textbooks and the school will deduct from this amount the cost of each book defaced, abused or not returned by the learner.

54. Protection and care of the school environment

We recognise that care for our environment begins at home and in our school. Learners shall not litter the school grounds, the classrooms and/or the sanitary facilities at school; and they shall care for the school garden, the sports fields and the school buildings and equipment. The Johannesburg Muslim School will actively promote the recycling of waste products at school. Pride in the neat appearance of the school grounds should prevent learners from dropping litter. Any learner caught doing so will be appropriately disciplined.

55. Learners sporting and cultural development

Learners commit themselves to participate regularly and fully in the school's educational, sporting and cultural programmes, as this is essential for their holistic development. They will do so in the spirit of fairness and fairplay and will be proud to wear the school's colours and to represent the school at all official, educational, sporting and cultural events. The Johannesburg Muslim School learners will conduct themselves in an exemplary manner at all official, educational, sporting and cultural events of the school.

56. Learner organisation

The Johannesburg Muslim School recognises the need for a Learners Representative Council. Participation in the Council will be open to learners from grades 8 to 11 to articulate the needs and to express the views of the learners in general.

The School undertakes to support the Learners Representative Council (or any such body), to work with the democratically elected learner leadership, and to participate actively in all its programmes and projects. The constitution of such Learners Representative Council shall at all times be subordinate to the authority of the Principal and his staff, the Board of Governors and this Code of Conduct. Criteria to determine participation on the Council will be determined and awarded in terms of the Constitution of the Learners Representative Council.

57. Learner courtesy

Learners will respect other people's dignity and be polite and courteous to fellow learners, the educators, the administrative and cleaning staff, and the community at large. Learners will greet first and return all greetings. Particular emphasis will be placed on learners to be supportive and understanding of other people's disabilities and shortcomings.

The following rules relating to courtesy must be strictly adhered to:

Staff members must be referred to simply as "Muallim" or "Muallima". When staff members are referred to in the third person context, they should be referred to by the surname, for example "Muallim XYZ" or "Muallima XYZ". Under no circumstances must teachers be referred to by their first name. Whenever a learner meets or passes a teacher, cleaning staff or a visitor to the school, the learner must greet by saying "Assalamu'alaikum". If a member of the staff or a prefect passes along a corridor or through a doorway, learners are to stand back to allow that person to pass. Learners must stand when addressed or greeted by staff members, prefects or visitors to the school. Students must not have their hands in their pockets when speaking to or being spoken to by staff members, prefects or visitors. Offensive language must not be used. The making of any uncouth sounds is prohibited and will not be tolerated.

58. Violations against persons for which disciplinary action will be taken

The following is a list of violations for which disciplinary action may be taken. However, it is not meant to be an exhaustive list.

- 58.1. Assault – against any person, including fellow learners, and at any time.
- 58.2. Injuring a person who is attempting to break up or prevent a physical confrontation.
- 58.3. Sexual Assault
- 58.4. Intentional touching or grabbing of another person's intimate parts or the clothing covering intimate parts.
- 58.5. Explicit and offensive sexual references or gestures;
- 58.6. Hate crimes;
- 58.7. Rape and/or sexual harassment of staff members and fellow learners or any person.
- 58.8. Recklessly causing personal injury.
- 58.9. Abusive and aggressive attitude towards staff members or defaming staff members, educators or the Board of Governors.
- 58.10. Assault against a fellow learner with or without causing injury
- 58.11. Being in possession of a weapon, including but not limited to guns, knives, martial arts weapons, pangas, baseball bats, firearms, dangerous fireworks and other weapons.
- 58.12. Fighting in the school grounds, or elsewhere, in school uniform, or whilst recognizable as a Johannesburg Muslim School learner.

- 58.13. Verbal or written abuse to staff or any other person connected with the school in any manner or form whatsoever.
- 58.14. Disrespectful language to staff or any other person connected with the school in any manner or form whatsoever.
- 58.15. Physical abuse to staff or any other person connected with the school in any manner or form whatsoever
- 58.16. False allegations towards staff or any other person connected with the school in any manner or form whatsoever
- 58.17. Bullying - which includes, but is not limited to, any written or verbal expression, physical act, or gesture or a pattern thereof that is intended to cause distress upon one or more learners.
- 58.18. Name calling or taunting, on any arbitrary basis including, but not limited to be on the basis of a learner's gender, race, colour, religion, national origin or disability;
- 58.19. Harassment – in any manner or form whatsoever, against any person connected with the school on any arbitrary basis including, but not limited to be on the basis of the person's gender, race, colour, age, religion, national origin, marital status or disability
- 58.20. Use of language of any kind, including, but not limited to, graffiti; and directed at any person, which is disparaging, demeaning or threatening to others on the basis of their gender, race, colour, religion, national origin or disability, such as epithets or vulgar or profane jokes;
- 58.21. Any other verbal or physical conduct which creates a hostile school environment.
- 58.22. Holding any person hostage in the school.
- 58.23. Theft of or distribution of examination papers which may enable another person to gain unfair advantage in an examination.
- 58.24. Wilful disregard of the learner's code of conduct and repeated offence of minor misdemeanours.
- 58.25. Behaving in a threatening, insulting, improper or unbecoming manner towards an office bearer, Principal, teacher, cleaner, fellow learner or any other person;
- 58.26. Any other learners conduct, which in the opinion of the School, results in disruption of the teaching and learning process.

