



# QURTUBA

ISLAMIC ACADEMY

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## SCHOOL POLICY

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Code of Conduct for  
learners and the  
grievance procedure

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All Staff/All Learners

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**Special notes: Qurtuba Islamic Academy will be referred to as QIA**

## **Introduction**

Inspired by the ancient Islamic city of Cordoba, Spain, renowned for its exceptional culture of learning, Qurtuba Islamic Academy seeks to uphold these traditions of leadership knowledge and tolerance.

## **Objectives of QIA**

- Academic excellence through qualified educators and world-class educational programmes.
- Character building by upholding the Islamic values of honesty, excellence, respect, optimism and humility.
- A wide range of extra mural activities.
- Bus services and aftercare services.
- A safe and secure environment that allows learners the right to strive for and reach their full potential.

## **Vision**

"To be an institution of educational excellence, producing well-rounded learners whose sense of humanity will allow them to uplift the community and the nation."

## **Mission**

Qurtuba Islamic Academy is committed to providing holistic education that encompasses Islamic Principles and Practices, to enable our learners to live harmoniously in our multi-cultural society, (and to contribute to the well-being of the Nation), whilst retaining Islamic Identity and being committed to the development of the Ummah.

## **Core Values**

- Honesty: to be sincere, trustworthy and act with honour
- Excellence: to achieve excellence in all facets of life
- Respect: to see the value of oneself, others and all things
- Optimism: to live life with positivity
- Humility: to acknowledge imperfection and be willing to improve

## **Rights of Learners**

- To be taught in a safe and disciplined environment
- To be treated with respect, regardless of personal beliefs
- To express opinions politely
- Security of oneself and possessions
  - Basic learning materials
  - Proper lessons

## **Purpose of the Code of Conduct**

- Is to ensure that there is order and discipline in the school.
- It's a commitment to create an environment that is possible for each learner to achieve their best possible results.
- To promote mature and dignified interaction at all times.

## **School Regulations**

School regulations have been drawn up for the benefit of all individuals. Adherence to these rules will result in the safety, well-being and happiness of every learner. Parental guidance and instruction in this manner is essential. Please read the rules and discuss them openly with your child/children/ward.

### 1. Dress and Appearance

#### 1.1. Uniform

- 1.1.1. Learners should at all times, both inside and outside school and whilst in uniform, conduct themselves in a decent, orderly and exemplary manner.
- 1.1.2. All learners MUST appear neat, tidy and wear the approved school uniform during school and when representing the school at sporting events, cultural activities or on educational excursions.
- 1.1.3. Parents must please ensure that every item of uniform is clearly marked with the child/ward's name.
- 1.1.4. Learners travelling to and from school must be properly attired in school uniform. Partial wearing of school uniforms in public places is not permitted.
- 1.1.5. Any learner not wearing the full school uniform will be required to bring a note of explanation from the parent/guardian.
- 1.1.6. Jerseys may not be tied around the waist or hung around the shoulders.
- 1.1.7. Grade 00 and R learners are exempt from wearing the school uniform; however the School T-shirt can be purchased for the respective grade from Qurtuba Islamic Academy.
- 1.1.8. Uniform items (including school bags and juzdaans) are exclusively available for purchase from Qurtuba Islamic Academy.
- 1.1.9. Full school uniform is required to be worn when attending any formal tuition sessions/ informal assistance, this may include after school hours, weekends or public holidays.

Uniforms are as follows:

<b>BOYS</b>	<b>Learners</b>	<b>GIRLS</b>
School T-shirt for the respective grades with comfortable pants and shoes	Gr 000 and R	School T-shirt for the respective grades with comfortable pants and shoes
Black school shoes Plain black socks School Khaki Pants School Kurtha Navy Topi School Tracksuit with school white T-shirt	Grades 1 to 3	Black school shoes Plain white socks School Khaki Pants School Pinafore School Navy Burka School Inner for Pinafore School Tracksuit with School white T- shirt
Black school shoes Plain black socks School Khaki Pants School Kurtha Navy Topi	Grades 4 to 6	Black school shoes Plain white socks School Khaki Pants School Pinafore Navy Burka School Inner for Pinafore
Black school shoes Plain black socks School Khaki Pants School Kurtha School Navy Topi	Grades 7-12	Plain Navy Abaya Short Navy Burka Black school shoes Plain white socks
School Tracksuit School T-shirt School Baggies Black Trainers	Sports Activities / Physical Education	School Tracksuit School T-shirt School Baggies Black Trainers
School Jersey School Anorak School Polar Fleece	Weather Appropriate	School Jersey School Anorak School Polar Fleece

