

Mohamed Ebrahim Islamic School

Knowledge is strength and in strength there is no weakness.



**Mohamed Ebrahim Islamic School,
an independent Muslim school
catering for learners from Grade
00-7, focuses on the provision of
holistic education incorporating the
Islamic value system, within a safe
and secure environment for all
learners, irrespective of race and
religion and ensuring that our
learners maintain a strong Islamic
identity within a diverse
environment.**



Mohamed Ebrahim Islamic School

Try and fail but don't fail to try.

MISSION

The M.E.I.S is a non-racial school with an Islamic ethos.

Our aim is to:

- . Develop a new generation that upholds the principles of Islam.**
- . To provide quality education and academic excellence based on Islamic principles and departmental guidelines incorporating the 4 basic principles: *inclusivity, social justice, healthy environment and human rights.***
- . To complement the efforts of parents, whose primary duty is to train and educate their children in the most befitting manner so that their children may become practising Muslims.**
- . To inculcate in our children a love for Allah and his Nabi ﷺ**
- . To break the cycle of poverty by providing quality academic education and technological skills to our learners thus equipping them to become self- sufficient in the future.**
- . To inculcate in our children respect and tolerance for all Muslims who proclaim Tauheed and acceptance of Nabi ﷺ as the final Prophet of Allah (S.W.T).**

ADMISSIONS POLICY

With reference to the South African Schools Act 84 of 1996, *KZN* Circular No. 2 of 1997 and Circular No. 58 of 1999, the following procedures will be **implemented** for the admission of learners to Mohamed Ebrahim Islamic School.

1. COMPLETION OF OFFICIAL APPLICATION FORM FOR ADMISSION

An application for admission to Mohamed Ebrahim Islamic School will only be considered upon completion of the school's **OFFICIAL ADMISSION FORM** and all authentic documents duly completed, signed and submitted. A non-refundable enrolment fee is due upon enrolment of a learner and is separate from the school fees.

2. OFFICIAL DOCUMENTS TO BE FURNISHED

The following authentic documents must be produced on application:

- 2.1 **IDENTITY DOCUMENTS** of both parents or legal guardian
- 2.2 **IDENTITY DOCUMENT** or **BIRTH CERTIFICATE** of the learner.
- 2.3 **IMMUNISATION CARD / CLINIC CARD.**
- 2.4 The **PREVIOUS YEAR'S / TERM SCHOOL REPORT.**
- 2.5 Transfer card with the **OFFICIAL SCHOOL STAMP OF THE PREVIOUS SCHOOL.**

3. AGE OF ENTRY TO SCHOOL

- 3.1 Grade One - **as determined by the Department's Admission Policy** for the following year. A learner must turn 6 by June 30 to be admitted into Grade 1.
- 3.2 Grade R – a learner must turn 5 by June 30 to be admitted into Grade R.
- 3.3 Grades two to seven: no age of entry but entry is determined by previous year's school report

4. SCHOOL FEES

- 4.1 It is a legal obligation of every parent/guardian of learners of this school to pay the school fees as stipulated upon enrolment.
- 4.2 Parents/guardians may be legally summoned upon the discretion of the Board of Directors for **OUTSTANDING** school fees. (SASA 84 of 1996).

Parents who do not meet the deadline in respect of payment of school fees will be informed with regards to the following:

- a) Total amount owing
- b) Final date for payment
- c) Date on which the above will be handed over to the debt collectors.

5. GENERAL

- 5.1 The parent/guardian who enrolls the learner takes legal responsibility for that learner throughout the year.
- 5.2 Upon registration **the parent/guardian** will be required to pay the enrolment fee which will vary annually. School fees are payable within the first two weeks of each school term.
- 5.3 **All parents/guardians will be notified in writing informing them of the procedure for re enrolment for the following year.**

- 6. M.E.I.S. does not unfairly discriminate in any way against an application for admission. No learner is denied admission to the school irrespective of where he/she resides, religion or race. However, the Islamic ethos as per the mission statement of the school and distinctive code of conduct must be adhered to.

7. POLICY REGARDING LEARNERS WHO CANNOT AFFORD SCHOOL FEES.

Whilst the school does not unfairly discriminate amongst learners who cannot afford the full fee, a proper structure is in place to avoid fraud and dishonesty.

