

*NIZAMIYE
AL-AZHAR INSTITUTE*



**INFORMATION PACK
&
HANDBOOK**

**2014
1435**

NIZAMIYE AL-AZHAR INSTITUTE

Al-Azhar Institute commits to providing educational excellence by empowering students with the means for success and challenging them to become productive citizens.

Assalamualaikum

Dear Students and Parents,

We would like to welcome you to our family in this academic year of 2014. We are looking forward to another exciting year at **Al-Azhar Institute**. We pray that it will be a year with achievement and success for our students and the school. We have planned a year with activities and Insha-Allah with the participation of students and parent's support 2014 will be a very productive year. We should emphasize at this point that as our most important players are the students this will not be possible without the participation and co-operation of the students.

All our planning has been designed to provide the maximum benefit for the whole school, especially the students who will make all these efforts meaningful.

This booklet is designed to acquaint our students and parents with the yearlong calendar and explanations of school and district policies. These facts are vital to student's for optimum success at Nizamiye Al-Azhar. Please read all of the information carefully and keep this brochure as a reference to use throughout the school year. We extend a personal invitation to all students and parents to become active members of our school community. Keep us in your duas

The Administration and management of Nizamiye Al-Azhar Institute

IMPORTANT NUMBERS

Attendance Office

Reception and accounts

Tel : 0414571504

Fax: 0414571573

www.alazharinstitute.co.za

SCHOOL OFFICE HOURS

Monday-Thursday 07:30 – 16.00

Friday 07:30 – 12:00

1. MANAGEMENT AND STRUCTURE

Nizamiye Al-Azhar Institute has been owned by **Fountain Educational Trust**. The Trust has the authority to establish the management structure of the school. The school principal is appointed by the Trust and other mechanisms and positions are filled through consultation between principal and the Trust. Any other structure to be established has to be approved by the Trust otherwise they will be deemed void and illegal. Action may be taken against any persons who are involved in establishing such structure and bodies within the school without the approval of the Trust and school management.

2. RELEVANT LAWS AND REGULATIONS

Nizamiye Al-Azhar Institute is registered with the Eastern Cape Department of Education and

operates within the legal framework which regulates establishing and operating independent educational institutions in South Africa.

Nizamiye Al-Azhar Institute is a member of AMS (Association of Muslim Schools) which is an umbrella organization of Independent schools in South Africa.

All policies and rules of the school are informed by the Constitution of South Africa and relevant Laws and Regulations and they are designed for the best interest of the student. This principal guides and informs all decisions taken and every practice at the school.

3. FUNDING

Main income of the school is the school fees collected from the parents. However these fees do not cover all the costs of running the school as a number of students are being assisted financially. Therefore, it is of vital importance that fees are paid regularly and on time so that our financial planning runs smoothly.

The deficit in the budget of the school is covered by various fundraising activities and donations sought and contributed by the public and The Trust.

4. APPLICATION AND ADMISSION

Nizamiye Al-Azhar Institute admits applications from any student who meet the requirements. The admission of a student into the school is in the sole discretion of the school. Following are the requirements for admission into the school:

- 1- Application form to be completed by Legal Guardian/Parent
- 2- Certified copy of the parent's ID
- 3- Certified copy of the student's birth certificate
- 4- Copy of medical report / Clinic card
- 5- Latest school report and Transfer Card
- 6- Indemnity Form
- 7- School Rules agreement
- 8- School Fee Agreement

Registration will not be complete if any of the above is outstanding.

After submission of these documents the application will be processed within 14 days and parents will be notified of the outcome telephonically or in writing. In case of successful application parents will need to pay the registration fee of **R400** within **7 days** from the date of acceptance in order to confirm registration. Failing to do so will result in cancellation of the acceptance and the School does not guarantee a space for the student.

Re-registration

Registration at the School has to be renewed every year by all students. Parents will be issued a re-registration form and they will need to return it to the school by a stipulated date. Those students who do not return the re-registration form will be considered as not returning and transfer cards may be issued to such students.

School may also refuse re-admission of any student if it is deemed to be in the best interest of the student, school and other fellow students. In such cases parents will be given notice before the end of the 3rd school term. The onus is then on the parent to seek a suitable school for the student.

5. SCHOOL FEES

All payments due to school can be paid directly into our bank account. Proof of payments need to be produced when asked. In such cases **Account number** should be indicated as **reference** in order for us to be able track the payment. Registrations of students with outstanding fees by this date will **NOT** be renewed. In cases where any two (2) month fees are not paid, the total fee for the year will be due and payable and the school may take action for the total amount. In all legal actions, any cost the school will incur will be added to the parent's account.

A separate school fee agreement is to be signed by each parent to outline the payment plan of school fees. Such agreement clarifies all matters regarding payment of the school fees. However each parent by signing the application form agrees to pay school fees on an annual basis and the school reserves the right to take appropriate legal action in cases of noncompliance on this matter.

School fee only covers the tuition and do not cover any other expense such as excursion, textbooks, stationery, uniform, etc.

Our banking details:

Account holder : Al-Azhar Primary Institute
Account no : 4073139250
Branch : 632005
Reference : Account Number

6. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The school offers financial assistance to **successful** students who are in need. Awarding of financial assistance is in the sole discretion of the school.