## 1.2 Jewellery

No jewellery except wristwatches and medical identifications are allowed. Only one pair of matching sleepers or studs may be worn in ears, and only one in each ear is worn. Boys may not wear earrings.

## 1.3 Make-Up

1.3.1 Wearing of make-up is not permitted.

1.3.2 Nail polish is not permitted.

## 1.4 Hair

1.4.1 Female learners are required to cover their hair with the school uniform burka, no hair should be shown either from the back of the burka or the front.

1.4.2 Male learners hair should be as follows:

- Short hair (all one length).
- Hair should not fall over the eyes or ears, or collar of the shirt/kurta.
- Hair styles such as, including but not limited to spikes, cut into wedges or any other un-islamic hair styles are not permitted.
- hair styles, styled with hair care products such as gel, hairspray, mousse and wax are not permitted

**Learners who fail to comply with any uniform policies may face disciplinary action.**

## 2. School Premises

### 2.1. School Buildings

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

2.1.1 All indoor and outdoor venues must be kept clean and free of litter at all times.

2.1.2 The ambience in the classroom must be one of warmth and mutual respect.

2.1.3 Classroom windows and doors will be closed and locked at the end of the academic day and access to learners will not be allowed thereafter.

2.1.4 Learners are not allowed in their classrooms before school, during breaks or after school unless a teacher is present.

2.1.5 Learners are not allowed near the Staff room without a valid reason.

### 2.2 Vandalism

Vandalism will not be tolerated. Any damaging or defacing of property belonging to the school and/or other persons will be regarded as a serious offence. The school reserves the right to claim compensation due to loss or damage to school property from the transgressor and/or their parents or guardians. (Any damage or loss caused to the school and/or other person may be recompensed by the transgressor and/or his parent/guardian).

### 2.3 Disciplinary

2.3.1 QIA does not support corporal punishment in any form.

2.3.2 Transgression of acceptable social conduct will not be tolerated at QIA.

2.3.3 Learners who infringe the code of reasonable behaviour or are guilty of misconduct will be given appropriate warning letters.

- 2.3.4 Qurtuba Islamic Academy draws a distinction between major and minor offences.
- 2.3.5 Major offences may result in parent interviews, suspension and expulsion. Minor offences include corrective measures such as, detention during breaks or after school, extra homework, school community service, etc.
- 2.3.6 Only the Principal, HOD or Islamiyaat Principal and his/her appointed agents may impose appropriate disciplinary action.
- 2.3.7 The principal or his/her appointed agent, shall in his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems necessary.
- 2.3.8 The Disciplinary Committee shall consist of three members being the Principal, his/her appointed agent and the Deputy Principal/Senior Staff Members nominated by the Principal or his/her appointed agent.
- 2.3.9 No legal representative is permitted but the learner may nominate a teacher or learner of the school as a representative/intermediary. The parents or guardians of the learner may attend the proceedings as observers only.

### **2.3.10 Learner's Rights**

#### **A learner must:**

- Receive written notification of the date, time and venue of any disciplinary hearing.
- Be informed of the alleged infringements of the Code of Conduct and receive in writing such particulars of the alleged infringements of the Code of Conduct as he/her may be entitled to, if so requested.
- Be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts.
- To be heard by an impartial person(s).
- To be treated with dignity during the process.
- To be informed verbally and in writing of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.