59. Violations against property for which disciplinary action will be taken

- 59.1. Theft.
- 59.2. Damage to Property: Wilful or attempted damage to property belonging to the School and/or any other person associated with the School is strictly forbidden.
- 59.3. Vandalism to public or private property;
- 59.4. Arson
- 59.5. Extortion
- 59.6. False Alarm/Bomb Threat
- 59.7. Reckless Damage to Property
- 59.8. Graffiti: Making any marks or signs on desks, chairs, walls, any other classroom equipment or any property of the Johannesburg Muslim School or its learners, staff, etc. is strictly forbidden.
- 59.9. Stealing, unlawfully appropriating, using or misusing, destroying, defacing, vandalising, damaging or alienating furniture, equipment, books, or any other property owned or controlled by the school or its staff members or of a fellow learner or upon the precincts of the school.
- 59.10. Fraud/Theft/Robbery;

60. Violations against public decency and good morals for which disciplinary action will be taken

- 60.1. Public Indecency - Staff will utilize Islamic guidelines when deciding in such cases.
- 60.2. Vulgarity/Profanity - written or oral language that is disgusting and/or repulsive, but does not constitute harassment.

- 60.3. Possession of obscene or pornographic literature or materials in any manner or form.
- 60.4. Distribution of obscene or pornographic literature or materials in any manner or form.

61. Violations against public health and safety for which disciplinary action will be taken

- 61.1. Possession or Use of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances or Being Under the Influence of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances. A learner is considered to be under the influence when there is evidence that the learner has consumed alcoholic liquor or a controlled/imitation controlled substance which shall be evidenced by observation of the learner's appearance, behaviour and demeanour. Evidence of consumption may include the odour of alcohol on the learner's breath, the odour of marijuana on the learner's breath or person, other physical signs of consumption and the testimony of reliable witnesses that the learner did consume alcohol or a controlled/imitation controlled substance and will be weighed on a balance of probability.
- 61.2. Selling, distributing, intent to distribute, or attempted distribution of drugs, alcoholic beverages or a controlled/imitation controlled substance. Evidence of an intent or attempt to distribute may include possession of quantities of prohibited substances greater than those reasonably considered for personal use; possession of paraphernalia associated with distribution of prohibited substances, such as, but not limited to, possession of scales, bags, and foil; and evidence of an exchange of prohibited substances.
- 61.3. Abuse of non-controlled substances/unauthorized inhalants - Learners shall not abuse non-controlled substances/inhalants (any chemical, or substance for which the learner does not have permission to possess).
- 61.4. Tobacco - Learners found to be in possession of tobacco while in the school building, or on school grounds.

62. Other violations

- 62.1. Unlawful and unauthorised absence from school (truancy) is regarded in a serious light. If a learner plays truant, he or she will be suspended from class and/or school and if repeated, parents will be asked to remove their child from the school.
- 62.2. Late coming.
- 62.3. Leaving early without permission.
- 62.4. Not attending class or any school activity.
- 62.5. Leaving school premises without permission.
- 62.6. Unauthorized visit to other campuses or restricted areas. Any offence committed by a learner on school grounds other than those of the school to which the learner is assigned or at any school sponsored activity or athletic event shall be punished in the same manner as if the offence had been committed at the learner's assigned school.
- 62.7. Bus Misconduct - Any offence committed by a learner on a district owned, leased or contracted bus being used for a school purpose shall be punished in the same manner as if the offence had been committed at the learner's assigned school.
- 62.8. Unauthorized Use of a Camera/Video Devices - Learner possession or use of cameras/video devices without explicit prior written authorization of the Principal is prohibited.
- 62.9. Unlawful activity or activity which is threatening or intimidating. Engaging in any activity forbidden by the laws of the country not otherwise specifically covered herein, which constitutes a danger to other learners or interferes with school purposes.
- 62.10. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes and which is not otherwise specifically prohibited by other provisions of the Learner Code of Conduct.