All financial assistance awarded will only be valid for that academic year and parents have to re-apply for the following year. Awarding of financial assistance for one academic year does not guarantee it for the following years. A student who is awarded financial assistance will be expected to perform well academically (an overall average of 65% at the year end) and not to be involved in any disciplinary incident.

The school is only able to offer very limited amount of financial assistance. Therefore parents are discouraged to register their children without obtaining prior confirmation of such assistance if they are not able to pay the required fee.

7. BURSARY POLICY

Limited numbers of students in need are awarded financial assistance on the basis of their achievement in various fields and parents' financial status. Awarding of any financial assistance is entirely in the discretion of the school and the school is not obliged to provide such assistance to any student.

Such scholarship is regarded as a privilege and not a right. Such students are expected to maintain a high level of achievement throughout their career at **Nizamiye Al-Azhar Institute**. Should the learners performance decline the school may withdraw such scholarship at its own discretion. Any student on scholarship should not be involved in any disciplinary matter as it may cause them to lose their scholarship. If such incident takes place during an educational year the parent will then be liable to make alternative arrangements including relocating the student to another school or paying the required fees.

Students who are offered financial assistance to any degree have to participate in all school activities.

8. ADVERTISING AND PROMOTION

School advertises on a regular basis. In these adverts the school may use and publish any student's name and/or photo. Student and guardian agrees to give consent on such publication.

9. ACADEMIC / CURRICULUM

At **Nizamiye** Al-Azhar Institute we follow the curriculum of the Department of Education and our graduates write Matric exam. All stipulated subjects are offered as well as additional subjects and extra-mural activities.

The subjects are taught by qualified and experienced educators who are committed to giving the best possible to the students. Our educators are always ready and prepared to go an extra mile for the students who wish to progress.

The subjects offered at each Grade are outlined below:

English (First Language)
Afrikaans (First Additional Language)
Arabic and Turkish (second additional Language)
Mathematics / Mathematical Literacy
Natural Sciences
Economics and Management Sciences (EMS)
Arts & Culture
Social Sciences
Technology
Life Orientation
Physical Science / Business Studies
Life Sciences (Biology) / Accounting
Computer Studies (Applications) / Economics
Qur'an – Surahs
Islamic Studies
HSS
Life Science
Physical Science
Geometry
Religion Studies
Accounting
Business Economic
IT
CAT

10. REMEDIAL AND EXTRA CLASSES

Additional classes may be conducted for some students during or after school hours and on weekends. These classes will be arranged by the teachers when it is necessary.

Additional classes are held **for Olympiad classes students in the afternoons and half day on Saturdays**. These classes are done at no additional charge. However if a student needs professional help in any manner it will then be communicated to the parents and they will attend to the matter.

11. PREFECTS

Nizamiye Al-Azhar Institute prefect system is implemented. Prefects are appointed by the school and they assist the school to maintain a disciplined and productive yet comfortable environment for all. Prefects form a channel of communication between the school and the students. The prefects will change at the beginning of the 1th school term every year. Prefects will be selected / elected in Grades 7 & 11.

12. KHATMUL QURAAAN / READING TIME

Nizamiye Al Azhar Institute places great emphasis on the recital of Quraanul Kareem thus in addition to the daily periods allocated to recital of Quraan on Thursday morning between 7.45am – 8.00 am all learners and staff complete the entire recitation of the Quraan.

Nizamiye Al-Azhar Institute places great emphasis on reading as it will benefit everyone in many aspects. Students are encouraged to do additional reading other than their subject activities. On Tuesday mornings from 7.45 to 8.00 is the reading period where everyone at the school engages in reading. Reading is an activity that will open the minds and comprehension skills among others. Certain skills that they will gain through reading are much needed in all subjects.

13. EXCURSIONS AND ADDITIONAL ACTIVITIES

All excursions are compulsory for each learner unless the student has a special condition such as a medical condition which has to be supported by a professional report. Therefore all students are liable for the cost of each activity unless otherwise is agreed between the parent and the school in writing. Other special activities organized by individual educators on weekends and holidays may be excluded with the approval of the principal.

School fees only cover the cost of teaching and learning at the school and all additional activities such as excursions, extra-mur al activities, participation in competitions and Olympiads, costs arising from completion of assignments and projects, etc. ...are to be paid by the parents separately.

14. STATIONERY / TEXTBOOKS

Each parent is responsible for obtaining relevant stationery, textbook and other stipulated material for students and the cost of such items is **NOT** included in the school fees. The school may contract a third party to provide service of supplying textbook and stationery, however in such cases conditions will be stipulated beforehand in writing and sent to parents. Parents may either elect to utilize the service of such party or they may obtain them themselves. The onus will be on parents to ensure that students possess the necessary items.

School will try to use the same textbooks every year. However due to the continuous amendments and changes in the curriculum in some cases this may not be guaranteed.

15. NEWSLETTERS AND CORRESPONDENCE

The school considers the communication with parents as a key part of the success and forms suitable channels for this communication to take place. To maintain a regular communication between the school and parents, the school will publish regular newsletters and these will be sent via students. Parents should regularly check with students for these correspondences. From time to time the school will send other letters and notices too and in such cases the student is responsible to pass on such correspondence to the parents. Any parent who has a concern or inquiry may contact the school via telephone, fax or email.