### **2.3.11 Chairperson's Responsibilities**

- The Chairperson shall cause a record of the proceedings of the hearing to be kept.
- A learner may appeal the decision of the Disciplinary Committee in writing within 5 (five) days of the findings of the Disciplinary Committee.
- Qurtuba Islamic Academy retains the right to act in applicable situations according to the Regulations Relating to Safety Measures at Independent Schools as published in the Government Gazette No 26663 on 20 August 2004.

These regulations deal with, *inter alia*, violence, drugs and trespassing on Independent School premises.

Qurtuba Islamic Academy reserves the right to revise the Code of Conduct from time to time. Learners, parents and guardians will be advised of any such changes which will



come into effect 3 (three) weeks after notification. Copies of the revised Code of Conduct will be available on request from the school.

### 3 Learner Conduct

#### 3.1 Behaviour

- 3.1.1 Learners are encouraged to assist teachers and fellow learners.
- 3.1.2 Teachers and visitors must always be courteously greeted both in classrooms and corridors.
- 3.1.3 Learners are expected to take pride in their school. Littering will not be tolerated.
- 3.1.4 No disruptions in class will be tolerated.
- 3.1.5 No learner may, through behaviour or attitude, disrupt the learning process of other learners.
- 3.1.6 Learners are expected to have respect for their teachers and fellow learners and treat others with respect. Disrespectful behaviour or impertinence is unacceptable.
- 3.1.7 Punctuality is essential. Latecomers must report to the school reception area. Parents are expected to co-operate in this regard and to provide a reason explaining late arrival. Habitual late arrival may result in disciplinary action.
- 3.1.8 No rough play or unruliness is allowed.
- 3.1.9 While learners are encouraged to think independently and to question, insolence or insulting behaviour with regards to teachers and fellow learners is unacceptable.
- 3.1.10 Learners are expected to move in a quiet and orderly fashion in the passageways.
- 3.1.11 All learners are expected to uphold and enhance the reputation of the school.
- 3.1.12 No offensive or profane language may be used in the classrooms, on the playground or on the sports field.
- 3.1.13 No eating is permitted in classrooms and the Jamaat Khanna.
- 3.1.14 Any disruptive behaviour will not be tolerated at any time or any place on the school property.
- 3.1.15 Learners should respect the authority given to RCL members and comply with instructions issued by them which are in accordance with the school code of conduct and rules set out.
- 3.1.16 Self-control and self-restraint is expected at all times.
- 3.1.17 Learners may not mishandle or take possessions from another learner.
- 3.1.18 The chewing of gum is forbidden at all times.
- 3.1.19 Learners may not play on the fields or courts while practices or matches are in progress.
- 3.1.20 Learners should support and display exemplary behaviour during league matches and games, especially during inter-school games and tournaments.
- 3.1.21 Learners are required to have respect toward each other, without any discrimination, learners should take responsibility for their actions and be positive towards one another.
- 3.1.22 Learners are expected to respect their teachers, support staff and all human beings. Disrespectful behaviour or impertinence is unacceptable and will not be tolerated.

- 3.1.23 Disobedience and insolent behaviour towards the staff, whilst they execute their supervisory duties will not be tolerated.
- 3.1.24 Learners must greet all staff members and visitors with the appropriate Islamic greeting.
- 3.1.25 Parents and visitors at school functions should be afforded the utmost courtesy.
- 3.1.26 Learners must carry out all instructions given to them by staff members promptly and willingly.

### 3.2 Expectations of Learners

- 3.2.1 Homework must always be timeously done, and thorough preparation must be carried out for all work, particularly before tests and exams.
- 3.2.2 Learners must be punctual for all classes and school activities.

