

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In The Name of Allah, The Most Gracious, The Most Merciful



ashton central mosque

**Madrasah
Student Code & Guidelines**

Attendance, Punctuality and Lateness

Parents are advised to drop off their children at least 5 minutes before the Madrasah begins. The parents are responsible to ensure that children enter the classrooms. The classes will begin and finish promptly and parents are strongly suggested to arrive in time to pick up their children, as the Madrasah staff will not be held liable for incidents after classroom times. Lateness at the time of arrival and leaving the Madrasah should be avoided by all parents. Repeated lateness without written consent will result in the failure of admission into class by teachers until they see fit, it can also lead to a suspension if perpetual. Consistent lateness may also warrant a detention imposed by the teacher of the aggregated time missed by the student. A student will only be given grace once a week of tardiness after which they will be disciplined.

Detentions and Discipline

- 1. Verbal warnings X2**
- 2. Stand up behind chair**
- 3. Stand up in corner**
- 4. Detention 15/30/45/75 minutes**
- 5. Parent meeting**
- 6. Suspend**
- 7. Expel**

The purpose of detention is to emphasise to the students that they are responsible for their behaviour and completion of their work. It will enable the Madrasah to be successful and enable students to achieve their best, while understanding the consequences of their actions. The aim is to make a positive contribution to the student's moral, character, and learning.

Detention will be issued to students who are behaving in an unacceptable way. This may include inappropriate behaviour such as disrespecting the teacher or disrupting the class and showing little consideration to fellow students.

Detention will also be given to students who consistently fail to meet standards and deadlines that are set by the teacher. Detention shall only be given to students who show a lack of interest and effort during lessons. It is not to be given to students who are identified as having learning difficulties or special needs, unless they show disruptive behaviour. Teachers can administer a 10 minute on the spot detention each day at their discretion. All 15/30/45/75 minutes detention require a 24 hour notice slip.

The following detention procedure will be implemented at the Madrasah:

Detention will be held after class times. Students and parents will be notified prior to the detention date. If a valid and acceptable reason is given by the parents, the detention can be changed to a future date. The detention session will be supervised by Madrasah members of staff. Under no circumstances will the Madrasah waive the detention. There will be no exception for any students with respect to any rules or status. Students will be expected to complete or work on their lessons during the detention period. Failure to attend will result in the suspension of the student.

Discipline and Force:

The madrasah makes it clear to staff, parents and pupils that the use of force is not acceptable at this Madrasah unless one of the following takes place where teachers are allowed to use a reasonable force to prevent a pupil from:

- Committing a criminal offence
- Injuring themselves or others
- Damaging property
- Acting in a way that is counter to maintaining good order and discipline at the Madrasah

Records:

Detailed and up-to-date records will be kept of any incidents where force is used. Records of incidents will include the following information:

- The name(s) of the pupil(s) involved
- When and where the incident took place
- Why the use of force was deemed necessary
- Details of the incident, including all steps taken to diffuse the situation and resolve it without
- Force and the nature of the force used
- The pupil's response
- The outcome of the incident
- A description of any injuries suffered by the pupil or others and/or any property damaged during the incident

Abuse of the Madrasah or Mosque Property

All students must refrain from making any type of damage or abuse to the Madrasah and Mosque property. If a student is found to have caused damage to the Mosque or Madrasah property in any manner, the parents will be liable to remedy the damage in a manner decided by the Madrasah or Mosque management. Furthermore, your child may be subject to suspension or expulsion from the Madrasah as determined by the management for repeated damages.

Assault of Students, Teachers or Staff

All students will refrain from verbally or physically assaulting other students, teachers or staff of the Madrasah. Any type of violent and abusive behaviour will not be tolerated and may be a ground for suspension or expulsion.

Dangerous Weapons

A student shall not bring to Madrasah actual or look-alike counterfeit dangerous weapon, firearm, knife, or other such devices. If any such item is found with a student, he or she will be removed from the Madrasah and may lead to the suspension or expulsion of the student.

Harassment, Intimidation, Disrespectful or Racist Acts

A student shall not harass, intimidate, disgrace, incite, provoke, threaten or discriminate against any other student or Madrasah employee or otherwise disrupt the environment. The act of harassment or intimidation includes, but is not limited to: slurs, profanity, and obscene gestures, verbal or non-verbal abuse. Such acts may subject the student to suspension or expulsion. Students will be given three verbal warnings, with an official written warning to parents leading to expulsion.