Weekly newsletters will be issued on a Friday and should be signed and returned to school on Monday. Any notice given to the student for parent's attention and/or posted to the postal address supplied by the parent to the school is deemed delivered. Therefore parents should continuously check the correspondence from the school with the students and their posts. Any letter marked confidential should only be opened by a parent and strictly not by the student.

16. PETITION AND LETTERS

Any letter or petition written to the school should have sender details and details of the request. It is not otherwise possible for us to attend to the matters and such correspondence will not be processed.

17. DISTRIBUTION OF NOTICES AND PUBLICATION

Displaying and distributing any publication, notice, advertisement, pamphlets, etc. can only be done with the permission of the school. Distribution of such items without permission is illegal. These items should have appropriate content and should not include violence, discriminatory, illegal and derogatory content.

18. DIARY

The school diary will serve as the mean of communication between the school and the parents. Parents may utilize this to send messages to the teachers and the school.

19. LOST AND FOUND

Any item found by anyone should be returned to the office and anyone who lost any item may contact the office for this item. Please note that if items are not collected or claimed after the lapse of 1 term it may be donated to the less fortunate.

20. EMERGENCY MESSAGES

To minimize classroom disruptions **we do not deliver messages to students** unless it is an emergency. In case of an emergency, you may call the reception at **041 457 1504** to convey an emergency message to your child.

21. PARENT MEETINGS

It is expected for parents to attend general parent meetings and whenever contacted for individual meetings with teachers or school management.

22. APPOINTMENTS

Any parent who wishes to have a meeting with a staff member may do so by making appointments. Anyone without appointment may not be seen as staff member might be busy at that time and unavailable. If a parent cannot be sure about with whom to discuss a matter he/she may contact the office and the relevant person will attend to the matter.

Parents should refrain from contacting any educator or a staff member after hours and on cell numbers unless the educator allows it.

Anyone who wishes to have meeting with the principal should indicate what the meeting is in connection with so that meeting could be more successful and fruitful.

23. ACCESS TO SCHOOL PREMISES

Any person who enters the school should report to the office or forming a staff member.

No visitor is allowed to go to classrooms during school day. Any visitor who wishes to see a student has to report to office and the student will be called out by a staff member. On entering the school premises between 8.30am to 14.00 parents will be required to sign the log register.

24. DROPPING OFF AND COLLECTING STUDENTS

Parents will drop the students at the school gate and collect them again at the gate. Parents should refrain from going to classes to drop and collect students. This distracts the work in progress. Students must be collected within 15 minutes after the dismissal time. School will not be responsible for students who are picked up late. If parents have an emergency and will not be able to pick up the student on time they should inform the office telephonically and we will inform the student of the situation and keep him/her inside the school premises.

The school is also not responsible for any incident that might happen outside the school gate. Therefore students are encouraged to wait inside the gate until their lift arrives.

25. TARDINESS / LATE COMING / EARLY LEAVE

Students are expected to arrive at the school promptly before the school bell is signaled. Students who come after the first period starts will only be allowed to attend the second period and will be marked as absent.

Points to Remember:

When a student comes late regularly the parent will be called for meeting and the issue will be discussed in detail with reasons. Continuous late coming will be considered as lack of respect for school rules.

Learner's arriving late to school or taking early leave due to an appointment etc..... must do so with the parent consent informing the office telephonically or via correspondence. Learners arriving to school without a valid excuse will receive 2 demerits.

27.1 LATE COMING FOR LESSON / SCHOOL EVENTS

Learners failing to attend any period on time must produce a permission slip to the Teacher from the office signed by the Principal / Deputy Principal. Learners that fail to attend class on time without a valid excuse will be issued Demerits. Regular late coming will be considered as a disciplinary offense and necessary action will be taken.

26. ATTENDANCE AND ABSENCE

The attendance of students is vital for the teaching to be conducted appropriately and regularly. No student is allowed to stay absent without valid excuse. The onus to inform the school about any valid excuse is on parents. **The students who stay absent should bring a note of absence on the day of return to school. Learners will not be able to attend his/her class without note of absence, parents phone call etc.....** The student is responsible for the school work done on the day of absence.

Learners attending school regularly on time will be awarded with 3 merits on monthly basis from the office.

27. EXCUSED ABSENCES

A student is absent any time he is not physically present in class. Excused absences are categorized as follows:

- Illness
- Medical/Dental related, including appointments which cannot be scheduled outside the school day
- Participation in school related activities
- Bereavement
- Verifiable family emergencies
- School-sponsored function or
- Other absence approved by the school administration

An absence may be waived when it is supported by professional documentation (doctor, dentist, etc.) or other criteria as approved by the school administration.

28. INEXCUSABLE ABSENCES

Inexcusable absences are any unauthorized absence from any classes:

- Leaving the building without checking out in the Administration office
- Excuses such as oversleeping, transport, etc.
- Disciplinary suspension and incarceration
- Truancy, defined as an unauthorized and invalid absence from school
- Any absence not deemed appropriate by the Principal or other school administrator

Points to Remember:

1. Parents and students will be notified as absences accumulate.
2. Students are **NOT** entitled to make up assignments and tests missed due to **unexcused absences** or to receive credit for such work when it is made up.
3. The onus is on the student to complete any school work that is missed during excused or unexcused absence. Teacher or school is not responsible to follow up such cases.