### 3.3 School Times

Learners are expected to be at school by 07:15

School Times are as follows:

<b>Grades</b>	<b>Start</b>	<b>Dismissal</b>
<b>000 - R</b>	8:00	12:30
<b>1 - 3</b>	7:15	14:15
<b>4 - 12</b>	7:15	15:15
<b>000 – 12 Friday</b>	7:15	11:45

**\* Dismissal times are subject to change during the course of the year. Extra-curricular activities start after school.**

### 3.4 Absenteeism

- 3.4.1 School attendance is compulsory by law.
- 3.4.2 In cases of illness or other unforeseen absence, a learner must present a letter from the parent or guardian to the teacher explaining the reason for the absence.
- 3.4.3 Department of Health regulations regarding contagious diseases must be adhered to. A doctor's medical certificate must justify a learner's absence in excess of 2 days in cases of illness.
- 3.4.4 All appointments with doctors and dentists where possible should be scheduled outside of normal school hours.
- 3.4.5 No learner may leave the school premises during the course of the school day without official permission of the principal and will be allowed to leave only in the company of a verified family member. If the individual fetching the learner from school is not the parent, the school secretary or principal will call the parent to confirm their authorisation to collect the child.

- 3.4.6 Leave will be granted only if there is a valid reason. In this case parents are expected to collect learners personally from school or notify the school in writing if any other person is authorised to collect the learner.
- 3.4.7 All requests for learner leave during school times must be made in writing to the principal for consideration.
- 3.4.8 Learners are expected to make every effort to cover work missed during their absence from school.

### 3.5 Use of Electronic Equipment

Learners are not permitted to use personal electronic equipment items, such as cell phones, iPods, PSPs, cameras, tablets etc. Learners found in the possession of any electronic equipment may face disciplinary action.

### 3.6 Victimization

Victimisation, including but not limited to, bullying, fighting, intimidation or any display of racism or religious intolerance will be severely dealt with.

### 3.7 Anti-Bullying Policy

The purpose of this policy is to set out the schools stance on bullying, and outline how the school will respond to incidents of bullying and to foster a positive school climate and culture.

#### 3.7.1 Policy

Qurtuba Islamic Academy is against bullying in any form. All members of this school community are committed to promoting a safe and caring environment. No person has the right to hurt another by any form of bullying. Staff, learners and parents will work together to deal with issues of bullying.

#### 3.7.2 Definition of Bullying

In context of these procedures, bullying is defined as unwarranted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

#### 3.7.3 Types of bullying:

- Physical Aggression
- Intimidation
- Isolation/exclusion
- Cyber Bulling
- Name calling
- Damage to personal property
- Extortion

### 3.7.4 Learners Responsibilities

- Learners shall refuse to participate in or be a party to any form of bullying.
- Learners will report any incidents or suspected incidents of bullying.

### 3.7.5 Parents/Guardians Responsibility

- Watch for signs of unhappiness in their child's life.
- Take interest in their child's social life.
- Inform the school if there is any suspicion that their child is being bullied.
- Refrain from instructing their child to retaliate.
- Be role models in word and action.
- Seek to address the situation if their child is found to have abused another child.
- Agree to abide by and respect the appropriate sanctions meted out to the child who is found guilty of bullying.

## 3.8 Academic Dishonesty/Plagiarism

Qurtuba Islamic Academy maintains the traditions of Islamic educational values, which are founded upon a firm belief in personal integrity and ethical behaviour.

### 3.8.1 Plagiarism

Presentation of work which is not a learner's own or entirely original, constitutes plagiarism. Essays, projects, assignments which are fully or partially duplicated from other source/sources is not acceptable nor is any work that has been downloaded from the internet. Marks will not be awarded for transgressions regarding this matter.

### 3.8.2 Examination Irregularities

- Unauthorised possession of examination material
- Receiving an unfair advantage in the examination
- Bribery or attempted bribery
- Possessing notes or other unauthorised material
- Copying from notes
- Copying from fellow candidates
- Aiding and abetting copying
- Use of cell phones, programmable calculators or any other electronic device that can be of assistance to the candidate except where the examination instruction specify otherwise.
- Disciplinary action will be taken against any learner found guilty of plagiarism and/or examination irregularities. This is considered a serious offence as it contradicts the value of Honesty encompassed by Qurtuba Islamic Academy.

### 3.9 Theft

- 3.9.1. Theft is forbidden. Any learner found stealing may be required to leave the school with immediate effect. Criminal charges may be instituted.
- 3.9.2. Qurtuba Islamic Academy reserves the right at its discretion, to open and inspect bags and lockers. Removal of any unauthorised property from the school premises will be treated as theft.

