



THE ORACLE ACADEMY

Empowerment through Vision

CODE OF CONDUCT



CODE OF CONDUCT OF ORACLE ACADEMY

The Prophet (pbuh) said: “The best among you are those who have the best manners and character.” (Sahih Boukhari)

MISSION STATEMENT

The Oracle Academy, through promoting the internalisation of knowledge, values and God-consciousness, seeks to develop the character of its learners in order that they may confidently face the challenges of their world and make it a better place for all.

OBJECTIVE

Our aim is to create an environment that provides each learner with the greatest possibility to reach his/her full potential in accordance with our mission statement and vision. This entails accepting a Code of Conduct which will govern the behaviour of each learner at the school. The purpose of this document is therefore to establish a disciplined, safe and purposeful school environment, dedicated to the quality of the learning process.

LEARNERS' RIGHTS

We pride ourselves on providing academic excellence, but for that quality to flourish, certain rights and responsibilities need to be recognised. These include the right to:

- unimpeded opportunity for learning,
- safety and security
- a clean and well-functioning environment
- fair treatment

However, with every right there is a matching responsibility. The main responsibility of each learner is to ensure that those rights are not infringed by him/her, or any other learner.

WHAT DOES THE ORACLE ACADEMY EXPECT FROM ITS LEARNERS?

In order to maintain a disciplined and effective learning environment, learners are expected:

- to be mature and responsible
- to be honest, diligent, friendly, punctual, neat and courteous.
- to behave in a manner which respects the culture, beliefs, uniqueness of all
- to respect and protect the rights of all.
- to honour their commitments
- to bring pride and honour to their parents and the school.

SCHOOL RULES TO ASSIST LEARNERS TO MEET OUR EXPECTATIONS.

BEHAVIOUR

- No learner must use foul, racist, sexist or blasphemous language on the school premises, on a school excursion or while in uniform in public.
- Learners are to treat all with respect, whether they are learners, teachers, visitors or cleaning staff.
- inappropriate girl-boy behaviour will not be tolerated anywhere on or outside the school grounds.

IN CLASS

- Disruptive behaviour in any form is unacceptable
- Boys and girls are to maintain the physical divide in the classroom.
- No learner is allowed to visit the bathroom during instruction time; however, teachers may exercise their discretion.

IN MOSQUE:

- When the siren goes, learners must immediately move to the wudhu area. The wudhu area must be approached with order and discipline.
- Wasting time will be considered an offence.
- Silence must prevail throughout the entire session spent in mosque. **NB! !** A register will be kept for girls who cannot perform salaah because of their cycle.

SAFETY

- A learner shall not threaten, harass, bully, abuse or endanger the life of any person by any means whatsoever.
- Nor shall a learner bring any weapon onto school property or to any school function inside or outside of school property.
- No learner may issue threats or be party to any threats being issued against the school.
- A learner may not solicit support from people outside the school in the event of altercations with other learners. Parents may only be contacted via the office.

SCHOOL HOURS

- Punctuality is an integral part of discipline.
- School starts at 07:50 every day.
- Learners are to proceed to the assembly area immediately at the sound of the siren.
- Learners will be dismissed from the assembly by the officiating educator.
- Learners must then proceed directly to class.
- Any learner who arrives late for school must report to the Reception office to collect a late slip.

- Only upon producing the late slip, will he/she be allowed into class.
- School is dismissed at 14h50 on Monday-Thursday and at 12h15 on Fridays.

ABSENTEEISM

- In the case of absence, the parent/guardian must furnish the school with a letter, stating the reason for the absence.
- This letter must be presented to the class teacher on the learner's return to school.
- The school reserves the right to verify the letter by contacting the parents.
- Where a learner, as a result of ill-health, is absent during an examination or controlled test, a medical certificate is to be furnished. Learners may be allowed to write the test for which they were absent after school on a day designated by the educator.
- A learner may not be absent from a class or leave the school premises during school hours without the permission of one of the Directors, Principals or a staff member.
- In the case of a parent requesting an early dismissal, a written request must be completed and signed by the parent/guardian, and the learner must present the letter to the class teacher as well as the Secretary. The school reserves the right to verify the letter by contacting the parent/guardian. No learner should travel by public transport when dismissed early.
- In the event of a learner taking ill at school, the parents/guardians will be contacted by the Secretary to make transport arrangements. No learner is allowed to contact the parent directly; all contact must be through the office. Under these conditions no learner should travel by public transport when dismissed early. Unless authorized by the parent/guardian, no learner will be released into the care of any person other than the parent/guardian.