29. EMERGENCY

The school will contact parents/guardians of any emergency regarding their child. In order for the school to do this the contact details of the parents should always be updated in case of any changes. The onus lies on the parent to inform the school of any such change.

30. ILLNESS AND DISEASES

Students who are ill are encouraged to stay at home. Students who become too ill to continue classroom activities must report to the office and may be attended to by the school's nurse. If need be the student's parent or guardian will be notified and will be expected to make appropriate arrangements for the student to leave the premises.

Eastern Cape Department of Education's health requirements state that a student with infectious diseases should stay at home until they are fully recovered in order to prevent the disease/infection from spreading.

31. ASSESSMENT / EXAMINATION

The school adopts and implements continuous assessment at all grades and external assessment guidelines set out by the Department are implemented. Number and type of assessment items used in each Grade and subject will be given to the students. **Students are expected to submit the required**

items and those students who do not submit assessment items may be given 'incomplete' or 'zero' mark.

A learner that does not attend the examination without a valid excuse may:

- Not be allowed to write the examination later
- Write after hours, Saturdays or Sundays.
- May be given an average class mark.

(At the sole desecration of the Principal & Higher disciplinary committee)

32. TESTS AND EXAMS

Each educator will conduct various assessment activities as prescribed and/or necessary. At the end of every school term students will write **full scale exams** in certain Grades. This may vary from grade to grade. There will also be other assessment activities such as class tests, homework, assignments, reports, projects etc. The dates of these will be set by each educator in consultation with other educators and students. The exam dates are indicated on the year planner.

- Grade 1-3 teachers will conduct continuous assessments throughout the term / year.
- Grades 4 – 6 teachers will conduct continuous assessments and exams throughout the term / year. Students and parents will be informed of dates and times.
- Grades 7 – 10 teachers will conduct continuous assessments and full scale exams all the term.
- Grade 11 - 12 as stipulated by the department of Education.

Please note in cases of department external exams, test eg: common test etc..... Nizamiye Al Azhar will abide to all regulation stipulated by the Department of Education.

32.1 Grade 10-11

Should a learners achieve below 40% in five or more of his /her academic subjects in grade 10,11 & 12 the school has the right to issue to the learner a letter of transfer, after consulting with his /her parents

33. TRIP TO TURKEY

We conduct an annual trip to Turkey during school holidays. The cost of these trips is kept minimal so that as many as possible students may take up this opportunity. We will only charge airfare and other transport costs. The purpose of the trip is to visit many historical and site seeing sites as well as some of our sister organizations and our sponsors in Turkey. The trips conducted so far have always proven to be fruitful and successful.

34. OLYMPIADS / PROJECT COMPETITIONS

We encourage all our students to participate in various Olympiads and Project competitions. Following are the Olympiads that we participate in:

Mathematics Olympiad
 Physical Science Olympiad
 Science project competition (National & International)
 Turkish Olympiad
 AMESA
 Conquesta
 Islamic Olympiad (SISO)

35. CAFETERIA

The school tuck-shop is currently running and it will be improved with time. Students may purchase items during the breaks and no student is allowed to purchase during teaching time. This area is monitored by the teachers on duty during breaks.

36. FOOD IN CLASS

Eating and/or drinking are not allowed in the library, offices, or classrooms without teacher permission and supervision.

37. BRINGING CELL PHONES / SMARTPHONES / ELECTRONIC DEVICES AND TOYS

Students are not allowed to have a cell phone/ Smartphone or any other electronic device at the school. Such items are very open to abuse and they are used to do inappropriate recording, playing, etc. The school does not take responsibility for any loss or damage caused to such items whatsoever.

Students are allowed to bring Cell phones on Saturday classes if necessary. However it must be handed to the Deputy principal when entering the school and collected only after all lessons are completed.

39.1 Cell phone policy

1. No cellphone will be allowed on the school campus. If any other type of cell phone is found on the learner, it will be immediately confiscated for a minimum of 3 months.
NO EXCEPTIONS WILL BE MADE.
2. Cell phones may not be used during extramural activities and during Saturday or holiday/after school tuition.
3. The school will not be held responsible for the loss of any cell phone. (This will also apply to all electronic devices or any such items / materials that are confiscated)

Each staff member confiscating a phone etc..... will record the offence on the system. If a phone etc.....is taken away from a student, it will be handed in to the Deputy Principal.

38. DRUG-FREE SCHOOLS / TESTING FOR DRUGS AND OTHER HARMFUL SUBSTANCES

We are committed to combating substance abuse among young people in our community. Our goal is to enhance the quality of life in the community and to promote awareness and education among adults and young people. As a result of the understanding between the police departments and the school district, school officials and police officers are required to take action in any case involving substance use on or near campuses or at school functions. Any student found to be abusing substance will be dealt with in accordance with the discipline rules of the school. Possession of any potentially harmful object/substance is strictly forbidden. When a student is suspected of abusing drugs, the school can require the student to do a drug test at the parent's expense or conduct a drug test at no cost implications.. A third party Doctor / Nurse may be called in to test any learner randomly.

In order to protect the school community and establish a healthy environment, Nizamiye Al-Azhar adopts a zero-tolerance policy for abuse of harmful substances such as cigarettes, drugs and any potentially harmful objects. Handling and possessing of any such object/substance is strictly forbidden and may result in **expulsion from the school.**

39. BODY SEARCH

The School may conduct searches and inspections of personal belongings/possessions, in order to prevent illegal and potentially harmful substances / item. This is performed in order to maintain a

safe and secure environment at the school. Such action will be authorized by the Principal. Any student found to be hiding and withholding any undesirable item in his/her possession will be reported and action will be taken according to the school code of conduct.