### 3.10 Homework

Homework and independent study is an essential component of the learning process and necessary for the learner's intellectual development. Learners must ensure that homework is completed before the due date and submitted timeously.

- 3.10.1. Neglect of homework and failure to present work and books necessary to continue lessons are detrimental to the learner.
- 3.10.2. Copying of homework will be regarded as homework not done. Learners who fail to complete homework will face appropriate disciplinary action.
- 3.10.3. Homework may take the form of reading of prescribed material, research for a project, consolidating what has been taught, completing unfinished work, reinforcing multiplication tables, spelling, revision of what has been already learnt, written work and assignments or any other work prescribed by the educator.

### 3.11 Sports, cultural activities, off school events and tours

Sports and cultural activities aim to build the learners characters and promote team spirit. They also assist in the values of honour and respect in learners.

- 3.11.1 Learners must adhere to the Code of Conduct when participating in sporting and cultural activities, whether on or off the School premises.
- 3.11.2 Courteous behaviour and good sportsmanship is required at all times, whether on or off the school premises and whether in school uniform or not.
- 3.11.3 Learners must ensure they are attired properly for sport or any other activity.
- 3.11.4 Attendance and punctuality are required for sports and activities. If a learner is unable to attend an activity, a written explanation must be provided to the educator concerned.
- 3.11.5 The prescribed school uniform must be worn at all sporting activities, tours and excursions unless otherwise stated.

### 3.12 Grounds

- 3.12.1 Learners must keep the grounds clean and "LITTER FREE" and should be aware of the importance of protecting the environment.
- 3.12.2 All rubbish should be placed in refuse bins.
- 3.12.3 Rough play and dangerous games on the playground are not permitted. Any form of fighting and bullying is absolutely forbidden.

3.12.4 Learners must remain in their allocated playground before school and during breaks. Playing along walkways and corridors is not permitted.

3.12.5 Learners are not allowed in the car park, as this is a dangerous area because of movement of vehicles.

3.12.6 Ball games may only be played on the main sports field. Any sporting equipment brought to the school should be clearly marked with the name and surname of the learner.

### 3.13 Movement of Learners

3.13.1 Learners are to move quickly and quietly in line to and from classes, assemblies, the library and physical education activities.

3.13.2 Learners are required to be punctual for all lessons and should get permission from teachers before leaving the classroom.

3.13.3 Running along corridors, on the stairs or elsewhere in the school building is dangerous and is prohibited.

3.13.4 Learners are not allowed in the Library or Classrooms unless a teacher is present.

3.13.5 Learners may not wander around the school during teaching times.

3.13.6 Learners must line up in silence at the designated area for assembly. No talking is allowed during the assembly.

### 3.14 Library

3.14.1 The use of Library by all learners is encouraged. This facility will be open at prescribed times. Learners will be notified of these times.

3.14.2 Books and media must be taken out in accordance with the rules of the Library.

3.14.3 Eating and drinking is not permitted in the library.

3.14.4 Learners who lose library books will be responsible for the payment thereof.

3.14.5 No school bags or kit bags are allowed in the library.

### 3.15 Image of the school

3.15.1 All learners are expected to uphold and maintain the traditions and image of the school and should display both pride and loyalty.

3.15.2 Learners and parents should uphold the values of the school with pride and dignity at all times. They should promote and preserve the Islamic identity of the school at any given opportunity.

### 3.16 Cloakrooms

3.16.1 Cloakrooms are to be kept clean at all times.

3.16.2 Behaviour in the cloakrooms should be beyond reproach.

3.16.3 It is unhygienic to take food or cold drinks into the cloakrooms.

- 3.16.4 Consideration for fellow learners requires one to leave these facilities as one would like to find them.
- 3.16.5 Misuse of and damage to cloakroom facilities constitutes vandalism and will be dealt with accordingly.