Attire, Expression, Hygiene and Health and Safety

Parents are strongly advised to follow proper dress codes for their children during class days. Correct attire is a must for boys and girls. Boys or girls will not be admitted in the class if their outfit reveals bare waist line, abdomen, deep neckline, bare-arms, legs, or any logos/pictures of creatures or morphed objects etc. Likewise tight fitting or trendy attire should not be worn during Madrasah

hours. Students are not allowed to wear baseball caps, sunglasses, chains, jewellery or accessories in the class. Wearing of hats and bandanas is not permitted in the Madrasah. The only types of cap permissible are those universally accepted as part of Islamic attire, but under no circumstance are fashionable hats permitted.

Boys will be required to wear full length white/colour Salwar-Kameez/Jubbas with hats (Topee) from home. The Madrasah wishes to reduce health and hygiene problems such as lice and cross contamination through usage of Mosque topees. Therefore, correct sized white topees which cover the entirety of the skull must be brought from home. Failure to uphold these will result in disciplinary action.

Girls are required to wear full head scarf hijabs during class times and whilst inside the Madrasah. Revealing attire, jewellery, accessories, or tight-fitting clothing must not be worn by female students at the Mosque or during Madrasah hours, neither jewellery nor excessive makeup.

Parents are advised to ensure that students do not have haircuts which are contrary to the requirements of Islam or guidelines laid down by the Prophetic tradition. Haircuts must be merged equally from the back and sides to the top such that no visible difference is seen between the two shades. Neither are eyebrows permitted to be cut shaved or any other designs made. Students found to have unacceptable haircuts will be sent home until the hair is rectified. Persistent flaunting of the rules can result in expulsion.

Health and Hygiene

The Madrasah recognises that some children may have special dietary or medical needs, in such cases students that show signs of ill health shall be referred to the Education Coordinator's office immediately and sent home. Personal hygiene is also very important, and in the interest to promote good health and hygiene in our Madrasah, parents must observe the following rules:

- Students must come looking clean and tidy, socks etc., should be changed on a regular basis
- Students must be made to visit the lavatory prior to coming to the Madrasah. Toilet and Wudhu facilities are available for emergency use only
- Children with illnesses or infections such as a rash discharge from the eyes or nose, or diarrhoea shall be sent to the Education Coordinator's office so that

- parents can be contacted and asked to collect them. The children should be kept at home until they recover
- Students that are sick or soil the carpets during Madrasah shall be isolated from other children, and the parents shall be informed of any soiling incidents so that they can come and clean the area

Health and Safety

The Ashton Central Mosque will ensure to provide and maintain a safe environment

- Provide information and ensure safe handling of any hazardous substances
- Provide information, instruction, regarding matters of health and safety
- To ensure all staff members are competent to do their jobs and tasks
- To prevent accidents
- To maintain safe and healthy studying areas

Lost and Found Policy

If any items are found, students are requested to submit the item or items to their teachers. These items will be placed in the **Lost and Found Box**. The Madrasah is not responsible if a student, parent or teacher loses any item in the premises of the Madrasah.

Mobile Phone Use

No mobile phones will be permitted into classrooms. With the discovery of any communication devices, the teacher after one warning shall confiscate them and return them only to the parent. If this becomes a repeated offense, the students will face disciplinary action.

Radios, Walkman, MP3 and Other Devices

Use of any radios, MP3, iPods and other electronic devices are not permitted in the Madrasah at any time. Students are strongly urged not to bring these devices. If a student is found using these devices during class time, it will be

confiscated and returned only to the parents. Repeated violation of the rule will call for disciplinary action. This is not limited to other unnecessary items as well such as cards and toys etc.

Snacks

No snacks, food, or drinks may be consumed during class times unless for the explicit permission by the teacher in circumstances such as medical reasons. All foods and beverages including sweets etc. will be confiscated and disposed of.

Complaints

If a parent has a complaint about the Madrasah/Teacher, the parent should voice their complaint through the following three steps:

- Parents will first express their complaint verbally or in writing to the Teacher directly
- Parents will then express their concerns to the Head Imam
- Parents will then voice their complaints to the trustees if the aforementioned are not satisfactory

Expulsion - Suspension of Student

A student can be expelled from the Madrasah for various grave wrongdoings, such as disruption of teaching or other misconduct as expressed in this guidebook. The Education Coordinator in consultation with the Madrasah management may expel a student. A student can be suspended or expelled for a certain number of days or for the entire academic year. Parents of the student will be notified in person, or over the phone and/or in writing regarding the decision. Parents of expelled children may appeal their child's expulsion to the Madrasah management. The management will hear the child's case and make assessments due to any new evidence or circumstances, but the final decision and authority will lay with the Education Coordinator.

The Madrasah is not an Evening Care Centre

Parents are expected to understand that the Madrasah is not a day or evening care centre. Children should not be sent or enrolled in the Madrasah with the intention to provide them with day or evening care services whilst parents are out or at work. To that end, children are expected to study for classes, do home works, be attentive in class and participate in Madrasah activities actively. Parents are also expected to drop them off and pick them up on a timely manner.