



QURTUBA

ISLAMIC ACADEMY

DISCIPLINARY POLICY

INTERMEDIATE - FET PHASE

CATEGORY A — ONE DEMERIT WILL BE ISSUED FOR THIS CATEGORY

Infringement of uniform regulations, e.g.

- School Dress Code not followed, untidiness/ unkempt appearance;
 - Not wearing uniform Topi and Burka;
 - Not wearing the correct school shoes;
 - Wearing nail polish, long nails, make up, coloured contact lenses;
 - Wearing another colour sock besides black or white;
 - Boys pants not folded according to requirement;
 - Wearing jerseys or pullovers inappropriately – around the waist and/or dirty and/or torn;
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- Sitting inappropriately in class or while supporting sport or cultural activities;
 - Walking in areas during breaks that are out of bounds;
 - Entering an out of bounds area, classroom or passage without permission;
 - Incomplete detention slip;
 - Failure to submit an absentee note or reply slip by the stipulated deadlines;
 - Failure to return a library book by due date;
 - Persistent misbehaviour during lessons;
 - Spitting in public;
 - Boys' hair to be cut according to School's Boys' Haircut Policy.

CATEGORY B — TWO DEMERITS WILL BE ISSUED FOR THIS CATEGORY

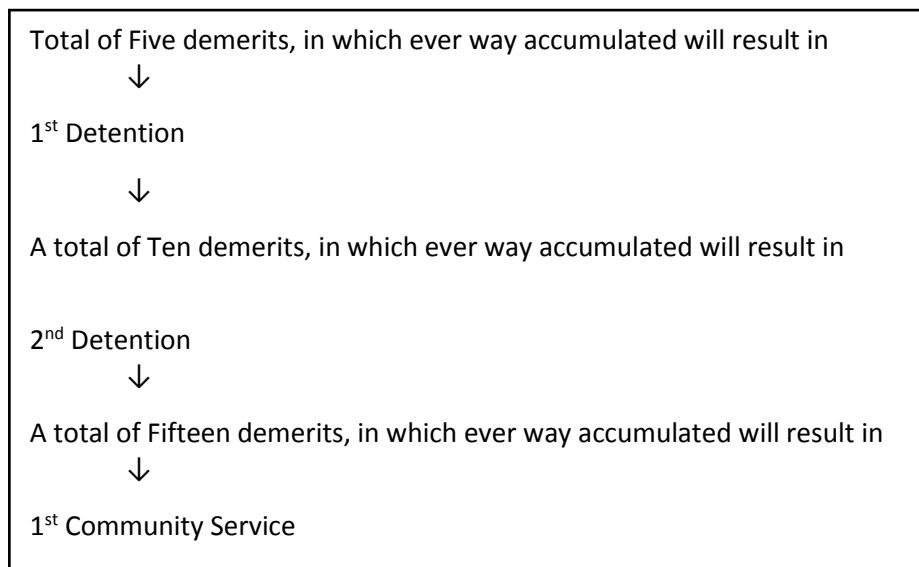
- Late for lessons without an authorised excuse note;
- Late for school or extramural commitment without an authorised excuse note;
- Failure to hand in assignments by due date;
- Eating or drinking in corridors or classrooms;
- Littering;
- Loitering in the passages, at the tuckshop, the toilets at the beginning of the school day and at the end of break;

- Not bringing the required clothing for physical education and extramural lessons;
- Misconduct during detention;
- Disruptive behaviour or lack of co-operation in following instructions; Personal conduct in classroom/ on the playground, un-co-operative behaviour/insolence/temper tantrum, foul language, defacing desks / walls / books, littering, and cell phone possession (cell phone will be confiscated and a fine to be paid for release);
- Books/work materials left at home;
- Homework not done on time/copied;
- Talking or misconduct during assembly;
- Bringing to school any item/s and/or gadgets that may be used to cause harm or injury to learners and teachers, e.g. loom bands, etc.

