

# Darul Arqam Islamic High School (DAIHS)



## LEARNER CODE OF CONDUCT

(2023 UPDATED VERSION)

### INTRODUCTORY REMARKS:

- *DAIHS is an Independent School and is therefore not necessarily subject to the official guidelines of the Western Cape Education Department's learner disciplinary measures*
- *Whilst there is a punitive side to disciplinary measures these measures should be of benefit and empowering to the learner.*
- *Some of the underlying principles for the application of disciplinary measures at DAIHS are...*
  - *fairness to all parties,*
  - *giving all parties an opportunity to state their case: 'audi alterum partum'*
  - *letting the 'punishment fit the crime'*
  - *measures should be beneficial to the learner*
  - *respect for all concerned, including the school's image*
  - *restorative justice for the learner, the teacher and the school*

*The aim is uniform implementation of disciplinary actions by all those officially mandated with this task. The right to appeal/review is implicit.*

### KEY TO DISCIPLINARY MEASURES:

- D1** Interval Supervised Session (ISS)
- D2** Double Interval Supervised Session (DISS)
- D3** One Hour School Pride Development & Phone Call to Parents
- D4** One Hour School Pride Development X2 & Phone Call to Parents
- D5** Suspension & Phone Call to Parents
- D6** Suspension & Parents Meeting
- D7** Disciplinary Hearing

### IMPORTANT!!!      CORE VALUES OF DARUL ARQAM ISLAMIC HIGH SCHOOL

Learners and parents must take special note that DAIHS will adopt a ZERO TOLERANCE policy that implies DE-REGISTRATION where the following categories of the Learner Code of Conduct have been transgressed:

1. Substance abuse (including possession, use, selling)
2. Continuous class disruption
3. All forms of bullying

4. **Fighting on school grounds**
5. **Disrespect to educators, non-teaching support staff or officials**
6. **Bringing the schools name into disrepute**
7. **Poor Work Ethic**

In addition, transgressing the following core values of Darul Arqam Islamic High School will result in **(D1)** and if it continues **(D3)**.

- Respect, Responsibility
- Accountability
- Humility
- Integrity
- Excellence
- Morals and Ethics

### **PRINCIPLES OF BEHAVIOUR EXPECTED FROM A DAIHS LEARNER**

#### **GENERAL BEHAVIOUR**

- Always be polite and respectful towards all staff and fellow learners, **(if not D1)**
- Greet any adult that you encounter and offer assistance to visitors, **(if not D1)**
- It is your responsibility to ensure that...
  - ✓ the corridors and classrooms are kept clean **(if not D1)**
  - ✓ school grounds litter free **(if not D3)**
  - ✓ desks and chairs are straightened up in classrooms **(if not D1)**
- Walk on the left hand side in the corridors and on the stairs, **(if not D1)**
- Do not run or raise your voice or shout inside the school building, **(if not D1)**
- Theft or damage to property-including graffiti is totally unacceptable, **(if not D7)**
- Learners should wear the DAIHS uniform with pride and take pride in their appearance, **(if not D1)**
- Piercings and skin markings **(D1)**
- Where a learner is found to have been a 'material witness' to a transgression of this Learner Code of Conduct he/she is expected to report such transgression to the relevant school authority. Failure to do so will make the learner equally liable for the application of the DAIHS Learner Code of Conduct for the transgression, **(Depend on the misdemeanor)**
- The DAIHS Learner Code of Conduct will apply on all school outings and events like the Matric Camp. Certain provisions of the code will be relaxed under the circumstances but these will be negotiated by teachers in charge of the event/outing.

- Learners are cautioned against gender ‘inappropriate actions’ that threatens respect for the wellbeing of female learners and educators, **(if not D1-D7)**
- Learners are to show respect for the cultural values of the diverse communities that make up our South African identity and therefore the use of inappropriate language or terms that threaten this is strongly discouraged, **(if not D1-D7)**
- No selling of goods at school **(if caught, goods will be confiscated)**

### **CLASSROOM BEHAVIOUR**

- If the following classroom behaviour is contravened then **(D1)** will apply.
  - ✓ Politeness and respect for teachers and fellow learners are essential
  - ✓ Learners must be punctual for all lessons.
  - ✓ At the start of every lesson you are expected to stand quietly at your desk until greeted by the teacher
  - ✓ Respect the rights of teachers and fellow learners by avoiding disruptive behaviour like walking around or unnecessary chatting during lessons.
  - ✓ A strong work ethic is expected of all learners.
  - ✓ Eating or drinking during the lesson is unacceptable
  - ✓ All rooms are to be vacated during intervals and learners may only be in a room during these times if under the supervision of a teacher or Prefect assigned that duty by a teacher.