- 62.11. Repeated Violations - this is to provide staff with a disciplinary action that may be used in the event that a learner violates two or more conditions of the Code of Conduct or violates other school rules two or more times; and such violations constitute a substantial interference with school purposes.
- 62.12. Laser Pointers - Learner possession or use of a laser pointer without explicit prior written permission of the Principal is prohibited.
- 62.13. Dress code violations - This refers to wearing of clothing and shoes that do not conform to the school's uniform and hair and jewellery not being kept according to school guidelines.
- 62.14. Every learner shall refrain from academic dishonesty in any form including, but without being limited to, cheating on tests, examinations, assignments, research papers, plagiarism, and collusion.
- 62.15. Cheating in tests and examinations includes, but is not limited to, copying from another learner's test or examination script; using or being in possession of material during a test or examination not authorized by the invigilator; collaboration with any other person during a test or examination without authority;
- 62.16. Submitting for another learner, or permitting any other person to substitute for oneself, to take a test or examination;
- 62.17. Altering a returned test or examination script for subsequent re-evaluating and marking;
- 62.18. Providing or using external assistance relating to an examination, test, quiz or assignment where this has been prohibited..
- 62.19. Plagiarism. This would include, but is not limited to, appropriation of work from a textbook, journal, report or similar document written by someone else without acknowledging the author/s or source; appropriation of work from someone else's assignment, thesis, test or research paper without acknowledging this other person.
- 62.20. Collusion - means the unauthorized, illegitimate or unjustified collaboration with any other person in the conduct of an offence.
- 62.21. Threatening another learner with hurt, harm, damage or reprisal in order to induce such other learner to act or refrain from acting in any particular manner.
- 62.22. Obstructing or attempting to obstruct members of staff in the performance of their duties.
- 62.23. Occupying or being present upon any property or premises owned or controlled by the school after being required to leave such property or premises by a member of staff acting within the scope of his/her duties.
- 62.24. Dishonest conduct which causes or may cause harm to the school and/or members of the school.
- 62.25. Making a false declaration prejudicial to the school in whatever form.
- 62.26. Disobeying a lawful and reasonable instruction from members of staff.
- 62.27. Behaviour both on and off the school premises which may harm the reputation of the school.
- 62.28. Disrupting the proceedings of a disciplinary body;
- 62.29. Failing, without just cause, to attend the proceedings of a disciplinary body either as an accused learner or a witness, when required to do so;
- 62.30. Giving false evidence at, or in connection with, an enquiry before a disciplinary body;
- 62.31. Interfering with, threatening or intimidating a person who is or may be a witness at a disciplinary body;
- 62.32. Intentionally or negligently contravening or attempting to contravene, or assisting, encouraging or persuading any other person to contravene the Code of Conduct, or any Rule or Regulation of the School, or instruction of the Principal;
- 62.33. Victimisation, including, but not limited to, bullying, fighting, intimidation and any display of racism, or religious intolerance.
- 62.34. Eating, chewing or drinking in classrooms.
- 62.35. Horseplay or fooling about in classroom, at the tuck-shop or during assembly.
- 62.36. Bringing toys, radios, cell phones, roller-skates, skateboards, tape-recorders or walkmans, cameras, handheld games, i-pods, mp3 players, cd players and/or roller-blades to school without the necessary permission of the Principal.

- 62.37. Intermingling with the opposite sex in or out of school.
- 62.38. Knowingly making a false statement to any staff member of the School or intentionally providing false information to anyone outside the School about the School;
- 62.39. Behaving in any other way that leads or may lead to the name of the School being brought into disrepute.
- 62.40. Use or attempted use of a weapon to injure another person;
- 62.41. Stalking;
- 62.42. Driving a vehicle under the influence of alcohol, drugs or a controlled substance;
- 62.43. Criminal conviction resulting in a sentence exceeding one month or more or when criminal proceedings against a learner are pending.
- 62.44. Bringing onto or storing on or in the School premises; firearms, knives, or any other dangerous weapons;
- 62.45. Falsifying records, tampering with any official documents including, but not limited to, notifications to parents, reports and the like.
- 62.46. Mistreating school property, public property, and/or their own property.
- 62.47. Messing classrooms, halls, toilets and/or school grounds.
- 62.48. Littering
- 62.49. Spitting at and/or showing disrespect to staff members in any manner or form whatsoever.
- 62.50. Use of the public telephone during school hours.
- 62.51. Any act designed to give unfair academic advantage to a learner.
- 62.52. Disrupting lessons by making comments directed at the educator, fellow learners or the subject matter.
- 62.53. Colluding or acting in concert with other learners to disrupt lessons.
- 62.54. Colluding or acting in concert with other learners or undermine the authority of the Educators, the Principal or any other person.
- 62.55. Committing any act which in the opinion of the School amounts to misconduct.
- 62.56. A learner shall comply with all other rules of the school as determined from time to time.
- 62.57. Any other misconduct punishable by law.

63. General disciplinary policy

Offences not covered above may be subject to disciplinary penalties that exist in the common law and that all learners are deemed to know.

Administrative and teaching personnel may take actions regarding learner behaviour, other than those specifically provided for above, which are reasonably necessary to aid the learner, to further school purposes, and/or prevent interference with the educational process. Such actions may include, but need not be limited to, counselling of learners, parent conferences, rearrangement of schedules, detention, restriction of extra-curricular activity, or requirements that a learner receive counselling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent/guardian to such counselling or evaluation.