- Parents requesting either a full or part bursary are required to fill in a detailed bursary application form, before enrolment of the child at the school.
- This form must be certified by the Commissioner of Oaths.
- A home visit is thereafter conducted in order to verify information received by the school.
- A letter from the local Imaam confirming that you can use zakaah funds for your child's education.
- A decision is then taken by the Board as to whether the child qualifies for a bursary. The decision of the Board is final.
- A child will be de-registered in the event that false information is provided to the school.

8. WITHDRAWAL OF ADMISSION

A successful application for admission may be suspended or withdrawn by the school at any time after the applicant has been placed, under the following conditions:

1. Where the pupil is in breach of the School's Code of Conduct and a suspension or expulsion is warranted.
2. Where the person(s) responsible for the payment of school fees and levies is/are in breach of the fees agreement.
3. Where a continued relationship between the school and the parent(s) / guardian(s) is not possible.

9. RE-ADMISSION TO THE SCHOOL

1. Re -admission is conditional on the following:
 - Ability to pay the prescribed school fees and levies.
 - Those parents who apply for re-admission of their children will be subject to fees check.
 - The applicant's school fees due for the current year must be paid in full before any application for re-admission will be considered.
 - Adherence to the school's code of conduct.
2. While MEIS does not have a policy of retaining only pupils with high academic potential, only those applicants who meet minimum academic criteria will be considered for re admission.

SCHOOL FEE POLICY

1. **NEW APPLICATIONS:**

A non-refundable registration fee is payable upon completion of the registration form, and upon admission of the learner to Mohamed Ebrahim Islamic School.

2. **THE SCHOOL FEE:**

- The school fee only covers tuition and provision of some learning materials for the school academic year.
- The school fee does not include or cover field trips and excursions, uniforms, transportation, specialised coaching, co curricular activities, etc.
- Should any learner be found guilty of damage to school property, the cost of repair/replacement shall be charged to the parent.

3. **PAYMENT OF FEES:**

- Fees may be paid directly to the school or via direct deposit.
- Direct deposits **must reflect the learner's name** and a **copy of the deposit slip MUST be forwarded to school**, so that the account can be credited accordingly.
- Payment of fees is the direct responsibility of the parent of the learner. It is NOT the responsibility of the school to contact third parties when fees are due.
 - Fees are payable within the first two weeks of every school term.
 - **The full annual fee must be settled by October 30th.**
 - Parents are required to budget themselves to ensure that the school receives full payment of school fees by October 30th.
 - Learners will be deregistered should parents not honour their debt to the school by October 30th.
 - Reports will be retained, at the schools discretion, where fees are not paid as per school fee agreement.

4. **TRANSPORT FEES POLICY**

- Transport fees are **payable in advance**.
- Transport fees may be paid on a weekly basis, on a **Monday** or a monthly basis, which will be the **beginning of the month**.
- Should fees not be paid in time, the school will terminate transport services for that particular learner.
- Learners, who misbehave in the taxi, will be automatically removed from the transport.

SCHOOL CODE OF CONDUCT

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PREAMBLE

MEIS is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners and parents of the school are expected to sign a statement of commitment to the Code of Conduct. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School and every educator.

ROLE OF PARENTS IN THE EDUCATION OF THEIR CHILDREN:

“The child's first madressa is the lap of the mother.” Without doubt, parents are the primary role players in their child's life. A child's mannerism and core morals and values are developed in the home environment with parents playing as significant role models. At school, the educator's role is to enhance these moral qualities and provide a quality-based education under a strict code of conduct and discipline. However, this is only possible if parents recognise the school code of conduct and endeavour in their personal capacities to assist their children to adhere to the school policies. It is vital that parents respect the role of the educators in their child's life. Lack of respect for educators devalues the educator in the eyes of the child and this inevitably affects the child's attitude to school and his/her performance.

In addition, parents are advised to avoid:

- Molly cuddling their children: if we want to raise a generation of courageous, independent and self-righteous adults we need to allow our children to accept responsibility for their actions. Taking our children's part and denying that there is a problem, inadvertently has a negative effect on the child's personality over the years.
- Donations and Favouritism: parents who assist the school in cash or kind must do so for the pleasure of Allah and must not expect special favours for their children.