### **EXAMINATION RULES**

A learner will receive a **zero mark** for a particular subject when:

- copying the work of others (plagiarism i.e. the practice of taking someone else’s work or ideas and passing them off as one’s own.
- cheating in a test or exam
- absent without valid reason

### **SCHOOL AND CLASS ATTENDANCE**

- Where a learner has been absent he/she is expected to submit a letter, signed by a parent/guardian, to the Register teacher for follow-up. The letter must contain contact details of the parent/guardian. Absence due to medical reasons must be supported by an authentic Medical Certificate issued by a qualified medical practitioner. No Medical Certificate produced nor absenteeism letter from parent **(D1)** will apply until produced.
- All learners are to arrive at school no later than 7.50am. Late comers **(D1)**.
- Absence from a lesson due to truancy/bunking **(D3)**.
- Any learner that leave the school during school hours **(D1& D3)**.

- Any learner that does not attend the assembly for the full duration thereof **(D1)**.
- Not attending Salaah **(D5)**.

### **APPEARANCE OF DAIHS LEARNERS**

#### **Uniform defaulters will receive (D1)**

##### **Boys Uniform:**

- Trousers: long grey trousers of medium shade, with a plain black belt.
- Plain white school shirt with conventional collars.
- Grey school socks.
- Plain black school shoes.
- School tie.
- Navy blue blazer: single breasted, with school badge on breast pocket.
- Grey school jersey
- Clean white fez
- Physical Education school tracksuit.

##### **Girls Uniform:**

- Navy Blazer
- Blue school uniform
- White school scarf
- Blue head band
- White school socks ( no other colour socks allowed, not even for solaah)
- Girls black conventional school shoes.
- Plain white long-sleeved school shirt.
- Physical Education school tracksuit.

##### **Jewelry**

- No earrings, nose rings, piercings, accessories, make-up or coloured contact lenses are allowed. Learners are only allowed a conventional wrist watch, while female learners may wear a pair of stud earrings only.
- Fingernails must be kept trimmed short and clean at all times and no nail polish is allowed.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes that are in accordance with Islamic morals and values. Beachwear, tight fitting clothing and or revealing clothing are not allowed and learners transgressing in this manner will be requested to leave the event. In these cases parents will be informed.

## Hair

- Female learners' hair should be covered at all times.
- Boys' hair must be short, neat, one length and not longer than three centimeters.
- No peroxide or dye is allowed.

## School bags

- Blue or black bag (recommended)
- No writing or graffiti on bag

## CELL PHONE AND ELECTRONIC DEVICES

1. Any learner found to be using a cell phone or electronic device during school hours is in contravention of the DAIHS Learner Code of Conduct will have that cell phone or electronic device **confiscated for a period of three months**. Learners or parents requesting an earlier release of the cellphone or electronic device will need to **pay a fine of R1 000 per device**.
2. In cases of emergency, where parents need to contact learners during the school day or *vice versa*, this should be done using the schools communication channels
3. Learners may under no circumstances have in their possession a cellphone or an electronic device.
4. The use of a cellphone or an electronic device by an identified DAIHS learner, even off school premises, to bully and/or abuse another person or to spread malicious rumours or disparaging images will be regarded as a transgression of the DAIHS Code of Conduct and will be appropriately dealt with. ***Using an electronic device to bring the school's name into disrepute through the use and/or spreading of inappropriate material and/or language constitutes a SERIOUS VIOLATION of the DAIHS Learner Code of Conduct and will lead to DE-REGISTRATION.***
5. One Hour School Pride Development is regarded as part of the school day and therefore the Cellphone Policy applies to this period as well.

## SUBSTANCE ABUSE/ ILLEGAL DRUG USE

1. The possession, use, distribution and/or sale of illegal substance-abuse chemicals including alcohol on the school premises is regarded as a serious transgression of the DAIHS Code of Conduct and will be dealt with in the severest manner.
2. The possession of drug abuse paraphernalia will be dealt with severely **(D7)**.
3. The DAIHS code of conduct will apply to any learner under the influence of drugs, **(D7)**.
4. DAIHS undertakes regular, random drug testing of learners as it is legally allowed to do so in Western Cape Education Department (WCED) Regulations regarding substance abuse, **(if**

tested positive D7 and it will be mandatory for parents to register the learner in an official rehabilitation program. Proof of registration and completion of the full program must be provided to the school. Follow up testing proof must be provided by the parent/guardian).

5. Smoking cigarettes, E-cigarettes, Okka pipe and Vaping is not allowed on the school premises or when a learner is representing the school, (if caught D3 and if continues D7).

**SANCTIONS AND EXPECTATIONS FLOWING FROM THE LEARNER CODE OF CONDUCT**

Wherever necessary for a disciplinary hearing, the Disciplinary Committee will discharge this duty and come to a decision once all sides have been heard.

