

STUDENT HANDBOOK

[2020 REVISED EDITION]

**MADRASAH FATIMATUZ ZAHRA**



CONTENTS

INTRODUCTION 3

[OUR PHILOSOPHY 4](#_Toc32095)

[OUR POLICIES 4](#_Toc6114)

[1)Message Book: 4](#_Toc9273)

2)Teacher-Parent Communication 4

3)Morning Arrivals 4

4) Early leave/Absence 4

5)After school departures 4

6)Visitors at school 4

7)Transitioning your child 5

8)Dropping off items in the office 5

9) Textbooks and equipment 5

10)Homwork policy 5

11) Personal Info 5

12)Hygiene 5

13) Non prescription medication 5

14)Head Lice 5

15) Emergency Contacts 6

16)Student Behaviour 6

17)Field trips 6

18)Fundraising 6

19) Celebrations 6

20)Murat/Animation 6

[EXPECTATIONS 6](#_Toc4139)

[MADRASSAH DRESS CODE 7](#_Toc20343)

[MADRASSAH DISCIPLINE 7](#_Toc17589)

[CONCLUSION 8](#_Toc26058)

January 2020

Respected Parents and Students :

Asalaamualaykum

Praise be to Allah and peace and salutations be upon our Beloved Nabi Muhammad (saw) .We hope this message finds you in the best of health. It is with the help and will of The Most Merciful that Madrassah Faatimatuz Zahra has begun yet another year of learning and empowering .We ask Allah to reward every sincere endeavour made throughout the year .Ameen .

Madrassah Faatimatuz Zahra has an objective of helping your child excel and empowering the students to cultivate good morals and ethics. Our fundamental rule is based on providing an Islamic atmosphere for the students at all times ,at the same time challenging the pupils according to their individual intellectual capacity. We strive to offer your child a friendly and caring environment which will boost your child’s enthusiasm and dedication towards education and tarbiyyah .Our goal is to instil Allah consciousness in the pupils and impart the correct understanding of the teachings of Quraan and Sunnah .

We encourage a good, healthy relationship between home and Madrassah which will hope to make your child’s learning experience a successful one. We acknowledge any support and encouragement offered by you to make this place a better learning environment for your child. It is our pleasure to have your child with us at Madrassah Faatimatuz Zahra and therefore, we will ensure,to the best of our ability ,that your child’s interests and trust remain safeguarded .

This handbook is expected to familiarise you with our expectations and objectives, as well as the necessary measures which will be implemented should the need arise. Please read this handbook with your child to know more about our rules, policies and regulations.

Madrassah Faatimatuz Zahra Trust

**OUR PHILOSOPHY**

❖ To guide students gain insight in a variety of Islamic scholastic and ethical social endeavors.

❖ To help our students develop the qualities of a practicing Muslim and apply Islamic principles in their daily lives, by following the Sunnah.

❖ To spark passion. We want our students to become wholeheartedly immersed in their work so that they are deeply and personally engaged.

❖ To cultivate depth of character. We want students to develop empathy, imagination, and moral courage; a sense of responsibility displayed by ethical values; a sense of humility; a habit of service; and a commitment to social justice.

❖ To foster a sense of community. We strive to provide a comfortable environment where students learn to express their opinions effectively and responsibly, and to respectfully consider the opinions of others.

❖ To teach students to respect others and not to discriminate, to abandon racism and to develop amongst themselves a deep sense of Islamic sisterhood and care.

**OUR POLICIES**

1)Message Book:

Each child will be given an agenda where their daily homework will be noted. Parents are asked to check the agenda every day. The agenda will also inform parents about upcoming projects, tests and assignments and important messages from the teacher regarding their child. Parents and teachers may maintain written communication and share important comments and feedback through the agenda.

2)Teacher-Parent Communication

Parents may arrange an interview if they have concerns or questions regarding their child’s education. You may use the agenda to coordinate an interview and then speak directly with the teacher. It is advised not to bring up issues with the principal/HOD until they have first been discussed with the teacher. You may contact the principal/HOD if you feel your concern was not addressed by the

teacher. Bear in mind that Madrassah encourages a healthy and mutual relationship between parents and teachers. Therefore, we urge both parties to deal with every situation with a sense of diplomacy and understanding.

3) MORNING ARRIVALS

Learners are expected to arrive at Madrassah by 8:00 a.m, after which the student will be registered as a late comer. Each unreported late arrival will accordingly result in the implementation of the disciplinary measure as stated below:

1st offence: Verbal warning and a written note added to the student portfolio.

2nd offence: Written warning to the parent

3rd offence: Detention

Further action may be imposed to deal with repeated tardiness. Students arriving after 8:00 a.m. due to a valid reason should be signed in by the parent or carry a note signed by the parent.

4)EARLY LEAVE /ABSENCE

In the instance of an early leave ,parents should inform the school telephonically before 8:45 a.m. When the leave is granted, parents are requested to sign the early leave on arrival. Please note that learners will NOT be allowed to leave the Madrassah if BOTH of the above requirements are not fulfilled. Students who are absent are required to bring along a note stating the reason of their absence. Absence beyond three days will require a doctor’s letter of excuse. Any other vacation taken during the year would have an impact on the students overall performance and we therefore request parents to inform the Madrassah prior to the date in the case of a valid reason/emergency to avoid misunderstandings.