SUCCESS OF THE SCHOOL:

The school can only succeed in instilling good morals and values and quality education if the following three criteria are met:

1. DEDICATED AND COMMITTED TEAM OF EDUCATORS:

The educators play the most important role in ensuring the success of the schools aims and mission. Educators must serve as role models in all aspects.

2. DEDICATED AND COMMITTED PARENTS: We need parents to adhere to all the guidelines laid out in this circular and cooperate fully with the educators and the school in all matters. No parent is allowed to expect special favours towards their child.

3. LEARNERS COMMITMENT TO LEARNING: this can only be achieved in a disciplined environment where effective teaching and learning can take place. Every child admitted to MEIS is obliged to adhere to the school code of conduct.

CODE OF CONDUCT

PART ONE: SCHOOL RULES

A. GENERAL PRINCIPLES

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of School rules is, therefore, not an acceptable excuse. In this regard, we have the guidelines from the Sunnah of our Nabi ﷺ, as to the proper conduct of a Muslim.

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the school.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. **The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.**

B: SCHOOL ATTENDANCE, LEAVE TAKING AND PUNCTUALITY

A learner has a responsibility to attend school punctually and regularly as stipulated in the Government Gazette. If a learner does not attend School regularly, the relevant form teacher will report the absence of the learner to the parent and the Amira. The form teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.

VALID REASONS FOR ABSENCE:

- Physical or psychological illness, for which a school requires communication from the parent that the learner is unable to attend school or written communication by a registered medical practitioner if the illness lasts longer than three days.
- Death of an immediate family member.
- Appointment at court, social services or other official agencies, for which a school will require documentary proof.
- Suspension by the disciplinary committee.

IF A LEARNER IS ABSENT FOR MORE THAN TEN CONSECUTIVE DAYS WITHOUT A VALID REASON, THE LEARNER'S NAME WILL BE CANCELLED ON THE GROUNDS OF CONTINUOUS ABSENCE.

PUNCTUALITY

All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent in the mornings as registers are completed at the beginning of each School Day. Learners who are frequently late do not qualify for year- end attendance certificates. In addition, learners who are frequently late will report for detention on Wednesdays.

LEAVE TAKING:

- Request for leave will only be granted for valid reasons: funeral of a close relative and illness.
- Request for leave will only be granted on the production of a note by the parent or a phone call.
- All medical appointments must be made for after school hours.
- Permission for extended holidays e.g. umrah is required from the office. Parents will need to sign a special leave form, absolving the school with regard to work missed out.
 - No learner may leave the School during School hours without a letter

from a parent/guardian requesting the release of their child *and* the receipt of an exit note which must be obtained from the school administrative office. This exit note must be handed to the school security guard. The school must be informed as to who will be fetching the child from school

C: SCHOOL UNIFORM

1. Learners are expected to wear the official School uniform and appear neat and tidy at all times.
2. No additions to the uniform that are not in accordance with the regulations will be allowed.
3. No drop-earrings, jewellery, accessories, coloured contact lenses or tattoos are allowed.
4. No colouring of hair or wearing of exotic hairstyles is allowed. Girls are not allowed to wear hair extensions underneath their burkhas. Boys must have a neat schoolboy haircut. No fancy hairstyles allowed.
5. Fingernails must be kept trimmed short and clean at all times.

Full uniform must be worn at all times between school and home, at all functions and on excursions. All items of clothing must be labelled with the learner's name.

A/ Girls: School cloaks, tracksuit / t-Shirt, black burkhas, plain white/black socks and black school shoes

B/Boys: School kurthas, tracksuit / t-Shirts, plain black/grey socks and black school shoes, school hat

D: VALUABLES AND PERSONAL BELONGINGS

1. The School, whilst ensuring for safety of learners' belongings, will not be held responsible for theft of or damage to personal belongings on School premises, (bags, books, stationery, watches, clothing etc).
2. If a parent requests a learner to pay School fees on his/her behalf, such school fees should be paid before the start of the school day. The school fees amount must be recorded in the message book. The school will not be held responsible for theft or misplaced funds if the child has not brought the fees to the office.