CODE OF CONDUCT	EXPECTATION	SANCTION	
		First/Repeated offense	Subsequent offense
<p><b>ABSENTEEISM</b></p> <p><b>CHRONIC ABSENTEEISM</b></p>	Parents inform School via letter or through a doctor’s certificate.	No letter or doctor’s certificate, Parents will be contacted and learner will receive Interval Supervised Session	Disciplinary Hearing
<p><b>CELL PHONES/IPAD &amp; TABLET</b></p> <p><b>USAGE OF SOCIAL MEDIA PLATFORMS</b></p> <p><u>NB! Note Important Core Values on page 1</u></p>	<p>Learners may under no circumstances have in their possession a cell phone or an electronic devise.</p> <p>Neither malicious, derogatory, defamatory information nor unbecoming photos/videos to be taken, stored or shared.</p>	<p>Confiscation of cell phone/ IPAD/ TABLET for a period of 3 months/ a fine of <b>R1 000</b> to release the devise.</p> <p>Immediate Suspension until conclusion of disciplinary hearing with the possibility of expulsion.</p>	
<b>CORE VALUES</b>	All learners are expected to reflect the	Interval Supervised Session	Two hours school pride development

	core values of Respect, Responsibility, Accountability, Humility, Integrity, Excellence, Morals and Ethics	One hour school pride development and phone call to parents	and phone call to parents
<b>ILLNESS</b>	Inform educator but do not leave school on own accord. Report to Health Officer. School will contact parent.	Verbal warning and Interval supervised session	Suspension and phone call to parents
<b>LATE ARRIVAL FOR CLASS</b>	Students may not delay prompt arrival to class and should not go to the tuck-shop during formal teaching time.	Interval Supervised Session / Double supervised session	Suspension and phone call to parents
<b>INTERMINGLING or NOT ADHERRING TO GENDER DISTANCING RULES</b>	Any behaviour deemed unacceptable according to Islamic ethos such as speaking to the opposite sex, intimacy between students, any activity bordering on sexual engagement in any way (such as kissing or fondling) will receive serious attention.	Verbal warning and parents will be contacted or Suspension or immediate expulsion determined by extent of evidence presented.	
<b>LATE COMING TO SCHOOL</b>	Letter from parent	Interval Supervised Session	One/Two hour/s school pride development and phone call to parents
<b>SMOKING (cigarettes, Okka pipe, rolie and vaping)</b>  <b><u>NB! Note Important Core Values on page 1</u></b>	Not allowed and more so on School property, or while in school uniform or at School events.	Suspension	Hearing which may result in expulsion
<b>POSSESSION OR USAGE OF DRUGS /</b>	Any person on School property, or while in	Immediate Suspension until	

<p><b>ALCOHOL</b></p> <p><u><b>NB! Note Important Core Values on page 1</b></u></p>	<p>School uniform or at School events found in possession of drugs.</p> <p>Any person found intoxicated or under the influence of alcohol or drugs.</p> <p>Any person involved in dealing with drugs.</p>	<p>conclusion of disciplinary hearing with the possibility of expulsion.</p> <p>Possible Criminal proceedings.</p>	
<p><b>THEFT</b></p>	<p>Incident investigated and recorded</p>	<p>Hearing which may result in suspension and/or expulsion</p>	
<p><b>BULLYING (emotional, physical, cyber etc)</b></p> <p><u><b>NB! Note Important Core Values on page 1</b></u></p>	<p>Incident investigated and recorded</p>	<p>Parent contacted and Suspension</p>	<p>Disciplinary Hearing</p>
<p><b>TRUANCY</b></p>	<p>Students are not allowed to leave School without the permission of the Principal.</p>	<p>3-day suspension</p>	<p>Disciplinary Hearing</p>
<p><b>UNIFORM</b></p>	<p>Conform to School uniform.</p>	<p>Verbal warning &amp; Interval Supervised Session</p>	<p>Parents contacted to collect student</p>
<p><b>VANDALISM</b></p>	<p>Do not deface, damage School property</p>	<p>Pay for damages incurred and Suspension</p>	<p>Disciplinary hearing pending Expulsion</p>
<p><b>ABUSIVE BEHAVIOUR TOWARDS STAFF</b></p> <p><u><b>NB! Note Important Core Values on page 1</b></u></p>	<p>Vulgarity towards any staff member.</p> <p>Physically threatening actions/assault.</p>	<p>Suspension until conclusion of disciplinary hearing with the possibility of expulsion.</p>	
<p><b>COPYING IN EXAM</b></p>	<p>Learners are expected to be honest during the exams and not be absent without a valid reason</p>	<p>Learner will receive a zero mark for that particular subject</p>	<p>Hearing by the SAIC committee</p>