CATEGORY C — THREE DEMERITS WILL BE ISSUED FOR THIS CATEGORY

- Misconduct or poor sportsmanship during an extramural activity and breaks;
- Dishonesty, including but not limited to stealing, telling lies, cheating in an exam;
- Disrespect or insolence towards teachers, support staff and peers;
- Outstanding detention or community service from previous term;
- Misconduct and/or unruly behaviour in a public arena whilst wearing the school uniform, hence bringing the School into disrepute;
- Failure to wear the correct, full uniform when in a public place after school, e.g. Malls, etc.
- Failure to attend community service;
- Excessively noisy or unruly behaviour e.g. before school, during school, during change-overs, during breaks, after school, excursions and events.
- Inappropriate displays of affection between learners during school hours and/or out of school hours in a public arena whilst wearing the school uniform, hence bringing the School into disrepute;
- Intermingling of male and female learners;
- Defiance/disregarding an instruction from a figure of authority;
- Disregarding test/examination procedures
- Disruptive behaviour frustrating teaching and learning in the classroom

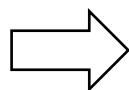
- Repeated dress code infringements (including hair and personal grooming)
- Truancy, bunking classes
- Truancy, bunking a day or part of a day



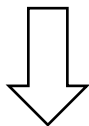
OR

An internal investigation meeting for some of the areas in category "C" upon review on the severity of the misdemeanour by the Disciplinary Committee

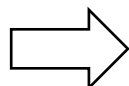
A learner who misses community service and/or commits an additional offence



A warning letter/ An internal investigation and/or meeting



Should a learner miss two consecutive Community service or commits an additional offence



An internal investigation and/or meeting

CATEGORY D — FIRST LETTER OF WARNING WILL BE ISSUED FOR THIS CATEGORY

- Fighting in class and/or on the playground, after school or at any school event and/or excursion;
- Lighting fire crackers;
- Forgery e.g. parent/guardian's signature on any school documentation / letter, etc.
- Graffiti and defacing and/or damaging of school property, including but not limited to, classrooms, school bus, bathrooms, fields, play areas, gym and/or any school equipment;
- Gambling on or off school property in uniform

- Smoking – possession of a cigarette, holding a cigarette- caught in the act on or off school property in school uniform;
- Verbal abuse of a fellow learner;
- Failure to read Salaah;
- Showing defiance and open violation to School's rules.

Repetition of any of the above offences will result in a Final Warning letter and a Disciplinary Hearing.

CATEGORY E — SUSPENSION AND A DISCIPLINARY HEARING

- Vandalism – Malicious damage to the School's, teacher's, learner or any other person's property.
- Assault on a learner or any other person associated with the school, causing bodily harm;
- Drugs – consuming and distributing on school premises and on school outings;
- Disruptive behaviour on school property or on school trips, tours etc. (frustrating school's educational and extra-curricular programme);
- Gangs – promoting formation of / associating with gangs at school;
- Pornography - possession and/or distribution and/or viewing at school and/or during school hours;
- Public indecency;
- Racist conduct that defames a learner and/or staff member;
- Sexual abuse of teacher/learner;
- Verbal abuse of staff members;
- Possession and/or distribution and/or drinking of alcohol at school and/or during school outings and/or during school hours;
- Assault on a teacher;
- Bribery attempted bribery of any person in respect of test/ examination material;
- Possession of dangerous objects or weapons e.g. knives, firearms on the school premises and on school outings;
- Theft / robbery of any school property, i.e. exam papers, sports equipment, of a person and/or entity and entering areas which are prohibited by the school;
- Trading in test/examination material for personal monetary gain;

- Poisoning or attempting to poison another person;
- Rape, attempted rape or indecent assault by learner;
- Physical assault by a learner or teacher that results in bodily harm;
- Violating the rights of other learners;

Please note that the following offences are dealt with by the *School's Assessment Irregularities Committee and are regarded as 2nd Degree Category B offences. The School Assessment Irregularities Committee, decides on an appropriate procedure and sanction in each case.

- Copying of exercises, projects and/or any other work from another learner;
- Using a cell phone during testing/examination;
- Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form communication, verbal or non-verbal, with another learner;
- Any other transgressions not listed will be dealt with and placed into the relevant category at the Principal's discretion.

The School Assessment Irregularities Committee, comprises of the Principal, the Deputy Principal and two staff members;

This is a working document and will be perused and/or revised and/or updated by the School Assessment Irregularities Committee when the said Committee deems it fit.