3. Learners are not allowed to engage in any activities of buying and selling of any items within the school.
4. Learners are not allowed to bring computer games, iPods, cell phones or similar electronic devices to School

E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells, staircases and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School property and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (zero) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners, school staff, drivers and visitors. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.

F. TRANSPORT

Learners using the school transport must remain seated at all times. Learners are to avoid shoving their heads out of the windows, screaming and shouting in the vehicle. The driver and conductor are to be obeyed at all times.

G. FOOD POLICY

Learners are expected to bring healthy nutritious lunch to school.

PART 2: DISCIPLINARY SYSTEM

Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Before seeking outside assistance, teachers will first use their resources to create a change of behaviour in the classroom. When the teachers have made a determined effort to bring about positive behavioural change, and have been unsuccessful, the student will then be referred to the disciplinary committee. Once done, the disciplinary committee assumes the role of deciding further appropriate action. Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing behaviour. While this plan is designed to be progressive in nature, the seriousness or nature of an act may result in acceleration to a higher level of discipline. Rules, regulations and due process are designed to protect all members of the the educational community – learners as well as educators. Discipline referrals will be sent home in an effort to maintain good communication with parents: *this document is not intended to be all inclusive. Any other student actions not listed, which disrupt the normal educational process will be handled in a similar manner. Actions which are gross violations of the code of conduct, may also result in immediate suspension from school, violations of this code of conduct may also result in denial of school privileges such as excursions and other extra- curricular activities.*

Level 1.

The classroom teacher for most level 1 offences, should handle initial discipline. Parents may be requested to come for a consult with the teacher to discuss the misbehaviour and a plan of corrective action. Repeated level 1 offences will result in a referral with the disciplinary committee.

- Use of inappropriate electronic devices e.g., Loser pointers.
- Inciting fighting, needling.
- Leaving class without permission.

Level 2.

Any misbehaviour whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education is considered a level 2 offence.

- Dangerous behaviour such as throwing objects, pushing, shoving, leaving school with the intention to fight.
- Racist, sexist and discriminatory comments and behaviour.
- LGBTQ remarks and social media associations\references.

Level 3.

Any misbehaviour whose consequence may pose a serious threat to the health and safety of others in school or has a lasting effect on the individual is considered a level 3 offence.

- The use\sale or promotion of resources injurious to health.

Level 4.

Any misbehaviour whose consequences pose a serious and immediate threat to the health and safety of others.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

Offences are graded according to the nature and degree of seriousness of the offences, of which Level 4 offences are the most serious.

The level of an offence will determine the procedure to be followed.

A. DISCIPLINARY PROCEDURES AND INTERVENTIONS

1. The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Isolation within the classroom
- Written punishment.
- Chores to improve the physical environment within and around the school property.
- Supervised schoolwork.
- Referral for counselling.

- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Possible exclusion from School activities and functions, e.g., excursions.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Random bag search.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Level 3 and a Level 4 offence.

3. Conduct that may lead to suspension/exclusion includes but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or “hate speech”.
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the school rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers)

B. SUSPENSION OF A LEARNER BY THE DISCIPLINARY TEAM

1. The following official forms will be used for misconduct and disciplinary hearings:

- 1.1 Written warning (disciplinary warning form)
- 1.2 Final written warning
- 1.3 Notice of disciplinary hearing
- 1.4 Record of disciplinary hearing

1.5 Possible suspension/exclusion

2. The Disciplinary Hearing Commission will consist of the following members:

- The Amira
- The School Principal or Discipline Officer delegated to oversee this function;
- The Department head
- The form teacher.

3. Disciplinary measures that a Disciplinary Hearing Committee may impose include:

- Demerits.
- Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the disciplinary committee, to be effective immediately. This will be put in writing and a copy kept on record.
- Recommendation with respect to counselling.
- A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

C. DEMERITS

Demerits will be implemented once measures of attempting to correct behaviour have failed. NB: A learner who receives 10 demerits in an academic year will be liable for suspension. The committee has full right to decide on the number of demerits to be allocated.