40. REPRESENTATION ON BEHALF OF THE SCHOOL

No person (educator, student, parent, or any other individual) is authorized to act on behalf of the school unless such representation is authorized in writing by the Principal. Such individuals cannot discuss and negotiate, write letters, collect and receive documents and correspondence, make any application to a third party, sign agreements, request documents, etc. on behalf of the school. Legal action will be taken against such individuals.

41. LEARNERS' GUIDELINES FOR PROPER BEHAVIOR AT THE SCHOOL (Intermediate – Senior – FET phases)

The rules are designed to provide a secure and safe environment that is conducive to conducting quality teaching, learning and character development guided by Islamic and moral values and principles. Practicing Islamic values and ethos take precedence at the school. Therefore any inappropriate behavior according to Islamic principles will not be tolerated and allowed. These include in classes, outside classes, intentionally avoiding Salaah, any word, action and remark undermining Islamic practices and principles, any speech and action promoting hatred and discrimination.

1. Learners respect themselves and others

Students are expected to behave in a respectable manner at the school and after school which reflects the qualities of a Muslim.

2. Respect of property and safety of learners

- 2.1. Class order and cleanliness are the learners' responsibility. The learners must ensure that classes and desks are neat and tidy during and at the end of the school day and each period.
- 2.2. Learners may not **shout on the school premises** or run **inside the school** building.
- 2.3. Learners will assist in maintaining a healthy, litter free environment.
- 2.4. Learners may not climb trees, fences, gates or walls.
- 2.5. Learners must respect property of others. Nothing will be borrowed or taken without the consent of the owner.
- 2.6. Permission to display or distribute notices / posters must be obtained from the Principal or Deputy Principal.
- 2.7. The school shall not be liable for any money or valuables that go missing on school premises.
- 2.8. The school reserves the right to search the learners' bags or pockets for any undesirable or unacceptable substance or when it is necessary. Such practice should be authorized by the Principal.

3. Learners are prepared for school

- 3.1. Permission must be obtained from the principal or deputy Principal for any learner to leave the school grounds during school hours. The '**Permission Slip**' must be received from the Deputy Principal and must be placed in the class book.
- 3.2. A learner can only leave the school with permission of his parents/guardians. A letter of explanation must be sent to the school by the parents, should their child need to leave the school during the school day.

- 3.3. Learners are expected to arrive promptly before school commences and attend the assembly at 07:45 am.
- 3.4. If a learner fails to attend the assembly, he will be classified as late for the school and demerit will be given
- 3.5. Learners are expected to complete their homework and projects on time.
- 3.6. Sick learners or a learner in a contagious condition should not attend school.
- 3.7. Notes of absences are required on the day of return to school. Learners who absent themselves from the school for three (3) consecutive days or more for medical reasons should present a medical certificate on their return. If a student misses an assessment activity during this period he/she will only be allowed to complete it with a valid medical report / letter of excuse.
- 3.8. Learners who stay absent for more than **10 consecutive days without** a medical report will face the Higher Disciplinary Committee. In such cases learners may be asked to repeat a grade depending on his reasons for remaining absent as well as his academic performance.

4. General attire

- 4.1. All learners are obliged to be dressed in the required school uniform. Must be visible at all time
- 4.2. The only jewellery permitted is a suitable wristwatch.
- 4.3. Learners shall have their hair cut regularly and no **dying** of hair and **gel** is permitted.
- 4.4. Boys' hair is to be clear of ears, eyebrows and shirt collar, neatly tapered and evenly graded. The school reserves the right and authority not to admit any learner who does not comply with these regulations.
- 4.5. Casual clothes worn on special days must be school appropriate and no jewellery is allowed on these days. This privilege may be revoked at the discretion of the principal.
- 4.6. Bicycles are to be pushed into the school grounds, and locked until the end of the school day. Learners are not allowed to ride their bicycles on the schools premises and helmets should be worn.

5. Classroom behaviour

All learners are expected:

- To prepare timeously, be in the classroom on time
- To get ready for the lesson, have the necessary books and stationery on the desk without wasting time.
- To stand up to greet.
- To listen quietly to teacher.
- To talk only when teacher allows
- To take notes and participate in classroom activities
- Not to speak any other language than English except in language periods such as Afrikaans, Turkish and Arabic.
- Not to stand up or walk without teacher's permission.

The break bell is a reminder for the teacher; learners may not leave the classroom without teacher's permission. Students should remain in the classroom until the bell signals the end of the lesson.

To be able to attain high quality education environment in the classroom:

- ! Students are expected to be kind and respectful at all times.
- ! A student without books or stationery is not acceptable. If a learner continuously fails to have necessary equipment, this will be considered as a lack of respect towards the school and the student will face disciplinary procedures, as described in the Code of Conduct.

! In all activities after school hours, students are expected to act as worthy ambassadors of the school.

6. Disciplinary procedure and actions

This section outlines the disciplinary action that the school may take against a learner who engages in any misbehavior that is listed in the “**Unacceptable Behaviors**” document. Therefore, this section must be studied together with the mentioned document.

