

MADRESSA ISLAMIYAH SANDTON



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MADRESSA CODE OF CONDUCT

1. Objectives of the code of conduct

- a. Madressa Islamiyah Sandton (operated by the Sandton Islamic Association) “madressa” expects certain standards of behaviour and integrity of its learners, teachers and parents that are in line with our Islamic value system
- b. Fostering of tolerance and respect for each individual member of our community (including neighbours) are desirable traits of a Muslim
- c. A positive ethic, lifestyle and behaviour is encouraged
- d. Failure and non-adherence to the code of conduct could possibly result in learners receiving de-merits
- e. In cases of serious infringement/s, appropriate disciplinary action will result

2. Dress code

- a. Females: required to wear a long scarf / burkha, abaya and pants which is in accordance with Islamic principles
- b. Males: required to wear kurta and topi

3. Absenteeism

- a. All absenteeism must be supported in writing explaining reason for absence - this must be submitted to the teacher on the day AFTER the absence
- b. Parents are required to ensure that the teacher or principal of the madressa is informed in advance of leave, long periods of absence and serious illness. This is to avoid any possible truancy by learners.

4. Timing and Punctuality

- a. Madressa commences at 15h00 and ends at 17h00 from Monday to Friday. Prompt attendance is encouraged to avoid late coming becoming disruptive to other learners and teachers.
- b. The madressa follows the school terms of the Gauteng Education Department as it relates to “public” schools.

5. Behaviour and Conduct

- a. Respect is the cornerstone of any and every education facility. Respect of the principal, teachers, fellow learners and parents is expected at all times.
- b. Learners are expected to make the Islamic greeting of “Salaam” common amongst teachers, fellow learners and elders in general.
- c. Vandalism of the facility and general surroundings (including plants) of the madressa will not be tolerated and appropriate disciplinary action will be taken.

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- d. The madressa does not employ any measures that involve corporate punishment
- e. Arguments/quarrels/fighting and the like between learners is discouraged. Teachers and the principal must be informed of all potential aspects that could lead to disputes.

6. Parents roles and responsibilities

- a. An Islamic moral value system is a pre-requisite for all Muslims, thus teachers provide the basic teaching requirement during the estimated 10 hours per week the learner spends at the madressa. Re-enforcement of such value system must be fostered at home. Parents are required to ensure that children are mindful of manners, behaviour, and respect to elders, teachers, the environment, friends and animals.
- b. Parents are requested to refrain from discussing their grievances in public on or off the madressa premises
- c. Parents are requested to avoid speaking ill of anyone (especially teachers, other learners and other parents) in the presence of their children. Children learn by example and should be taught by both parents and teachers to foster good relationships with all in general, Muslim or non-Muslim.

7. Process of grievance reporting

- a. Should a student have a grievance against a teacher, such a complaint must be lodged directly with the principal at an appropriate time considering the principal may be teaching at the time.
- b. All endeavours must be made to resolve all disputes amicably
- c. Should a parent have a dispute with the madressa, the parent is requested to make an appointment with the principal of the madressa at a mutually agreed time. Parents are requested to dress appropriately to respect the sanctity of the musjid when meeting with the principal.
- d. Parents are discouraged from addressing issues directly with the teachers especially in the presence of learners
- e. Verbal abuse and disrespect is not acceptable in any instance and must be avoided at all costs
- f. It is emphasized that the overall well being of the madressa will be considered at all times in the investigation and resolution of any reported grievances.
- g. Should the parent believe a reported grievance has not been dealt with satisfactorily, the parent must report the grievance to the SIA Manco member responsible for the madressa activities. This will be communicated at appropriate intervals when necessary.

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8. Academic progress

- a. The madressa adopts the syllabus as approved and circulated the Jamiatul Ulama (Johannesburg branch)
- b. Any parent, who feels the need to discuss the progress of their respective child, is encouraged to contact the principal and schedule time to discuss accordingly.
- c. Effective teaching can only take place in an environment where teachers, parents and learners are communicating optimally.

9. Madressa related activities

- a. Learners are required to participate in madressa related activities during madressa times.
- b. Non-madressa activities are not permitted during madressa times.

10. Homework

- a. Homework is given to learners as is necessary. Parents are requested to support the madressa and ensure that all homework is completed on time.

11. Fees

- a. Fees are payable quarterly in advance and will be determined at the beginning of the school year by the SIA Manco.
- b. Parents are requested to inform the SIA of any arrangements pertaining to fees other than that stipulated above.
- c. Text books required by learners will be provided by the madressa at the beginning of the year. These costs will be levied and due with the first term fees

12. Admission

- a. Admission is open to all Muslim children. However, due to certain resource constraints, numbers may be limited at times.
- b. Admission to the madressa is subject to the acceptance by the parent of the code of conduct and all other related rules of the madressa.
- c. All rules are subject to change and all relevant parties will be informed of any change via email.
- d. All parents are required to complete the necessary enrolment / application forms which must be fully completed and provide all requested information.
- e. Admission is only finalized once all respective fees have been paid.

13. Other matters

- a. Parents, teachers, learners and the madressa have to work together to ensure that all objectives of the madressa are met optimally.
- b. The primary objective of providing the best possible education to learners must remain the focus of parents and teachers alike.

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I, _____ the parent of _____
hereby acknowledge and accept the code of conduct as stated in the whole of this
document. I further pledge to abide by the code of conduct in all aspects.

Name of Father

Signature of father

Name of Mother

Signature of mother

Date: _____