SMOKING AND INTOXICANTS

- A learner shall not smoke, use drugs or intoxicants on the school premises, nor shall he/she do so anywhere else. Neither may a learner attend a school function or enter the school premises while under the influence of alcohol or drugs.

VANDALISM

- No school property, nor the property of anyone else, may be negligently or willfully damaged, defaced or soiled, nor may such property be borrowed without permission.

UNIFORM

- Learners shall at all times be required to wear the full official school uniform.
- Boys are required to wear a fez for Salaah
- No learner is allowed to loiter in any public area while in school uniform
- Jewellery is not allowed, except that which is inconspicuous

TUCK SHOP RULES:

To ensure efficient and fair service for all, learners **must** adhere to the following rules:

- Two organized queues, i.e. girls and boys separately, **must** be formed.
- Pushing and shoving in queues will not be tolerated.
- Only two learners at the counter at a time.
- A learner may only buy goods for him-/herself

AREAS OUT-OF-BOUNDS:

No learner is allowed outside the school premises **at any time** during school hours. Special conditions can only be authorized by the Principal, Management or Secretary.

PARKING AREAS:

- Learners are not allowed in the parking area **at any time**.

STAFFROOM:

- May not be occupied by any learner **at any time**.

RECEPTION AREA:

- The passage in front of the office is out of bounds at all times unless a learner has to see the secretary.

TEACHERS' TOILETS:

- No learner is allowed to use the teachers' toilets.

LEARNER TOILETS:

- If it is necessary to use the toilets during lesson times, the learner must have a pass issued by a teacher.
- Boys' toilets are for boys only and vice versa.

CLASSROOMS:

- All classrooms are out of bounds during breaks unless permission has been given.

STRONG ROOM:

- No learner is allowed in the Strong Room unless summoned by an authorized teacher to be there.

OFFICES:

- Offices may not be entered by any learner without authorized permission.

DURING STAFF MEETINGS AND VISITS:

- When staff meetings and disciplinary hearings are in progress, learners are not allowed to roam in the aforementioned areas.
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All regulations made or issued by the Directors or duly appointed nominees, acting within the ambit of his/her capacity and function as such, shall promptly be obeyed, observed and/or carried out at all times. Since all possible offences cannot be listed, the Directors have the right to add to the list.

LEVEL OF OFFENCES:

FIRST LEVEL OFFENCES: Where Detention or Head's Detention is recommended. However, when a pattern of default emerges, the learner will be addressed by the person/persons in charge of discipline to remedy the situation. The parents will be contacted to inform them of the said intervention. Daily Report and/or suspension may be included in the intervention process. Should three such disciplinary processes occur, the learner will be deemed ineligible for re-registration at The Oracle Academy in the forthcoming academic year.

SUMMARY:

1. Disrespect towards staff
2. Disruptive behaviour
3. Aggression towards peers
4. Incomplete / No homework done/plagiarism
5. Smoking (first offence)
6. Absenteeism or late-coming
7. Violation of Dress code
8. Vandalism
9. Littering - the aim of the discipline should be restorative.

BRIEF EXPLANATION OF THE AFOREMENTIONED POINTS

1.1. DISRESPECT TOWARDS STAFF

The following types of offences will result in learners being sent to the Defaulters' class:

- Disrespect towards staff members
- Back-chatting staff members
- Talking while the lesson is in progress
- Showing disrespect by means of gestures; body language or other nonverbal means
- Showing reluctance to carry out instructions
- Any other activity that indicates that the pupil is attempting to mock/defy/undermine the teacher

1.2. DISRUPTIVE BEHAVIOUR

- Any behaviour that disrupts the process of learning both in and out of the classroom.
Examples of disruptive behaviour are:
- persistent talking
- the use of sounds/noises/jokes/gestures to distract the class
- throwing objects around in the class
- Any behaviour that prevents the smooth running of assemblies, talks or other official gatherings

1.3. AGGRESSIVE BEHAVIOUR TOWARDS PEERS

- Any behaviour that threatens another pupil - this does not include physical assault of any kind or bullying which is considered more serious.

- Types of behaviour: threatening gestures or signs; threatening written messages whether signed or anonymous; making the threat of outside assistance; being part of a group that threatens anyone in any way.

1.4. **HANDING IN INCOMPLETE WORK/NO HOMEWORK**

- Proof must be shown of the attempt to do ALL the homework.
- Only a letter from the parent explaining an emergency, or an extraordinary set of events that prevented the pupil from doing or completing homework, will the excuse be accepted.
- Learners being caught copying homework in the morning will be punished.