#### 4. Parent's Code of Conduct

##### 4.1. School Access and Parking

- 4.1.1. The School is built on private property and all persons accessing the school must adhere to the basic courtesies.
- 4.1.2. Parents are provided with a remote for the gate which they will be responsible for at all times. 2 remotes are allocated per family. If gate remotes are lost, they must be replaced at parents' own cost.
- 4.1.3. Parking areas are situated within the private property. Allocated parking bays are available for parents waiting for their children.
- 4.1.4. Parents must encourage their children to exit safely and swiftly from the car and be aware of traffic on the property.
- 4.1.5. Parents must adhere to the speed restrictions at all times, as the property has a high prevalence of pedestrians and blind spots on bends.

##### 4.2. Communication

- 4.2.1 Communication between home and school is essential to ensure each learners success at school.
- 4.2.2 Parents are urged to confer with teachers of their children as often as necessary and particularly if notifications are sent home regarding studies or conduct.
- 4.2.3 If concerns arise, parents are required to first communicate directly with principal.
- 4.2.4 Parents are required to contact the school and confirm an appointment.
- 4.2.5 During the course of the year, the school arranges meetings, consultations and workshops. Attendance is an indication of the commitment to the educational well-being of the learners.
- 4.2.6 If your child is absent from school, please contact the school on the first day of absence. A note will be required when the learner returns and should be handed to the teacher. A medical certificate may be required in certain circumstances.

##### 4.3 Regular Methods of Communication

- 4.3.1 Orientation meetings
- 4.3.2 Newsletters
- 4.3.3 Parent - Educator Consultations are held for each learner after the distribution of each term report card

#### 4.4. Parent Responsibilities

##### **Parents must:**

- 4.4.1 Ensure that their children are punctual to school and are collected at the prescribed times.
- 4.4.2 Ensure that the school is timeously informed of any changes in schedule with regards to absenteeism, bus pick-ups and drop offs, aftercare and extracurricular activities etc.
- 4.4.3 Purchase the new prescribed school uniform for their child/children and ensure that all clothing and personal articles are clearly marked with the learner's name.
- 4.4.4 Ensure that learners have the prescribed stationery and that books are marked and covered as per school regulations.
- 4.4.5 Attend parent-teacher meetings, to receive progress information about the child/children.
- 4.4.6 Ensure that learner accounts are timeously paid.
- 4.4.7 To provide the necessary written notice if a learner is being withdrawn from the school or a particular programme offered by the school.

#### 4.5 Spectator's Code

Qurtuba Islamic Academy believes that good sportsmanship and participation in events embodies the essential elements of character building and ethics. We encourage a sense of healthy competition and we do not support a 'win at all costs' mind set. Activities such as these provide an opportunity to develop individual skills and participation should be an enjoyable experience. To encourage this mind set, we expect spectators to abide by the following:

- 4.5.1 Support the idea that children participate to have fun and that winning isn't everything.
- 4.5.2 Be a positive role model and encourage team spirit by showing respect and courtesy.
- 4.5.3 Do not engage in any kind of impolite conduct with any official coach, player or parent such as booing, taunting and refusing to shake hands or use of profane language or gestures.
- 4.5.4 Teach children to play by the rules, respect one another and resolve conflict without resorting to hostility or violence.
- 4.5.5 Instil in the child that doing their best is more important than winning, so that their self-confidence is not damaged by the performance on the day.
- 4.5.6 Praise children for being fair and doing their best.
- 4.5.7 Never ridicule or shout at children or other participants for making a mistake or losing a game.
- 4.5.8 Promote the emotional and physical well-being of the children above any personal desires one may have for a team to win.
- 4.5.9 Respect the designated officials and their authority during any event.
- 4.5.10 Please respect the rights of other children and their parents by refraining from posting pictures taken at any events on social media platforms.



4.5.11 Please adhere to any pardah separation at events to ensure that all spectators are comfortable.

#### 4.6 Health and Safety

##### 4.6.1. Emergency Forms

- No healthcare facilities are available to care for sick learners
- Parents are required to ensure that all emergency information is updated regularly (contact details, next of kin, medication information etc.)