64. School dress code

Learners should be aware that they are representatives of the JMS at all times and accept the responsibility of this role. They are instantly recognisable as such when in the School uniform. Learners must wear the correct, full and neat uniform appropriate for the season, the occasion or activity. The conduct of a learner in school uniform must be a credit to the school.

65. Boys' uniform

- 65.1. Only the official school uniform will be permitted to be worn.
- 65.2. The wearing of a watch is permitted. The wearing of any other form of jewellery will not be permitted at all.

- 65.3. Boys must not wear earrings.
- 65.4. Hair - Male learners' hair will be short and well groomed in conventional style and covered with a permitted hat (topee).
- 65.5. Clean-shaven heads will be permitted, provided it is suitably covered.
- 65.6. Colour changing, dyeing, gelling, cult styling, perms, wedges and streaking of hair will not be allowed.
- 65.7. No fancy hairstyles are permitted.
- 65.8. Boys' hair must not hang over the ears or over the top of the collar at the back. Boys hair in front must be above the eyebrows. In the event of an infringement, the Principal will have a right to send the boy for a haircut, which may include the shaving of the head, depending on the level of the infringement for the cost of the learner, parent or guardian
- 65.9. Boys will be encouraged to keep a beard according to the Shariah requirements. Such a beard must be well groomed.
- 65.10. For Physical Education, the dress code will be the school tracksuit and a plain white t-shirt, with a pair of black sports shoes.
- 65.11. Boys must not wear jeans or any other garment, other than the school uniform beneath their regulation uniform kurtas.

66. Girls' uniform

- 66.1. Only the official school uniform will be permitted to be worn.
- 66.2. Only school issued burkas/scarves will be permitted.
- 66.3. For Physical Education, the dress code will be the school tracksuit and a white t-shirt (loose fitting, long in length - well below the waistline) with a pair of black sports shoes.
- 66.4. Hair - Female learners' hair must be neat and tidy, and the fringe must not show. No fancy hair bands or hair clips are allowed - only black or blue hair bands/clips will be allowed. The scarf and headband must be worn in such a manner as to ensure that the hair is at all times fully covered.
- 66.5. Only one pair of modestly designed stud earrings and a watch are allowed.
- 66.6. The use of cosmetic make-up and nail polish is not permitted.
- 66.7. No makeup is allowed, this applies to base as well.
- 66.8. During the winter season, navy jackets will be permitted.
- 66.9. Only plain black hair accessories may be worn.
- 66.10. Girls must not wear jeans or any other garment, other than the school uniform, beneath their regulation uniform kurtas.

67. General policy regarding uniforms and appearance

- 67.1. Learners will not be allowed to display any body markings or piercings excluding female learners wearing earrings
- 67.2. Bare feet will not be permitted.
- 67.3. Any learner not wearing the school uniform must report to the Principal, whose instruction shall be complied with.
- 67.4. Medical bracelets may be worn.
- 67.5. Male and female learners who consistently fail to comply with the dress code of the school will be warned in writing, and will face a disciplinary hearing.
- 67.6. School approved black shoes are the only footwear allowed.
- 67.7. Buckle shoes, thick-soled shoes, or shoes with fancy eyelets or coloured stitching and laces other than the standard black laces are not permitted.
- 67.8. Takkies, runners and sandals are strictly prohibited during normal school hours and may only be used for the specified sport activity.
- 67.9. All articles of clothing worn at school must be clearly marked with the owner's name. The school will not accept responsibility for lost items.
- 67.10. The complete uniform must be worn at all times.
- 67.11. Tracksuits are not a substitute for Regulation uniform. Tracksuits may only be worn during sports practices. The tracksuit top however, may be worn together with the regulation uniform during winter.
- 67.12. Learners will not be allowed to wear any item of clothing displaying insignia or phrases that may, in the discretion of the Principal, be deemed to be offensive. The Principal may, within his sole discretion, instruct the learner to remove that item of clothing and, in instances where this instruction cannot be

fulfilled, the learner will be sent home. The learner may also be subjected to a disciplinary enquiry for such action.

- 67.13. There will be NO exception to the school's dress code. The dress code strives for uniformity. No article of clothing, other than the Regulation school uniform, may be worn. Parents are advised to check that the articles they purchase comply with these Rules.
- 67.14. If there is a temporary problem regarding the uniform, a letter from the parents explaining the difficulty must be brought to school and handed to the Principal. Learners are expected to be back in the complete and correct uniform within a reasonable time and subject to the direction of the Principal. A reasonable time in this instance will be determined by the Principal whose decision shall be final.

