



**MADRASAH HANAFIYAH
RAZVIYAH
DISCIPLINE POLICY AND PROCEDURE**

NOORANI
education centre
HARTLEY ST - BLACKBURN - BB1 7LL

PHILOSOPHY AND PURPOSE

The philosophy of Madrasah Hanafiyah Razviah is to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct which describe unacceptable behaviour and provide the basis for round disciplinary practices within the Madrasah. These policies and procedures will be enforced fairly, uniformly, and consistently. The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behaviour.

This Discipline Policy and Procedure shall be made available on our website, general notice board and will be available on request to all parents, teachers and volunteers during the Madrasah year.

RULES AND REGULATION FOR THE STUDENTS

1. Students are expected to show a polite and respectful attitude towards other students, adults, and Madrasah personnel.
2. Students are expected to report to class on time, bring supplies, homework, and materials.
3. Students must be dressed appropriately and groomed with the Madrasah Hanafiyah Razviah dress code
 - White Jubba and White trousers for boys and
 - Black Jubba and Black Burqa for girls.
4. Personal hygiene such as nails and hair must be groomed and cut according to the Islamic Shariah
5. Students must keep their class and the Madrasah surroundings clean and tidy at all times.
6. Jackets and other outdoor garments must be removed whilst in classroom and should be hanged outside the class.
7. Jewellery or makeup is not allowed for any students.
8. Any large amounts of money should not be brought into the Madrasah. Any valuable items, like jewellery or collectables, should be kept at home.
9. Students are expected to be honest.
10. Foul language, fighting, or other misconduct will not be tolerated.
11. Students must have permission of the teacher if they want to leave the classroom.
12. No confectionaries, gum, sweets, drinks, or food is allowed in the classrooms except in appropriate times when allowed by the office.
 - Fatiha will only be permitted on a Thursday, any confectionaries or sweets should be in a sealed bag or in the wrapper.
13. Respecting Madrasah property, Students must not litter or deface the Madrasah property.
14. Students to be in their assigned seat with all necessary material when the class begins.
15. Students should be giving their best effort with every assignment.
16. Students must follow the specific rules in each class.
17. Students must obey all safety rules.
18. Avoiding confrontations with other students and all such incidents should be reported to the teacher, volunteers or the committee members.
19. Copying another person's work, such as homework, class work, or a test, is a form of cheating. The student will be subject to academic disciplinary action.
20. Every student is required to offer Salaah along with other students at Madrasah at the prescribed time.
21. Offering Salat-o-Salam is compulsory for every student.
22. Students shall not vandalize or otherwise damage any property, including furniture and other equipment, belonging to or used by Madrasah Hanafiyah Razviah. Parents or guardians of students guilty of damaging Madrasah property shall be liable for the damages.

SUMMARY AND GENERAL PROHIBITIONS

- No weapons of any kind are allowed into the Madrasah or around the Madrasah property.
- No student should enter the main office (unless in an emergency).
- No student may leave his or her classroom without permission.
- No student should disturb the neighbours around the Madrasah.
- Mobile phones, Electronic games, headphones, or any other electronic device are not allowed.
- Also prohibited are Haram items as clearly defined by Quran and Sunnah e.g. pork products, gambling, games etc.

MADRASAH DISCIPLINARIAN(S)

The Madrasah discipline person(s) shall be someone from Madrasah Committee or his/her designee.

Duties shall include the authority to:

1. Assess and implement the discipline policy.
2. Remove a student from the Madrasah for emergency reasons.
3. Refer students to a counselling committee, if available at the Madrasah.
4. Repetition of serious violations may result in expulsion.

Offences

Students violating Madrasah Hanafiyah Razviah's rules and regulations shall receive disciplinary consequences proportionate with their misbehaviour.

In general, discipline shall be progressively administered so that penalties increase due to the SEVERITY or PERSISTENCE of the misbehaviour.

The length of the punishment will depend on the offence and the consequences are not necessarily in the order of their severity.

One or more disciplinary options may be used for a single offence if deemed appropriate. The Person responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

Minor Offences

Minor offences are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the Madrasah. Any violation of the Code of Conduct that is listed below as a Category 1 offence is considered a minor offence.

Persistent Offences

Madrasah Hanafiyah Razviah defines "persistent" to be three or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation.

Serious Offences

Any offence that is Category 2 or above, or is listed as prohibited conduct in the Code of Conduct, is considered a serious offence.

Classification of Offences:

The following offences and consequential disciplinary options are listed in order of severity, with Category 1 being the least severe and Category 4 being the most severe.

Any offence committed by a student that is not listed below shall be classified at the discretion of the Madrasah Disciplinarian(s).

Category 1

Offences in this category are MINOR ACTS OF MISCONDUCT, generally observed in the classroom or in the building, which interfere with the orderly educational process.

The classroom teacher generally manages discipline for Category 1 offences.

Parents may be requested to come for a meeting with the teacher to discuss the misbehaviour and the disciplinary action.