Disciplinary procedure:

- In cases where a learner demonstrates a behaviour that is classified as **Level One** will be reported to the office and the incident/behaviour is reported by a staff member of the school and student will be given the demerit point. The student will be informed about the outcome of this process. The student may object to the Deputy Principal if he wishes.
- In cases where a learner continuously demonstrates a behaviour that is classified as **Level Two** will be given demerit point and may be reported to the office by a staff member. Student may be called in by the Deputy Principal if one of the above is done continuously. He may consult the reporting staff member should he feels it necessary.
- In cases where a learner demonstrates a behaviour that is classified as **Level Three** the incident will be reported to the office by a staff member. The learner is called in for a disciplinary hearing. The time and date of the hearing is relayed to the student and the parent. The student is asked to submit a written defence and also defend/explain his/her action verbally to the Disciplinary Committee. Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action by consulting the Principal in order to find out the facts about the incident. Possible actions that may be taken by the school include 1st written warning, community service or demerits / detention.
- In cases where a learner demonstrates a behaviour that is classified as **Level Four** the incident will be reported to the office by a staff member. The learner is called in for a disciplinary hearing. The time and date of the hearing is relayed to the student and the parent. The student is asked to submit a written defence and also defend his/her action verbally to the Higher Disciplinary Committee. Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action such

as suspension during investigation by consulting the Principal in order to find out the facts about the incident. Possible actions that may be taken by the school include final written, warning 3 days maximum suspension.
- In cases where a learner demonstrates a behaviour that is classified as **Level Five** possible action that may be taken by the school include a minimum of three day suspension, referral to psychologist or a therapist in which case student will not attend the school and an official detailed report will be required at the end of the process, and immediate expulsion.
- Any student who accumulates **10 demerit points** will be placed **on detention**. During the detention period students will remain silently in the designated area and not do anything.
- Any student who accumulates **20 demerit points** will be placed **on Saturday detention**.
- Any student who accumulates **30 demerit points** will be placed **on detention** and tasks as community service will be assigned to him/her.
- Any student who accumulates **40 demerit points** may receive a minimal of one day or a maximum of three days suspension. Parents will be called in to discuss the issue. First written warning may also be issued.

- Any student who accumulates **50 demerit points** may receive a minimal of three days or a maximum of five days suspension. Parents will be called in to discuss the issue. Second written warning may also be issued.
-
- Any student who accumulates **60 - 70 demerit points** may receive a minimal of five days suspension. Parents will be called in to discuss the issue. final written warning may also be issued.
-
- If a learner accumulates above **70 demerits** a psychologist report / assessment report may be required and also may lead to immediate expulsion.

The school expects the co-operation of the parents in dealing with disciplinary issues. It is this school's policy and opinion that no learner should be disadvantaged or his progress hindered due to another learner's misbehaviour.

Therefore, the disciplinary rules have been laid out in order to reach a clear understanding among the school, students and parents.

Only a teacher that issued the Demerit will be allowed to erase it by recording a merit if he / she feels / notices an improvement.

Appealing against a decision

Parents may object to any decision taken by the HDC. Such objection should be submitted to the Principal in writing. Principal may either decline the objection or may refer the case back to HDC for a second assessment.

Should the Principal decide to refer the case back to the HDC he will do so with an accompanying written motivation.

Merits System

Learners will be given merits for:

- Outstanding presentation of written work
 - Obtaining at least 70% and over in Olympiads and competitions
 - Obtaining full marks for class, assessment and projects
 - Voluntary assistance and helpfulness
 - Outstanding behaviour in and out of the classroom
 - Full 100% attendance for a term.
 - Positive change of behaviour and attitude in class
- 15 Merits Red Merits Badge (Any students who accumulate 15 merits)
 - 30 Merits Blue Merits Badge (Any students who accumulate 30 merits)
 - 50 Merits Gold Merits Badge (Any students who accumulate 50 merits)
 - 75 Merits Platinum Merit Badge (Any students who accumulate 75 merits)
 - 100 Merits Diamond Merit Badge (Any students who accumulate 100 merits)

Important Note

Discipline record of each student will be passed on to other institutions in cases of transfer of students. This record will

also be quoted in any report written on the student. Such record will be sent to requesting institutions on reasonable grounds.

42. UNACCEPTABLE BEHAVIOURS AND APPLICABLE DISCIPLINARY ACTIONS

Disciplinary procedure and actions

This document outlines the unacceptable behaviors and applicable disciplinary action that the school may take in cases where a learner engages in any one of them.

LEVEL ONE

- 1.1. Continuous late coming
- 1.2. Poor school attendance
- 1.3. Not attending school excursions / sports days or any other compulsory school activity / outing
- 1.4. Wearing of garments or shoes that do not constitute part of the school uniform
- 1.5. Isolated cases of showing disregard for the school uniform such as wearing it inappropriately while travelling to / from the school.
- 1.6. Boys and girls are in the classroom without teacher supervision.
- 1.7. Boy or Girl wearing extra accessories e.g rings, chains etc... only a wrist may be warn.
- 1.8. Girls wearing mascara, eye pencil, cuttex, nail polish, lipstick etc.....
- 1.9. Boy's fashionable hairstyles / long hair.
- 1.10. Disregarding Library rules / procedures.
- 1.11. Not attending school after examinations

In cases where a learner demonstrates a behaviour that is classified as Level One may be reported to the office and the incident/behaviour is reported by a staff member of the school and student will be given the demerit point.

