

ISLAMIC EDUCATIONAL CENTRE

CODE OF CONDUCT FOR LEARNERS

1. School Times

- 1.1. School commences for learners at 07.20. Learners are expected to be punctual. School gates will be closed at 07:30.
- 1.2 Learners to be fetched punctually after school.
- 1.3 Late-coming will not be tolerated. Learners who are late more than two times will serve detention and may also be given in-house community service.
- 1.4 The school cannot be responsible for a learner's safety if he/she leaves the school without permission, or unsupervised.

2. Attendance, Absenteeism and Leave-Taking

- 2.1. Regular attendance at school is compulsory for every learner.
- 2.2. If a learner is absent from school for any reason, the parent/guardian must complete the relevant section in this diary. Supporting documents must be presented to the Form Educator.
- 2.3. Leave will be granted only in exceptional cases. All requests for leave must be in writing from the parent/guardian. Learners will be released into the custody of the parent/guardian only after the leave has been granted.
- 2.4. Work not handed in because of absence must be handed in within three days after learner returns to school. The onus is on the learner to complete any work missed during his/her absence.
- 2.5. Leave for holiday/Hajj/Umrah will not be approved unless prior arrangements have been made with the Principal. Hajj/Umrah leave will not be granted during tests or examinations.
- 2.6. Attendance after formal tests/examinations is compulsory until the last day of each term.

3. Personal Appearance

3.1. Uniform

Learners must ensure that they are dressed in the prescribed uniform while at school and during all official school functions and supplementary classes. The school uniform is as follows:

<u>BOYS</u>	<u>GIRLS</u>
<ol style="list-style-type: none">1. Navy school kurtas with pants.*2. Plain white topi.3. Navy blue or school grey socks.4. Black school shoes.5. Plain navy school jersey or plain navy polar-fleece jacket.6. School tracksuit and school t-shirt.*	<ol style="list-style-type: none">1. Navy school cloaks with pants.*2. Plain white scarves (Ensure that scarf is not "see-through").3. White school socks.4. Black school shoes.5. Plain navy school jersey or plain navy polar-fleece jacket.6. School tracksuit and long school t-shirt.*
* Available only at school/Office National.	

3.2. Hair

Boys' hair should be short and neat at all times. Hair should be of one length throughout. The length of hair must not cover the ears and must be above the collar line. Girls' hair should be covered at all times and should be neat. Long hair must be plaited. Bleaching and dyeing of hair is not permissible.

3.3. School Topi

The topi must be of suitable fit to cover hair from the forehead to the back of the head.

3.4. Moustache and Beard

Must be neatly maintained. The length of the moustache must not extend over the upper lip. Beards according to Sunnah, must be neatly kept.

3.5. Jewellery

Only wrist watches for boys and girls. Stud-earrings for girls are allowed. Nose rings are not allowed.

3.6. Finger nails

To be kept clean and short. No nail polish is allowed. Only natural mendhi colouring of nails is acceptable.

3.7. Sports Dress-Code

Girls: School tracksuits / long school t-shirt / takkies / scarf.

Boys: School tracksuits / school t-shirt / takkies.

Takkies to be worn only during the P.E. and sports training period. Black or white simple takkies would suffice.

4. Use of School Facilities and Equipment

4.1. No learner may use any item of school equipment without permission.

4.2. Learners must use school equipment with care and respect if permission has been granted.

5. Advertisements, Petitions and Pamphlets

May not be distributed or displayed without the Principal's permission.

6. Areas out of Bounds

6.1. The administration block (unless on official business, with permission from the secretary).

6.2. Computer and Science labs and classrooms unless accompanied by an educator.

6.3. The parking area during school times.

6.4. The staff-room.

6.5. The Musallah area and the Wudhu Khana (ablution area) except during Salaah times / Hifz classes.

6.6. Tuck shop area unless at specified times and during the breaks.

6.7 Behind any part of the building.

6.8. Any other area that is proclaimed out of bounds by the Principal or by an educator.

7. Vehicles

No learner is allowed to drive a motor vehicle, quad bike or a motorbike on the school premises / precincts of the school during and after school hours. Learners are not allowed to bring motor vehicles to school.