Offences

- Laziness between classes.
- Running or making excessive noise in the hall, classroom, or building
- Neglecting to bring the required material or assigned work to class
- Misbehaving during prayers
- Insults and other forms of disrespect to others
- Failing to follow the classroom rules
- Talking out of turn
- Getting out of seat without permission
- Ball or game playing in the building or at inappropriate times
- Dress Code violation
- Failing to participate in classroom activities
- Eating or drinking in an undesignated area or at an undesignated time
- Possessing and/ or using nuisance items
- Misuse of Madrasah property
- Coming late to Madrasah
- Any offence not listed that the Madrasah categorizes as such

Disciplinary Options

- Gentle verbal reprimand (Warning)
- Time out in classroom
- Confiscation of prohibited item(s)
- Special assignments or duties
- Discussion:
 1. Individual (if only one or two students are involved)
 2. Class (if many students are involved)
- Behavioural Contracts
- Withdrawal of privilege(s)
- Change seat assignments
- Owing Time (student owes time for the distraction caused in class)

Example: Student disrupts class for 10 minutes by talking out of turn; receives a 10 minute consequence for the time wasted after Madrasah.

Category 2

Offences in this category are **MORE SEVERE** and **DISRUPTIVE**, that interfere with the Madrasah's learning environment.

Parents will be notified of the offence and may be requested to come for a meeting with the teacher and/or Madrasah administration to discuss the offences and the disciplinary action.

Offences

- Persistent offences from Category 1 or acts of misconduct for which the student has been warned
- Misuse of food
- Posting or distributing unauthorized publications on Madrasah property
- Cheating or copying the work of another
- Absenteeism, including Leaving Madrasah without permission.
- Physical contact with another (pushing, tripping, bumping, etc.)
- Forgery of Madrasah records and/or forms
- Vandalism, including defacement of Madrasah property
- Possession of lighter or matches on Madrasah property
- Throwing objects that can cause bodily injury or damage to property
- Directing profanity or vulgar language at others
- Any offence not listed that the Madrasah categorizes as such

Disciplinary Options

- One hour after Madrasah detention following notification to parents
- Grade penalty for copying or cheating
- Exclusion from extracurricular activities
- Referral for counselling (In addition to one or more of the other disciplinary options)
- Daily Behavioural Log sent home to parents
- Behavioural Contract
- Temporary removal from class
- Madrasah service

Category 3

Offences in this category are **SERIOUS ACTS OF MISBEHAVIOR**, that disrupt the orderly educational process and may pose danger to the student or other students.

Parents will be notified and requested to come for a meeting with the principal in each instance of Category 3 misbehaviour.

Offences

- Persistent offences from Category 2 (more severe and disruptive behaviours)
- Immoral gestures, writings, pictures, or graffiti
- Possession or use of fireworks on Madrasah property
- Starting a fire
- Setting off a security or fire alarm
- Fighting, physical abuse, or threat of physical abuse

- Gang activity within Madrasah grounds
- Stealing
- Insubordination, noncompliance with the directives of a member of the Madrasah staff
- Possession and/or concealment of a weapon not included under expellable offences
- Possession or use of a stink bomb, smoke bomb, or other noxious chemicals
- Lying as a witness during a Madrasah investigation
- Failure to perform obligatory and practice prayers

Disciplinary Options

- Suspension from Madrasah
- Behavioural Contract
- Daily Behavioural log sent home to parents
- Exclusion from extracurricular activities

Category4

The following offences are considered SERIOUS OFFENCES.

A student shall be referred for expulsion from Madrasah if the student, on Madrasah property or while attending a Madrasah sponsored or Madrasah related activity on or off Mad rasa property, commits any of the following offences:

Offences

- Persistent offences from Category 3 (severe and disruptive behaviour)
- Possession of exploding fireworks
- Possession of weapons
- Possession of illegal drugs, alcohol, or cigarettes

Disciplinary Option

- Referral for Suspension or Expulsion

COMPLAINTS OR QUERIES

In case of any complaints or queries, parents must approach the Madrasah Committee or the Head of the Madrasah.

Under NO circumstances should the Parent approach the Class Teacher.

If the matter concerns an issue with the teacher, we shall make our own enquiries and address the matter with the parent later, but we will not allow any parent to directly confront a teacher in the mosque.

It simply does not give a good impression and does nothing to resolve the matter amicably.

Any parent found unruly, will be dealt in strict manner.

ABSENTEEISM POLICY

- Absence is only permitted for valid reasons. E.g. Illness
- Parents must notify the Madrasah committee about the absence on the day of absence. A letter must follow this up on return duly signed by the parents.

- Permission is required from Madrasah committee for being absent.
- Maximum absence allowed is 4 weeks. E. g. for overseas visits, however homework will be given, without fee exemption.

Parent Responsibilities

- Parents have the responsibility to bring their children to Madrasah on time and pick them up on time.
- Parents have the responsibility to bring their children to Madrasah following Islamic standards and dressed up modestly in accordance to Madrasah uniform.
- Parents are highly encouraged to show support for the Madrasah and Masjid by participating in Madrasah functions and communicating with Madrasah personnel.
- Parents must show respect for Madrasah personnel e.g. the Ustadh and the Apa, including the volunteers and the committee members.
- Parents are responsible for providing a quiet, well lighted place for the student to do his/ her homework and for scheduling homework time in a way that will not interfere with other activities or family plans.
- Parents must review their child's homework and sign any forms requested by the child's teacher.
- Students and their parents/ guardians will be held financially responsible for any deliberate destruction or defacing of Madrasah property. This includes but is not limited to desks, chairs, books, walls, floors, PCs, etc.
- Parents are requested to send Madrasah fee on time.
- Any dispute amongst parents should not be brought into the Madrasah.
- All parents visiting Madrasah premises, for dropping children off or picking children up or for any other reason, should adhere to Islamic principles.