The student will be informed about the outcome of this process. The student may object to the Deputy Principal if he/she wishes.

LEVEL TWO

- 2.1. Teasing
- 2.2. Mocking
- 2.3. Pushing
- 2.4. Interrupting a teacher during class
- 2.5. Interrupting class activity
- 2.6. Attention-seeking behaviour
- 2.7. Clowning about
- 2.8. Interfering with or annoying other learners
- 2.9. Telling tales/lying
- 2.10. Avoiding work
- 2.11. Wasting time in class
- 2.12. Eating/drinking in class
- 2.13. Being noisy
- 2.14. Derogatory name-calling
- 2.15. Running around in the class on in corridors
- 2.16. Spitting
- 2.17. Arguing continuously
- 2.18. Play-fighting
- 2.19. Horseplay
- 2.20. Uncooperativeness
- 2.21. Disruptive behaviour in class / Salaah room and other areas in school.
- 2.22. Littering
- 2.23. Disturbing and hindering the progress of others.
- 2.24. Refusal to follow instructions
- 2.25. Arguing
- 2.26. Disobeying the school sports rules
- 2.27. Disregarding the feelings of others
- 2.28. Displaying unsportsmanlike actions on the sports field
- 2.29. Not relaying information viz. Circulars, notices, newsletters and letters to parents.

- 2.30. Movement outside the classroom during lesson time without permission.
- 2.31. Using public telephones outside breaks.
- 2.32. Boys and girls mixing and communicating for any reason other than in classroom for academic purpose.
- 2.33 Bringing any stereo, tape decks, radio, CD players, Cell phones and music related accessories to school
without permission
- 3.1. Being disruptive and displaying attention-seeking behaviour in the classroom.
- 3.2. Playing Truant or absence without leave from school.

In cases where a learner continuously demonstrates a behaviour that is classified as Level Two will be given demerit point and may be reported to the office by a staff member. Student may be called in by the Deputy Principal if one of the above is done continuously. He also may consult the reporting staff member should he feels it necessary.

LEVEL THREE

- 3.3. Rudeness and verbal abuse
- 3.4. Plagiarism, copying of information in homework, assignments and projects
- 3.5. Lying and tale telling on a regular basis.
- 3.6. Deceitful and dishonest behaviour.
- 3.7. Continuously not meeting deadlines for homework, projects, assignments etc.
- 3.8. Bringing potentially harmful toys/objects/instruments/devices to school.
- 3.9. Consistently disregarding the school uniform regulations/dress code.
- 3.10. Not completing or attempting homework on a regular basis.
- 3.11. Copying and plagiarism in tests and examinations.
- 3.12. Intentionally not conveying official correspondence to Parents / Guardians.
- 3.13. Interfering with the possessions of others including desks and contents of desks, bags and pencil cases.
- 3.14. Not attending detention.
- 3.15. Unauthorised use of school property.
- 3.16. Removing/taking school property without permission.
- 3.18 Disregard and disrespect for the property of learners and teachers.
- 3.19 Possessing fireworks
- 3.20 Irresponsible loss or damage to school property e.g. Library books.
- 3.21 Not attempting or incompleting of homework/assignments on a regular / frequent basis.

In cases where a learner demonstrates a behaviour that is classified as **Level Three** the incident will be reported to the office by a staff member. The learner is called in for a disciplinary hearing. The time and date of the hearing is relayed to the student and the parent. The student is asked to submit a written defence and also defend/explain his/her action verbally to the Disciplinary Committee. Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action by consulting the Principal in order to find out the facts about the incident. Possible actions that may be taken by the school include 1st written warning, community service or demerits / detention.

LEVEL FOUR

- 4. 1. Bullying
- 4. 2. Swearing/cursing/ vulgarity
- 4. 3. Physical abuse – fists blows, kicks, scratching, fighting etc.
- 4. 4. Theft and dealing with stolen possessions.
- 4. 5. Indecent behaviours including dancing etc.
- 4. 6. Abusing school facilities and amenities including ablution facilities.
- 4. 7. Compulsive lying, deceitful and dishonest behaviour.
- 4. 8. Swearing at fellow learners.
- 4. 9. Graffiti
- 4. 10. Showing disrespect to any of the staff members.

4. 11. Damage to school property, including buildings.
4. 12. Vandalism of any property.
4. 13. Handling or viewing off or indecent material.
4. 14. Possession explosive material.
4. 15. Possession or use of dangerous weapons at school.
- 4.15 Avoiding classes by 'bunking' lessons.

In cases where a learner demonstrates a behaviour that is classified as **Level Four** the incident will be reported to the office by a staff member. The learner is called in for a disciplinary hearing. The time and date of the hearing is relayed to the student and the parent. The student is asked to submit a written defence and also defend his/her action verbally to the Higher Disciplinary Committee.

Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action such as suspension during investigation by consulting the Principal in order to find out the facts about the incident. Possible actions that may be taken by the school include final written, warning 3 days maximum suspension.

LEVEL FIVE.

5. Possession/abusing of cigarettes, drugs, intoxicants or alcohol.
 - 5.1 Brawling / thuggery, **criminal behaviours and attitude** /assault on any individual.
 - 5.2 Physical, emotional, sexual, verbal or racial abuse towards others.
 - 5.3 Indulging in intimate relationships.
 - 5.4 Swearing at Staff / Teachers
6. Any conduct that impinges on the dignity of staff members.