68. Safety measures in the science and biology laboratories

No learner may:

- 68.1. Enter a laboratory without the consent of the educator.
- 68.2. Do unauthorised or unsupervised experiments.
- 68.3. Touch any gas or water tap or any electrical outlet unless told to do so during a class experiment.
- 68.4. Touch or remove any glassware, chemicals or phosphorous unless under the direction of an educator.
- 68.5. Handle reactive metals, concentrated acids, phosphorous, ether, mercury, bromine, etc.
- 68.6. Point a test tube or flask at any one.
- 68.7. Sniff or taste possible toxic material.
- 68.8. Heat inflammable liquids.
- 68.9. Leave spilt acid or alkali on workbenches or on the floor.
- 68.10. Dilute acids or alkalis under a running tap.
- 68.11. Insert glass into a rubber stopper.
- 68.12. Connect any electrical circuit, except when directed by an educator and only under the supervision of an educator.
- 68.13. Touch any high voltage source.
- 68.14. Touch any radioactive material or stand in front of any radioactive source.
- 68.15. Touch any fire extinguisher, except in an emergency.
- 68.16. Use any microscope unless directed to do so by an educator.
- 68.17. Remove any part of a microscope.
- 68.18. Use any dissecting instrument in an irresponsible manner.
- 68.19. Leave any bottles of chemicals or reagents open.
- 68.20. Do anything, which will be harmful to the educator, learner or his/her fellow learners.

69. Computer centre rules

The following rules will be enforced in the computer centre:

- 69.1. No learner may remove any equipment or manuals from the Computer Centre.
- 69.2. No learner may copy software from the terminals unless permission has been granted.
- 69.3. No learner may delete any software from the computers.
- 69.4. No learner may upload any software onto the school computers.
- 69.5. Learners may not change the installed files or create their own batch of files.
- 69.6. Only schoolwork may be done on the computers.
- 69.7. Only schoolwork may be printed on school printers.
- 69.8. Learners are not allowed to eat or drink in the Computer Centre.
- 69.9. No learner is allowed to do anything in the Computer Centre which will damage the computers or which may be harmful to the educator, himself or to his fellow learners.
- 69.10. Uploading of harmful viruses or harmful software of any kind will result in severe disciplinary action to be taken against the learner. The decision of what is harmful will be determined by the appropriate disciplinary authority,

the Educator, the Principal and/or the Committee hearing the matter and whose decision shall be final.

70. General guidelines in respect of learner conduct

- 70.1. The telephone in the office may only be used by learners in an emergency.
- 70.2. Learners may not communicate with “outsiders” unless permission is obtained from the office.
- 70.3. Learners must obey traffic rules pertaining to the areas outside the school entrances.
- 70.4. No learner may hinder the learning process of other learners.
- 70.5. While learners are encouraged to think independently and to question, insolent or insulting behaviour towards teachers and fellow learners is not acceptable.
- 70.6. Punctual arrival for lessons is essential.
- 70.7. No disruption of classroom routine is tolerated.
- 70.8. The ambience of the classroom must be warm and mutually respectful. Homework must be timeously completed, deadlines must be met and thorough preparation for tests, assessments and examinations is required.
- 70.9. Eating or drinking in venues is not allowed.
- 70.10. Cheating in tests and examinations is a serious offence.
- 70.11. The School reserves the right to monitor materials accessed by learners on the Internet, or any other resources present on the campuses.

MERIT AND DEMERIT SYSTEM

71. Merits and Demerits

- 71.1. Merits are awarded as detailed below and will be done on a periodic basis depending on the nature of the merit.
- 71.2. The Merit Committee may convene at the discretion of the Principal but must, however, meet at least once a term.
- 71.3. The demerits in respect of serious misdemeanours committed by a learner in any academic year will be placed before the Disciplinary Committee for possible suspension of the student from school, pending further disciplinary measures. An accumulation of 20 demerits may lead to expulsion.

72. Expected behaviours

1	Good/Improved class behaviour
2	Good/Improved Salaah behaviour
3	Demonstrating the Islamic value of Leadership
4	Appropriate uniform to be worn at all times
5	Positive approach to study
6	Kindness/Politeness
7	Greeting fellow learners, educators, all school staff and visitors
8	Helping peers/teachers voluntarily
9	Being environmentally conscious
10	Consistently completing homework/class work
11	Demonstrating proper akhlaaq
12	Honesty
13	Carrying out school duties with sincerity and loyalty
14	Good behaviour
15	Academic achievement
16	Performing well in work/test

73. Merits- awarded per term unless otherwise specified

	REWARD FOR	MERIT POINT
1	Academic achievement - achieving more than 85% in a subject	3
2	Participating in sports	3
3	Achievement in sports	5
4	Participating in cultural activities at school	3
5	Achievement in recognised cultural activities at school	5

6	Participating in cultural activities in the broader community	3
7	Achievement in recognised cultural activities in the broader community	5
8	Participating in speech contests	3
9	Achievement in recognised speech contests	5
10	Participating in clubs and societies at school	3
11	Participating in Social Outreach programmes	3
12	Participating in Leadership programmes	3
13	Achievement in Leadership programmes	5
14	Participating in Junior City Council	3
15	Achievement in Junior City Council	5
16	Achieving a position of First, Second or Third in a grade at the end of the academic year	5

74. Merit Achievements

- 74.1. Learners who have achieved 10 merits will be issued with letters and will be allowed to wear civies on the last Friday of the month. For every 10 merits achieved, learners will be informed by letter.
- 74.2. The learner will be awarded a bronze certificate upon receiving 20 merits. The certificate will be awarded in the assembly.
- 74.3. The learner will be awarded a silver certificate upon receiving 30 merits. The certificate will be awarded in the assembly.
- 74.4. The learner will receive a gold certificate together with a gold medal upon receiving 50 merits. The certificate and medal will be awarded in the assembly.