1.5. **SMOKING**

- Smoking on the part of learners will result in those caught as well as those in the smoker's group being punished.
- No smoking while learners are in school uniform will be allowed whether on the school premises or not.
- Learners caught or reported for smoking whilst on official school outings or functions will be punished.

1.6. **TRUANCY/REPORTING LATE TO THE CLASS / SCHOOL**

- It is expected that learners report to their classes promptly. Learners who report late to class will be sent to detention. Late-coming which occurs thrice in a 2-week period will result in detention as well. Habitual latecoming warrants suspension.
- No pupil is allowed to absent him/herself from a class without the written permission of the teacher whose period is being missed. Where the learners need to leave the class, they may do so only with the permission of the teacher and must take the **Teacher's permission card** to show they have been authorized to be out of class.
- No learners are allowed to leave the school premises without permission.

1.7. **VIOLATION OF DRESS CODE**

- **Second offence:** the pupil will be sent home unless there is a letter from the parent indicating a good reason. The pupil is to return to school only when in full uniform. Bangles, rings, 'zombies' etc. will be confiscated.
- Girls who wear thaubs without a valid excuse may be given a uniform for the day.

1.8 **VANDALISM**

- The aim of the discipline should be restorative for vandalism, such as defacing school property and/or other learners' property.
- Furniture defaced has to be restored to its former condition.

2. SECOND LEVEL OFFENCES: Offences where suspension or expulsion is recommended

Offences where suspension could possibly be the recommendation, include:

- Carrying dangerous weapons! Bringing dangerous weapons onto the school premises.
- Sexual harassment
- Substance abuse
- Smoking (second offence)
- Verbal abuse of teachers
- Insubordination
- Theft, vandalism, assault/fighting
- Examination fraud, including forgery of documents
- Bunking/truancy
- A Pattern of First level offences
- Discrimination (racial/cultural/gender)
- Possession/transmission of pornography
- Using any social network such as Facebook etc. to discredit/dishonour the school, learners or members of staff

2. THIRD LEVEL OFFENCES: Where expulsion is recommended

PROCEDURE:

A staff member, delegated by the Directors, investigates and reports the matter to the Directors who may then send for the parents. Alternatively, one or more the Directors may conduct the investigation. The matter is referred to the Disciplinary Committee. The 'offender' appears before of the Disciplinary Committee. The parent has the right to appeal against the decision take by the Disciplinary Committee within 7 days.

- Rape
- Serious assault
- Sexual molestation
- Serious theft - police to be called in to do the investigation
- Selling of drugs or alcohol - matter to be handed over to the authorities
- Possession of drugs - on premises
- Possession of alcohol - on premises
- Issuing of Bomb or other like threats - police to be called in to do the investigation
- A pattern of behaviour that seriously undermines the culture of learning and can be construed as serious misconduct.
- Endangering the lives of others (whether they may be learners, teachers, management, cleaners or visitors to the school).

POLICY ON DRUGS:

We take cognisance of the following:

- that, increasingly, our children face the danger of drug and substance abuse;
- that drug abuse is mainly due to drug dealers targeting schools as easy markets and are even using children as pushers;
- that drug/substance experimentation and later abuse are often a consequence of peer pressure;
- that such abuse damages a user's physical, mental, emotional and psychological well-being; that drug/alcohol/substance addiction is a medical problem that requires the support and treatment of a structured programme;
- that such abuse invariably results in anti-social behaviour which could threaten the safety of the individual as well as other members of the school community;
- that it is the moral duty of the school to support and assist any of its children who have become victims of drug/substance abuse, on condition that such support does not jeopardise the safety or infringe on the rights of other members of the school community.

PROCEDURE:

The following procedure will be carried out if any child is found in possession of or using, or is suspected of possessing or using any of the substances listed above. This applies to whether the child is on the school property, and/or in school uniform, or at any school event (such as a subject/learning area excursion; class camp; or school function).

1. An initial investigation (fact-finding mission) will be conducted by the Director/s (or any other staff member delegated by the Directors) to ascertain the nature and extent of the drug/substance problem only. This could involve taking verbal statements from any other learners who have either witnessed or are implicated as well.
2. Where the initial investigation suggests that there could have been the possession or use of drugs or substances, the parents of the implicated learner(s) are informed as soon as possible thereafter.
3. The school reserves the rights to search a learner it reasonably suspects of possessing drugs/substances provided that the search is conducted in the presence of a peer of the suspected learner's choice and an adult of the same gender. No body cavity or strip searches are permitted. Alternatively, the Director/s may request that a police officer do the search.
4. Where there is the suspicion that the learner(s) may still be under the influence of the drug/substance, parents will be contacted and encouraged to take the learner(s) for a drug test that same day. The cost of the test will be borne by the family.
5. The implicated learner(s) is/are interviewed by a senior or delegated staff member in the presence of the parents. A written account of the interview is presented to the learner(s) and parents for verification of accuracy and signature. A copy of the signed written account is given to the parent(s).
6. The same interviewing procedure (as in 5) will apply to any other learners who have witnessed the drug/substance possession/use or have knowledge of the possession/use.
7. The matter will be taken to the Disciplinary Committee (DC).
8. If the Directors decide that a DC hearing is required, learners and parents will be given at least 7 working days advanced written notification of such a hearing. Families may be accompanied by legal assistants should they so desire.