##### 4.6.2. Communicable Diseases

Parents are required to contact the school office immediately if a learner is infected with any communicable disease.

Examples are but not limited to:

- Throat Infection
- Chicken pox
- Measles
- Pink Eyes
- Head Lice

##### 4.6.3. Medication

- Parents are required to inform the Principal and the learner's teacher of any medication that the child is taking whilst at school.
- Learners who bring any medication to school are required to hand it in at the office.
- Any medication required to be administered must be accompanied by a written note, instructing the school on administering such medication, the dosage and appropriate time.
- It is the learner's responsibility to be on time for the medication to be administered.

#### Conclusion

The primary intention of the Code is not to punish students but to instil in learners the need for order and discipline and to facilitate constructive learning. It is hoped that the Code will inform the students about the way in which they should conduct themselves at school.

It will set a standard of moral behaviour, promote self-discipline and exemplary conduct.

Parents must support the school and ensure that their children observe all school rules and regulations and accept responsibility for any misbehaviour on their part.

On the part of the School Management every effort will be made to minimize disciplinary problems by embarking on pro-active advice and counselling. Finally, we wish to emphasise that in all matters, the Quraan and the Sunnah will be the final authority.

### Declaration by Parent / Guardian

In acknowledging receipt and acceptance of the provision of this Policy Document

I \_\_\_\_\_ Identity Number \_\_\_\_\_  
Parent / Guardian of

\_\_\_\_\_ (name of child /ward), agree to abide by the rules, regulations and disciplinary measures contained herein.

We have read and understood the Code of Conduct for learners at Qurtuba Islamic Academy. As parents/guardians of learners at the school, we undertake to support the school in upholding the Code of Conduct for learners, not only while our child is under supervision of the school authorities, but also outside the school premises if such action brings the school and its ethos into disrepute. We accept that it is our duty to entrench and reinforce the Islamic value system and hereby undertake not to undermine the efforts of the school in this regard.

In particular we agree to the following conditions:

#### SCREENING AND/OR TESTING FOR DRUGS / HARMFUL SUBSTANCES

We hereby authorize the Principal and his / her representatives to conduct any reasonable and medically acceptable screening and or testing necessary for the investigation of the consumption of any harmful substances. As per section 8A (11) of the South African Schools act 84 of 1996.

#### SEARCH

Search and seizure as per South African Schools Act Section 8A (1) and 8A (2) of 1996.

In the event of the Principal or his/her representative, having reasonable suspicion based on sufficient information that my child/ward is in the possession of a dangerous weapon, firearm, drugs, any harmful dangerous substance, stolen property or any other item/s that is against school policy or detrimental to the school, Qurtuba Islamic Academy reserves their rights in terms of Section 8A (1) and 8A (2) of the South African Schools Act of 1996 to conduct searches and seizures. I/We authorize the Principal or his/her representative to search my child/ward or any of his property provided:

- That such search shall be conducted by persons of the same gender of my child;
- That the search shall be conducted in a dignified manner;
- That such search shall be conducted preferably in the presence of at least one other person;
- And a record of such search proceedings and the outcomes in respect thereof be kept.
- In the case of reasonable suspicion of an offence the parents/learner is required to provide access to the media under question. (NB. These will be done in consultation with the parents and with confidentiality)

We indemnify the Board of Governors, Principal, and Teachers of Qurtuba Islamic Academy and hold them harmless against any damages which may arise as a result of the screening which may be conducted upon my / our child / ward for the investigations of the consumption of harmful substances.

Notwithstanding the above obligation, I undertake to ensure that my child/ward does not contravene in any way the Code of Conduct document.

\_\_\_\_\_  
Signature: Parent/Guardian

\_\_\_\_\_  
Signature: Child/Ward  
(Thumbprint if unable to sign)

\_\_\_\_\_  
Print Full Name: Witness 1

\_\_\_\_\_  
Signature: Witness 1

\_\_\_\_\_  
Print Full Name: Witness 2

\_\_\_\_\_  
Signature: Witness 2

This policy was drafted by the School Principal on \_\_\_\_\_ [date].

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_