5) AFTER SCHOOL DEPARTURES

Please wait outside the entrance of the school for your child. Students will be waiting at the entrance with a teacher at the respective dismissal times for up to 15 minutes. Parents who come later than that to pick up their children will be asked to come upstairs to pick up their children. Pick-ups after 14:30 pm are subject to a fine of R50.00 for every 10 minutes. Parents incurring a fine will be billed at the end of each month.

6)VISITORS AT SCHOOL:

All visitors, during school hours are entertained by appointment only. Visitors will be signed in and out of the Madrassah to avoid the hindrance of lessons taking place and to be easily identified as persons permitted to be on school property. Any such visitor/parent is required to remain at the Office to avoid disrupting classes.

7) TRANSITIONING YOUR CHILD

For new children, starting school for the first time or moving from another school can be an intimidating experience. Parents may sometimes wish to help their child with this transition in the first few days of school. At Madrasah Fatimatuz Zahra, we understand the need for a smooth transition to make your child feel comfortable. Parents are allowed to remain on the school property for up to half a day during the first week of school; however they may not stay in the class. Should you wish to ensure your child is settling in, feel free to spend some time at the school checking on your child when he/she may need you

8)DROPPING OFF ITEMS AT THE OFFICE:

Lunch, forgotten homework or any related articles may be dropped off at the Office and will be delivered to your child at the appropriate time. We regret no learner will be allowed to leave class to receive personal items from parents.

9)TEXTBOOKS AND CLASSROOM EQUIPMENT

Students are expected to handle textbooks and other school equipment with care. Students will be responsible for the school property and will be asked to replace an should there occur any intentional damage. Textbooks will be sold to the students. However ,Madrassah does offer textbooks on loan for students who prefer otherwise.

10)HOMEWORK POLICY

Students are required to complete the homework assigned to them and submit in timeously. Learners who miss homework or do not complete homework regularly will be dealt with accordingly ,as this tremendously affects the progress of the child. Should this occur on a regular basis, it will be mandatory for parents to meet with the subject teacher before the student is allowed to continue attending classes.

11)PERSONAL INFORMATION

Please keep the Madrassah up to date about information such as addresses, phone numbers and emergency contact numbers. Madrassah respects the privacy of individuals and will therefore ensure that any personal information will be kept confidential and only be utilized when required.

12)HYGIENE

Students are required to come to school in a neat and appropriate manner. Weekly hygiene checks will be conducted to ensure compliance. Nails should be clipped, hair combed into a hair tie/band. Please use accessories that are uniform to school colors (red, black, white). The use of perfume, lip gloss etc. is not permitted. Students may NOT wear nail polish to school. Students are expected to adhere to the Madrassah dress code and any interference with its regulations will lead to suitable consequences .

13)NON PRESCRIPTION MEDICATION

Madrassah cannot provide non-prescription medication to the students at any time. Students are not allowed to keep non-prescription medication in their personal possession. Prescription medication will only be allowed with a copy of your child’s medical prescription.

14) HEAD LICE

To help reduce the spread of lice throughout the school, the following procedures will be followed for any student who is found to have head lice or nits:

• Parents will be contacted by the school when a case of lice or nits has been found.

• Parents will have to pick up students found with live lice and will be asked to administer the proper treatment before returning the child to school

• When we become aware of the presence of head lice at school we will send home a Head Lice Alert notice to all families who have children with lice in the room.

• Upon the student’s return to school, he/she will be re-checked. Inspection prior to re-admittance is mandatory.

15) EMERGENCY CONTACTS

Please keep the school up to date about information such as address, work and home numbers, emergency contacts, medical contact and custody arrangements.

16) STUDENT BEHAVIOUR

Students at Madrasah are expected to demonstrate the qualities of caring, courtesy, cooperation and respect. It is important that we respect our school, our teachers and classmates, our families, our community, and most importantly ourselves. It is only through support from the home, especially parents and guardians, that we will reach our goal. Students behaving inappropriately at school will be disciplined to varying degrees depending on the severity of the incident (i.e.: timeout, discussion with teacher, meeting with the Principal or Vice-Principal, phone call to parent, suspension). Please keep in mind that it is our goal to avoid a need for discipline, by teaching our students the principles of caring, courtesy and cooperation as well as respect. Also, keep in mind that encouragement of appropriate behaviors by parents is essential. Your support will be greatly appreciated

17)FIELD TRIPS/EXCURSIONS

Various field trip experiences are provided for students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring students to leave the school property. Permission slips and related fees are required from each child before they can attend such events. This consent form gives your permission for your child’s participation. Madrassah will ensure that all field trips/excursions are Shariah compliant.

18) FUNDRAISING

Fundraising/Bake sales has become an inevitable part of school life. Fundraising efforts are coordinated between the classroom teachers and the school administration. The proceeds from fundraising go towards purchasing additional classroom materials to enhance our programs and offer additional educational experiences for our students.