8. Movement in School

8.1. Learners must walk briskly and quietly in their class-lines when moving to/from their classes and assembly.

8.2. Always walk in a single file and keep to the left.

8.3. Learners must not run on the stairways and on the corridors.

8.4. No learner may leave the classroom without the permission of the educator in charge.

8.5. No learner may be in the classroom before school commences or during breaks.

8.6. No learner may enter another classroom without the prior permission of the educator in charge.

8.7. Be cautious on rainy days, as some floors may be slippery.

8.8. Loitering in toilets or around the school campus is not allowed.

9. Textbooks and Library Books

9.1. Textbooks issued by the school are the property of the school.

9.2. Learners should take good care of their books by covering them with plastic covers.

9.3. Parents are liable for lost or damaged books, and are required to replace or pay for them.

9.4. Results will not be released and further books will not be issued unless all books on loan have been returned.

10. Homework and Diary

Homework to be completed as per due date set by the educators. Homework and prior planning must be recorded in the school diary daily. Neglect of homework will be communicated via the diary or telephonically. Parents/Guardians are requested to assist in ensuring that homework is done by signing the learner's homework diary on a daily basis.

11. Extra-curricular Activities

Participation in extra-curricular activities is essential for the holistic development of the child. Exemption from extra-curricular activities will only be considered on the presentation of a medical certificate.

12. Smoking/Substance Abuse

No learner is allowed to smoke, or consume any harmful substance, or be in possession of, or buy / sell these in or out of school.

13. Lost Property

The school cannot be responsible for the loss of personal property. Parents/Guardians are advised not to allow their child/ward to wear or carry valuable items to school, such as expensive watches, jewelry, toys or large sums of money.

14. Cell Phones

Learners are not allowed to carry cell phones to school, unless under exceptional circumstances, in which case it must be left in the office for the day. All confiscated cell phones will be handed to the chairperson of the Shura, who may return the phone at a time convenient to him.

15. Cleanliness of School

Learners are expected to keep their classrooms, furniture, toilets, musallah, wudhu khana, playgrounds and surroundings tidy. No eating is allowed in the classrooms, corridors or specialists rooms. Chewing of gum is strictly prohibited. Bins are provided at strategic points to deposit litter. Learners are advised that "cleanliness is part of faith". Learners who default will serve in-house community service.

16. Confiscation

The Principal and educators have the right to confiscate any object they consider dangerous and/or undesirable that is found on any learner. All items confiscated from learners may be returned only to parents/guardians who shall be called to school.

17. Visitors

17.1. Learners may not receive any visitors at school without approval by the office.

17.2. Learners may not communicate with outsiders over the fence.

17.3. All visitors (parents/guardians/relatives) must report to the secretary upon arrival. Thereafter necessary arrangements will be made for them. School visits will be allowed only by appointment.

17.4. All visitors should be greeted and treated with respect during their visit to school.

18. Safety and Security

To ensure the safety of all learners, it will be necessary on certain occasions to conduct random searches of learners by members of staff. Searches will be conducted on learners suspected of carrying cigarettes, drugs, dangerous weapons or stolen items. These items will be confiscated.

19. School Fees

Parents must ensure that the school fees are paid timeously. The school fees structure may be obtained from the office on request. Learner's Progress Reports will be withheld until all outstanding fees have been settled before the term end.

20. Prefects

The Principal and educators have vested in the prefects' authority to help with general discipline and the smooth running of the school. Learners are obliged to comply with instructions of the prefects.

21. Salaah

It is compulsory for all learners to attend Zuhr Salaah and any other Salaah whilst at school. Good behaviour must be observed in the Mussallah at all times.

22. General

Parents/Guardians are requested to assist the school in implementing all the rules and regulations of the school, which form the basis of our school policy.

23. Disciplinary Hearing Procedure

All major disciplinary offences will be dealt with at a disciplinary hearing. Details of which will be disseminated when the need arises.