In cases where a learner demonstrates a behaviour that is classified as **Level Five** possible action that may be taken by the school include a minimum of three day suspension, referral to psychologist or a therapist in which case student will not attend the school and an official detailed report will be required at the end of the process, and may lead to an **immediate expulsion**.

Important Notes:

- Any behaviour which is not listed, mentioned or referred to above and regarded to be inappropriate by the school will result in disciplinary action. Such action and level of the behaviour will be determined by the Disciplinary Committee.
- Please note that the school reserves the right to search the learners' bags and ask the learner to empty their pockets in order to ensure that no learner possesses any undesired substance. This may also be exercised when an item goes missing. Such action should be authorized by the Principal / Disciplinary Committee.
- Learners involved in any in appropriate behavior outside school / hours in school uniform will be dealt with according to the appropriate determined levels.

7. PRIMARY SCHOOL DISCIPLINE

The school has a set of rules that all learners are expected to adhere to in order to maintain proper conduct and to ensure effective teaching and learning takes place. The school's hand book clearly outlines what constitutes minor and major misdemeanors. It is important to understand how offences will be dealt with. All offences will be dealt with in a firm, fair and consistent manner. The purpose of this is to ensure that implementation of discipline would act as a deterrent to offenders and potential offenders.

The primary purpose of discipline is corrective action. The learner will be told what is being done incorrectly and what the correct behaviour should be. An infringement of any type may have different degrees of seriousness: minor, serious, very serious. In deciding what would be the appropriate disciplinary measure, initially the softest approach will be used in order to correct the offensive behavior.

On the first infraction, a minor offence may merit counseling or an oral warning. A serious offence may require a written or final warning. A very serious offence may merit a final warning followed by a suspension pending a disciplinary hearing.

Category	Nature of offence
Minor	<ul style="list-style-type: none"> • Periodically late for school • Teasing / Pushing
Serious	<ul style="list-style-type: none"> • Continuously late for school / classes for no good reason • Truancing • Absent for more than two days without producing doctors letter • Always wanting early leave • Not doing or refusal to do class work/ homework • Refusal to obey instructions related to work
Serious	<ul style="list-style-type: none"> • Poor quality work / not according to required standard • Disregard for school rules and regulations. • Always forgetting books/ stationery & untidy work • Disruptive during lessons • Raucous behavior on playgrounds / during activities • Bullying • Failure to observe safety rules • Use of offensive derogatory language / signs • Lying • Supplying wrong/ false information
Very Serious	<ul style="list-style-type: none"> • Possession of dangerous weapons/ items • Intimidation and incitement of others • Any kind of harassment • Threats of assault / assault to peers • Willful damage to school property, equipment or other learners property • Smoking/ substance abuse

Types of discipline and corrective measures

The discipline instituted will fit the individual circumstances of each case. Depending on the severity of the case for a minor offence, the first step would be counseling after the first offence, followed by verbal warning if the same offence is repeated, and then a written warning, and if necessary, a final written warning.

If a learner is found guilty of continuously repeating the same misconduct, a disciplinary hearing would be set up, the outcome of which may be temporary suspension in an effort to ensure that the offensive behavior is rectified.

If a learner commits a very serious offence, a disciplinary hearing may be instituted without counseling and warnings. This may result in suspension.

Warnings accumulated on a progressive basis for a less serious misconduct will also result in a disciplinary hearing and possible suspension.

The school will **not ignore any infringement** of school rules. The reason being:

- It does not want learners to believe that any deviant behavior/conduct is 'okay'. It will also not set a precedent that will make implementation of effective discipline difficult to achieve.

- To promote consistency in the way discipline is implemented so as not to confuse learners.
- To ensure that all learners are treated in a fair manner.
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On the authority of Abu Sa'eed al-Khudree (RA) who said: I heard Rasulullah (S.A.W) say: "Whoever of you sees an evil action, let him change it with his hand; and if he is not able to do so, then with his tongue; and if he is not able to do so, then with his heart – and that is the weakest form of faith" - Muslim

SCHOOL DUA

In the name of Allah, the Merciful, the most kind

Praise be to Allah, Lord of the worlds

O Allah, we beg of you the best of requests, the best of prayers, the best of success, the best of deeds, the best of rewards, the best of life and the best of death.

O Allah illuminate our hearts, with light and our eyes with light and our ears with light and let there be light on our right and our left. Let there be light above us and light below us, let there be light in front of us and light behind us. Let there be light above our Al-Azhar Institute. O Allah make us a light.

Our lord let not our hearts deviate now after you have guided us, but grant us mercy from Your very presence;

For you are the granter of the bounties without measure. O Allah grant us goodness in this world and in the hereafter and save us from the punishment of the fire.

O Allah bless us in Al-Azhar Institute. O Allah provide us with knowledge thereof and make us beloved to its teachers and make its pious people beloved to us.

O Allah forgive our living and our dead, those present and those absent, our young and our old, our males and our females. O Allah whom ever of us you keep alive, then let such a life be upon Islam, and whom amongst us you take unto Yourself, then let such a death be upon faith.

AMEEN WALHAMDULILLAHI RABBIL-ALAMEEN

*******END*******