OFFENCE	NO. OF DEMERITS
1. Victimization/fighting/bullying	2
2. Use of vulgar language	2
3. Disruption of class/insubordination	2
4. Possession of harmful/undesirable material	10
5. Misbehaviour in Jamaat Khanna	2
6. Malicious damage to property	2
7. Theft	2
8. Misbehaviour in taxi	2
9. Copying or cheating in class tests	2

10. Boys fancy hair styles	2
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List of the possible disciplinary sanctions to be applied for Level 1, 2, 3 and 4 offences, respectively

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Level 1: Offences	Recommended Corrective Sanctions
1. Academic: Books/work materials left at home; homework -not done on time/copied	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following for any of the offences under Level 1</p> <ul style="list-style-type: none"> • Verbal reprimand; • Detention at break; • Temporary confiscation until the end of School term (e.g., uniform, jewellery, cell phones, bags and cases); • Written notification, Counselling
2. Personal conduct in classroom/on playground:	
Inappropriate displays of affection between learners	
Late arrival for class; uncooperative behaviour	
Discourteous /insolent behaviour, temper tantrums, foul language	
Defacing desks/walls/books/cases with graffiti	
Eating/chewing in class; littering; and cell phones	
3. Dress code: Untidiness/unkept appearance; School dress code not followed	

Level 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Penalisation
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter
3. Defiance/disregarding of an authority figure's Instructions, disruptive/unco-operative in class	Suspension from class, warning letter
4. Disregarding test/examination procedures	Warning letter and detention and penalisation.
5. Repeated dress code infringements (including hair and personal grooming)	Warning and detention, verbal warning followed by a written warning
6. Fighting	Warning letter and counselling. Exclusion

	from certain activities and functions.
7. Fire-crackers	Warning letter and detention
8. Gambling on or off School property	Warning letter, hearing, counselling
9. Graffiti: books, case, desks, walls, etc.	Removal, warning letter. Parent to replace or pay for damaged property
10. Late for School – three (3) days.	Marked absent for the morning, detention
11. Lying	Warning letter and counselling
12. Offensive Material and drawing	Inform parent immediately.
13. Sticking a sharp object, e.g., pin, pen, nib, etc. into a fellow learner	Warning letter and counselling.
14. Substance abuse – possession/sniffing of unauthorised substance, e.g., meths, benzene, thinners, etc.	Counselling. Inform parent, warning letter
15. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter .
16. Verbal Abuse of a fellow learner	Warning and counselling.

Level 3: Offences	Recommended Corrective Sanctions
1. Assault on a fellow learner (causing bodily harm)	Warning letter, counselling.
2. Bullying/Intimidation	Warning letter, counselling.
3. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (Frustrating School's educational/extracurricular programme)	Suspension from extracurricular activities, warning letter.
4. Gangs – promoting formation /forming of/associating with/furthering activities of School gangs/ 'social groups', social media.	Suspension from School. Disciplinary hearing, warning letter.
5. Public indecency, social media	Disciplinary hearing, warning letter and detention
6. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing,
7. Improper suggestions of a sexual nature, LGBT-QIA	Disciplinary hearing, warning letter, two-day suspension
8. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, and / or expulsion
9. Verbal abuse of a teacher	Warning letter, and/or expulsion
10. Continual disruptive behaviour in the jamaat Khanna, disrupting salaah, talking during khutbah	Suspension from jamaat Khanna, letter to parents
11. Transport: standing in the vehicle, shouting, screaming, putting heads out of moving vehicle, rudeness to drivers	Warning letter to parents, suspension from use of transport

Level 4: Offences	Recommended Corrective Sanctions
1. Alcohol –possession of, drinking/drunken at School or on School or on school outing	<p>All Level 4 offences will carry the following procedures:</p> <ol style="list-style-type: none"> 1. Parents will be immediately notified/contacted 2. A disciplinary hearing will be immediately held 3. Child will be immediately suspended
2. Assault on a learner causing serious bodily harm	
3. Assault on a teacher	
4. Possession of a dangerous weapon at school/school outing	
5. Possession of drugs at school/school outing/transport vehicle	
6. Sexual Assault	
7. Vandalism: malicious damage to school/teachers' property	
8. Pornography: possession of, drawing of rude pictures, rude and vulgar remarks to learners and educators, improper suggestions of a sexual nature	
9. Smoking – possession of cigarette/holding a cigarette/caught in the act on or off school property	
10. Smoking – selling cigarettes on/off School property	