75. Demerits

The School will implement the following demerit system. In the event that an offence for which the appropriate disciplinary body wishes to impose a demerit is not listed, the demerit so imposed shall be final.

	OFFENCE	SUGGESTED DEMERITS
LEVEL ONE		
1	Disrupting class	1 – 5
2	Vulgar language (swearing)	2 – 5
3	Possession and/or unauthorised use of a cell-phone	5 and will lead to confiscation
4	Possession of	5

	cigarettes on school premises	
5	Smoking	5
6	Inappropriate behaviour at school functions and excursions	3 – 5
7	Regular truancy - classes, assembly, Salaah	2 – 5
8	Late coming - class, Salaah, assembly	1 – 3
9	Cheating and/or cribbing (tests/exams) - mark of zero to be entered.	5
10	Forgetting of school books	1 – 3
11	Uniform – untidy	1 – 3
12	Absenteeism without letter/certificate	1 – 3
LEVEL TWO		
13	Leaving school without permission	5 – 10
14	Interrupting education in the classroom	5 - 10
15	Showing disrespect for another person, teacher, elder	5 – 10

16	Engaging in minor vandalism – Graffiti	5 – 10
17	Being dishonest with more serious consequences	5 – 10
18	Abusive and aggressive attitude towards teaching staff or defaming a staff member	5 – 10
19	Carrying and being in possession of dangerous weapons (e.g. Knives, knuckle-dusters, baseball bats, etc.)	5 – 10
20	Violent assault on fellow learners (with or without the help of outsiders)	5 – 10
21	Intermingling, holding hands, embracing and any other behaviour which is construed as intermingling with a person of the opposite gender	5 – 10

LEVEL THREE		
22	Theft or distribution of papers which may enable another person to gain an unfair advantage in an examination	15
23	Possession of or distribution of pornographic material	15
24	Theft of property from school, teacher, fellow learner	15
25	Substance possession or use (drugs, alcohol, etc.)	15
26	Being discriminatory in any manner or form	15
27	Inappropriate male/female behaviour	15
28	Forging documents or signatures	15
29	Gambling	15
30	Unauthorised possession	15
31	Vandalism - Damage of school property - Wilful destruction	15
LEVEL FOUR		

32	Threatening person with a dangerous weapon	20 (S)
33	Causing intentional injury	20 (S)
34	Verbally threatening the safety of another person	20 (S)
35	Engaging in sexual abuse such as grabbing	20 (S)
36	Engaging in sexual activity	20 (E)
37	Drug or alcohol related offences	20 (E)
38	Possessing or using alcohol or drugs	20 (S)
39	Boycotting	20 (S)
40	Staging a picket without consent	20 (S)
41	Forging documents or signatures	20 (S)
LEVEL FIVE		
42	Intending to inflict major physical injury (assault)	(E)
43	Intentionally using a dangerous weapon	(E)
44	Sexual harassment	(E)

	including but not limited to sexual abuse and rape	
45	Robbery	(E)
46	Major theft	(E)
47	Breaking and entering locked premises	(E)
48	To defiantly violate and reject a Shariah ruling	(E)
AKHLAAQ MISDEMEANOURS		
	Wearing a topee incorrectly or of the wrong colour	1
	Disrupting a teacher in class	5 – 10
	Looking into a classroom when passing by	2
	Failing to greet a teacher first	2
	Standing with hands in the pocket in front of a teacher	2
	Making a noise in the corridor	3
	Playing in the wudhu khana	3
	Coming late for Salaah	3
	Vulgar language (swearing)	5

	Back-chatting	5
	Bunking Salaah	5
	Talking in the Jamaat Khana	5
	Horseplay during assembly or Salaah	5

76. General

- 76.1. When a learner has accumulated 10 demerits, a conference with the parent/guardian will be scheduled to discuss the same.
- 76.2. On the accumulation of 20 demerit points, the learner will be suspended for one week. In the event that the learner commits another offence, the learner may be subject to being expelled. This must be distinguished from offences where a learner may be subject to expulsion for level five or similar offences, or as provided for in this code.
- 76.3. Demerits will be valid for a period of twelve months and will only be removed from the learner's record in the event that the learner does not accumulate any further demerit points for a period of two years.
- 76.4. Merits and Demerits cannot be interchanged.