DEALING AND PUSHING

Any learner suspected of pushing or dealing drugs/substances at school, irrespective of the extent to which it is being done, could be a danger to our welfare and be guilty of a criminal act. Drug dealing or pushing (i.e. getting others involved in their use) will in all likelihood lead to **expulsion** from the school.

POLICY ON CELLULAR PHONES/IPODS/MP3 PLAYERS/IPADS

Learners are not allowed to use the above media at all whether during instruction or break times.

Be mindful of the following measures:

- A phone that is confiscated at school will be lodged at the office, and will be returned after 3 days.
- Where the phone has been confiscated a **second time**, the phone will be retained for 2-3 weeks. All parts of the phone, including the sim card, will be confiscated.
- Any such device confiscated in mosque will be lodged with the office for an entire month.
- IPods or MP3 Players or similar valuable electronic medium will be dealt with similarly.
- The school will not be held responsible for the loss/theft of any of the above items.

EXAMINATION POLICY

General:

- The policy for uniform, punctuality and attendance also applies here.
- Learners must ensure that they are properly equipped for an examination, with extra pens etc.
Note:

Borrowing will not be allowed

- Learners must bring reading or studying material to school for nonexamination sessions.
- Learners must be seated at the commencement of the examination period and must remain in their designated rooms and seats until the end of that examination session unless otherwise requested by a senior staff member.
- All bags and books must be placed in the front of the classroom 10 minutes before the commencement of the examination.
- Learners are not allowed to communicate in any way with fellow learners during an exam.

Attendance:

- If a learner has missed an examination, he/she **must** produce a valid medical certificate as soon as possible and before the final day of the examination.
- In the above-mentioned situation, and at the discretion of the office, the learner will be given an assessed mark. Under certain conditions the subject teacher may allow a learner to sit for an alternative examination. Under no circumstances will a learner be given a class average.
- In the event that the student misses an examination for any other reason than a medical reason, the learner or candidate will have to consult directly with the office before or as soon as possible after. **NB.** This does not imply that alternative arrangements will be made.

Break-time:

- No games (e.g. soccer) will be played during the examination period.
- Learners must be quiet and considerate of others who are writing.

During the examinations:

- All learners **MUST** come prepared for the examination. **They MUST have the required equipment for that examination.**
- Any form of communication with a fellow learner will be regarded as cribbing – i.e silence at all times.
- Learners who finish early may **not** leave the examination room.
- Only use the paper provided by the school. No other paper/ books/ files/clipboards are allowed on the desk.
- No one is allowed to leave the examination room until the stipulated time.
- No assistance may be given to a fellow learner.
- If learners finish an examination early, they must check their work thoroughly.
- Learners who have finished early **do not** have the right to disturb other learners.

At the end of the examination:

- All learners **must remain seated and silent** until the examination papers are collected.
- **Examination Papers will only be collected at the end of the examination session.**
- The invigilator will dismiss you as soon as he/she is ready to do so.
- **No learner is allowed to dismiss him-/herself without the invigilator's permission.**

Dishonesty during examination:

- If a student or candidate is caught cheating in any way during an examination:
 - a. The script will be confiscated immediately. The student has only until the end of that examination to complete the exam.
 - b. The learner must report to the office **immediately thereafter.**
 - c. Parents' will be summoned to school.
 - d. Disciplinary measures will ensue.
- If a learner is caught illegally assisting another learner in any way during an examination, both will be held accountable.

Measures put in place by a school will only succeed with the support of parents. Hopefully, you will agree that individual needs may not supersede the rights of the group. Please help us carry out our task of educating your children.

Learners and Parents are requested to sign below to indicate their acknowledgement of the Code of Conduct:

I hereby accept The Oracle Academy Code of Conduct.

1. PARENT'S/ GUARDIAN'S SIGNATURE:.....

NAME:..... DATE:.....

2. LEARNER'S SIGNATURE:.....

NAME:..... DATE:.....