19) CELEBRATIONS

If you’d like to recognize a celebration such as Eid, you are welcome to send snacks/gifts for the class such as stickers, pencils, etc. Birthdays and other non- Islamic celebrations may not be celebrated in school. Students will not be allowed to distribute invitations, treats, cakes etc. on non-Islamic celebration days.

20) MURAT/ANIMATION

Please ensure that there are no images/characters on the backpack/stationery.Madrasah does not permit backpacks/stationery which promote characters of any sort. These will be returned home to be replaced.

**EXPECTATIONS**

• Commitment and dedication. Students are expected to exert themselves towards self-progress and to exhibit utmost dedication in striving to unleash their maximum potential.

• To respect Madrassah property, staff and all rules and regulations.The students are advised to display a sense of humility and respect towards whilst laying particular emphasis upon teachers and Madrassahs domestic helpers.

• Every student should remember their ultimate identity, which is being a muslimah and a servant of Allah. Therefore, the students are advised to cultivate good morals and a noble character, during Madrassah as well as on a social basis.

• Co-operation with the Madrassah and staff in activities hosted out of Madrassah, Madrassah events or extra-curricular activities. Students will not be excused from participating in any such event or activity without a valid written reason after which permission from the Madrassah is mandatory for any absence.

• Compliance to all the laws of Shariah during Madrassah hours. Any hindrance or deficiency in abiding by any law imposed by Shariah will NOT be tolerated and will be dealt with severely. Similarly, open opposition to any law of Shariah after school hours will result in immediate expulsion .

**MADRASSAH DRESS CODE**

1. Students are required to observe hijaab at all times. A plain black Burka with a loose, plain black cloak is the necessary requirement at Madrassah. Students are advised to wear the purdah but are not compelled to do so.

2. No make-up will be allowed in Madrassah except surma. Students wearing any other make-up will be required to remove it in compliance with the Madrassah rule.

3. Jewelry will not be allowed except for simple stud earrings and wrist watches. Rings, necklaces etc. will be confiscated if found in the possession of the student.

4. Colour contact lenses, black mendhi and nail polish is strictly prohibited.

5. School shoes are required on normal school days. Field trips/excursions that require running shoes /takkies will state otherwise.

**MADRASSAH DISCIPLINE**

❖ All misdemeanors will be recorded and the misdemeanor slips will be given to the student.

❖ Three misdemeanor slips will result in the student being detained.

❖ Detention will be for one hour on a Friday afternoon.

❖ Madrassah reserves the right to suspend or expel the students where further attendance of the students will not be in the best interest of the student and the Madrassah.

❖ Students are obliged to adhere to the Madrassah rules and policies and to co- operate in the implementation of the same.

***OFFENCES***

Level One :

1) Students arriving after the expected time.

2) Continuous absenteeism with no valid reason .

3) Display of ill manners towards teachers,staff or fellow classmates.

4) Disruptive behavior or playfulness .

5) Failure to complete tasks assigned by the teacher .

Consequence:

1) Verbal warning to the student as well as a written record which will be added to the students’ progress portfolio.

2) A written warning given to the parent.

3) Detention .

Level Two:

1) Any form of abuse ;physical or verbal.

2) Plagiarism of homework,assessments or assignments .

3) Repetition of level one offence more than three times .

4) Stealing,vandalism or any related crimes.

5) Any un-authorised activity on Madrassah premises .

Consequence:

1) Detention

2) The parents of the student will be asked to meet with the teacher to further solve the issue .

3) The Madrassah will suspend the student after consultation with the Disciplinary Committee.

Level Three:

1) Repetition of a level two offence.

2) Posession of ANY undesirable material in one’s personal belongings .

3) Plagiarism of tests and examinations.

4) Any haraam,evil practices taking place in Madrassah ; Satanism,pornography,homosexuality .

5) Possession of a cellphone.

6) Open opposition to ANY law of Shariah .

7) Intermingling or relationships with the opposite gender.

8) Conviction in court for a serious criminal offence .

Consequence :

The above offences will not be tolerated and will lead to immediate expulsion of

the student.

**CONCLUSION**

Madrassah Fatimatuz Zahra opened its doors to the Crossmoor community in 2002,with the objective of inculcating the teachings of the Quran and the Sunnah within students that will contribute to the development of their personalities, along with promoting academic excellence, teach necessary skills

and experiences so our students can contribute to the betterment of our society, and to encourage good behavior, courtesy and discipline in life. Our vision is to establish our Islamic institute that will benefit for generations to come, producing students who are proud Muslims with the best of Character.We ask Allah to accept our efforts and guide our endeavors towards success in both

worlds Ameen .We trust that this has enlightened you and your child about madrassah’s expectations and policies and look forward to a memorable and enjoyable year with your child.

A humble request for duas

Ameer-Sayed Mufti A.J Hakim

Nabi (PBUH) said: “For whomsoever Allah intends good for, He gives him the

understanding of Deen”