GENERAL POLICY GUIDELINES

77. Policy in respect of the grievance procedure

The school accepts the principle that it serves the community and respects the moral code of the community. In this regard, the school, through the Principal, is obliged to give guidance to the community in respect of the development of correct attitudes in the advancement of the education of the child. At any time and in any given situation, grievances and complaints will occur and must be addressed. All grievances and complaints must, as a matter of course, be in writing and must be signed by the complainant. The name of the complainant, his business and residential address, his home and business telephone number, and if available, his fax number must be clearly endorsed on the letter of complaint. Full detail of the complaint must be set out clearly. The letter of complaint must be directed to the Principal and not to the Board of Governors. The complaint will be investigated and a report will be made to the complainant as soon as possible. Anonymous complaints will not be considered. The Principal will determine the procedure to be followed in managing the grievance.

78. Policy in respect of the school times

The school times shall be determined by the Board of Governors from time to time and depending on the requirements of the Department of Education, teaching requirements of the school and in fulfilment of the school's mandate. Teaching times may be changed during the month of Ramadaan and during examination and study times. School times will be varied and the parents and learners informed accordingly. Parents are to ensure that the learners are collected promptly at the dismissal times to ensure that learners are not exposed to unnecessary risks. In the event that learners cannot be collected, the school must be notified thereof and appropriate measures agreed upon to ensure the safety of the learners.

79. Policy in respect of visitors to the school

Parents/Guardians and other patrons of the school are welcome and encouraged to visit the school. However, this must be done by appointment only. All visitors are expected to report to the office of the Principal to notify staff that they are on the school grounds. Visitors to the school must respect the learning environment and behave in a manner that demonstrates proper decorum and respect for the school environment. Disruption of the orderly process of the school is prohibited. The Principal or his/her designee is authorised to deny access, ban or bar future access, remove or request the removal of any visitor whose behaviour is disruptive to the educational/working environment of the school. Any visitor to the school who has been denied access or who has been asked to leave must do so immediately and may lodge an appeal to the Board of Governors in writing. Under no circumstances are visitors to the school allowed to enter an educator's class without the express permission of the Principal.

80. Policy regarding transmittable diseases

The Johannesburg Muslim School shall not exclude any learner suffering from a transmittable disease unless a medical practitioner indicates otherwise. In the case of a highly infectious disease, the learner may be required to absent himself/herself for a specific period of time and comply with the direction of a medical practitioner.

81. Policy on learner admission

The Johannesburg Muslim School is open to all learners, irrespective of race, ethnicity, religion and gender, and is subject to the availability of learner seats

per grade and provided that the learners and their parents/guardians subscribe to the Islamic ethos and curriculum of the school. Learner admission is subject to the clauses stipulated in the Learner application for admission. Each learner will apply for readmission annually. Readmission to the school is subject to the discretion of the Board of Governors, who may consider, amongst other factors, the academic and disciplinary records of the learner, and the record of payment of school fees. Readmission is granted on the basis and express understanding that the Code of Conduct of the School is accepted by the learner and the parent/guardian of the learner. The Admission Committee of the school reserves the right to interview any applicant and to refuse admission without providing any reasons therefore. Preference will be given to pre-primary feeder schools and siblings in the admission of grade one learners. The decision of the Admission Committee will be regarded as final.

The medium of instruction of the Johannesburg Muslim School is English and learner admission may be refused on the basis of the learner's inability to communicate in English. Further criteria for admission would be the ability of the learner to cope with the academic requirements of the grade to which admission is sought (copies of previous reports are to be attached where learners seek admission from another school, as well as the appropriate transcript of learner conduct). New and existing Learners may be required to repeat a grade at the direction of the Principal, who must consult with the School Management Team and/or the Head of the Academic Departments.

82. Policy on language

Subject to the national language policy issued by the Minister of Education, English will be the medium of teaching and learning at the Johannesburg Muslim School. The Johannesburg Muslim School will, where practicable, encourage all its learners to develop language competency in one or more of the official languages of our country.

83. Policy on curriculum

The Johannesburg Muslim School is committed to the effective and creative implementation of the Secular Curriculum of the Provincial and National Education Authorities. The JMS subscribes to the system of the continuous assessment of learners through formal examination and non-formal assessment procedures.

The Islamiat syllabus will be determined by the Islamiat Head of the School and in consultation with the Jamiatul Ulama Taalimi Board.

84. Policy on religious freedom

Freedom of conscience and of religion shall be respected at the Johannesburg Muslim School.

No staff member employed at the Johannesburg Muslim School shall attempt to indoctrinate learners into any particular religion or denigrate any religion. The Johannesburg Muslim School believes that religion must be a means of promoting tolerance, respect and understanding amongst different religious communities. The Johannesburg Muslim School shall allow adherents of different religious communities within the school to celebrate their nationally recognised religious festivals. All practices in respect of cults will not be tolerated or accommodated within the School environment.

85. Policy on confiscation

Any property that may be in the possession of the learner, for which the learner does not have the requisite permission from the school to have in his/her possession shall be confiscated and shall only be returned after appropriate disciplinary action has been taken. Subsequent confiscation of

property involving the same learner shall not be returned and may be disposed of at the discretion of the school, which may be auctioned to raise funds for the benefit of any school sponsored activity.

86. Policy on finance

The Board will determine annual School Fees and any other once-off fees prior to the beginning of each new school year. The Board will endeavour to keep all fees as reasonable as possible. The fee structure will be finalised by the end of October each year and Parents / Guardians will be informed thereof when deciding to register or re-register their children/wards with the school for the forthcoming academic year.

The payment will be as follows:

- 86.1. Text book deposits must be paid by the end of the first month of a new school year where applicable, which will be credited to the learner's account on return of the books in an acceptable condition, fair wear and tear provided for. The decision of the school in respect of determining fair wear and tear will be final.
- 86.2. Annual School Fees can be settled as follows:
 - 86.2.1. Monthly payments: Each pre-determined payment must be made by the first day of each month by debit order or post dated cheque.
 - 86.2.2. Term payments: Each pre-determined amount must be paid by the first day of each new term by debit order or post dated cheque.
 - 86.2.3. Annual payment: The full year's fees must be paid by the end of the first month of each school year.
- 86.3. Procedure for recovering against parents/guardians for non-payment of fees:
 - 86.3.1. The Board reserves the right to summon parents/guardians for the non-payment of fees.
 - 86.3.2. The parents/guardians will be informed in writing once the time period for the payment of fees has elapsed.
 - 86.3.3. A meeting will be arranged between the parent/guardian, the Principal or his deputy and a Board member to resolve the issue.
 - 86.3.4. In the event that the matter is resolved, such settlement terms will be reduced to writing and signed by the parties.
 - 86.3.5. In event that the matter remains unresolved or an agreement has not been complied with, the Board reserves the right to issue the learner concerned with a transfer card.
 - 86.3.6. The Board further reserves the right to institute legal action against the parent/guardian concerned. Any legal costs in the matter will be for the account of the parent/guardian.

87. Review of policies and the Code of Conduct

This code, policies and information contained herein will be reviewed, amended and or added to as and when the need arises. All those affected by this code are encouraged to ensure that they refer to the latest version of the code. In the event that any person acts to his/her detriment by using an outdated version of the code, the school will not be held liable in any manner of form whatsoever.

UNDERTAKING

I, the undersigned being the parent/guardian of in grade do hereby declare that I:

1. Will comply with the Rules and Regulations, the Code of Conduct and the Disciplinary code of the Johannesburg Muslim School and that I will ensure that my child/ward complies therewith. I acknowledge that I have read the Rules and the codes, that I am acquainted therewith, that I have explained it to my child/ward and have explained the consequences of violation of the rules and regulations as described therein.
2. Have explained the documents as stated above to my child/ward and that my child/ward is also hereby bound to the Rules and Regulations, the Code of Conduct and the Disciplinary code of the Johannesburg Muslim School.
3. Fully understand and accept that the Board of Governors of the school has the final say in all matters pertaining to discipline at all the school's campuses. It is my understanding that the Principal will constitute a disciplinary hearing for all cases where my child/ward could face a sanction of suspension or expulsion. In all other cases, the Principal will notify me of my child/ward's offence and the sanction being applied.
4. Accept that all appeals to the Principal's decision will be lodged in writing with the Board of Governors by no later than 4 school days after the decision has been conveyed to me.
5. Accept that the Principal may change the Guidelines from time to time and that these changes will be communicated to me in writing by way of circular and I accept to be bound by the latest version of this Code.
6. Will pay the fees for my child/ward:
(Please Tick)
 - Annually in advance on registration.
 - In advance, at the beginning of each term, by furnishing to the school 4 post-dated cheques dated for the beginning of each term.
 - Monthly, by furnishing 12 (twelve) post dated cheques dated for the beginning of each month, not later than the last day of January each year.
 - By monthly debit order.
7. Understand that such fees will be increased on an annual basis and undertake that I am fully and legally liable for all monies payable in respect of my child/ward attending the Johannesburg Muslim School and that a statement reflecting the outstanding amount will be the amount payable.

SIGNATURE

DATE

GENERAL INDEMNITY FORM

FULL NAME OF PARENT:

ADDRESS:

PARENT/GUARDIAN OF:

Hereby give consent to my child/ward to take part in extramural activities of the school, including games, athletics, sport, educational tours and country excursions of historical, geographical or scientific nature.

I fully understand and accept that all tours and excursions shall be undertaken at my child's/ward's own risk and I undertake on behalf of myself, my executors, my wife and my child/ward aforesaid to indemnify, hold harmless and absolve the School Board of Governors, the Principal and his staff against and from any or all claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of my child/ward aforesaid in the course of any such tour or excursion, in the knowledge that the Principal and his staff will, nevertheless, take all reasonable precautions for the safety and welfare of my child/ward.

SIGNATURE OF PARENT/GUARDIAN:

DATE :

PLACE :

WITNESS : 1.

:

2.
