



بِسْمِ تَعَالَى

Bismihi Ta'ala

HUSAYNI MADRASAH GIRLS' SECTION DAR ES SALAAM

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Hadith from Imam Ali Ibn Al Husayn (AS):

'Were people aware of what lies in the obtainment of knowledge, they would pursue it even though they had to make voyages and endanger their lives to obtain it.

Dear Parents and Students,

As-salamun Alaikum.

The Management and staff of the Husayni Madrasah (HMGS) is pleased to welcome you to academic year 2024/1445 (AH). We look forward to our new year of continuing to pursue Islamic knowledge and values through Ahlul-Bayt (AS). We have an exciting, fruitful, and productive year ahead. With the help of the Almighty (swt) and your full cooperation (students & parents) we will, insha'Allah be successful.

The Husayni Madrasah thrives to provide a peaceful environment to elevate our spiritual life through self-purification by acquiring Islamic knowledge that is obligatory (wajib) for us. For us to succeed, we must have protocols to maintain the integrity and efficient operations. This circular provides the fundamental functioning roles for us to follow so as to maintain a pristine environment. This relates to students, staff, parents, and administration of HMGS.

The teachers at Husayni Madrasah play a crucial role as part of the learning process. We have a great and dedicated teachers including many with decades of experience in our faculty. They have vast knowledge of their areas of expertise. We also conduct regular trainings to enhance their core subject matter as well as explore new and effective learning techniques to enrich the academic environment.

This document contains important guidelines that must be adhered to by all. We encourage you (students and parents) to read it thoroughly. The online consent agreement is part of the registration form that was completed for this year, 2024. The student will not be able to attend classes if this is not done.

OUR VISION:

Husayni Madrasah's vision is to nurture students to become **'Thinking and Practicing Muslims'**.

MISSION 2024:**'Building a strong relationship with the Holy Qur'an.'**

Note: We will continue enforcing our mission and in addition, we seek to create a safe, exciting, Islamic learning environment where students are treated with love, kindness, and respect.

Together we keep up with the practice of Qur'an recitation at the Madrasah as well as at home since the time spent at the Madrasah is not sufficient to improve their recitation skills. Regular monitoring of the students' progress in a formative way will determine promotion.

MADRASAH (HMGS) VENUE & TIMINGS:

CLASS	DAY & TIMING	VENUE
Class 1 to 3	Tuesday & Thursday – 4:30 to 6:00 PM	UNION NURSERY
Class 1 to 12	Saturday – 8:45 AM to 12:15 (1&2) and 12:45 pm (3-12)	AL MUNTAZIR CAMPUS (UNITED NATIONS ROAD)

- ❖ Students **MUST** be collected at home time latest by 1:00 PM on Saturdays.
- ❖ **SIGN OUT:** Students of Classes 1 & 2 must be signed out by an adult with an authority card.
- ❖ Students (Class 4 to 12) with less than 70% attendance will not be allowed to sit for the Final Exams.

Communication:

HMGS Tel/WhatsApp No.	+255 685 202 258	Matters concerning "minor issues"
HMGS E-mail	hmgstabligh@ksijdar.org	For official communications
Late/Absentee note	https://forms.gle/EYtGMvUwZB1EwziVA	Non-exam related. Parents may contact the Heads of Departments (HODs) whose contacts are provided on the WhatsApp group for your child's class.

Parents are responsible to notify the Madrasah in case of any absence. Failure to do so, the Madrasah may be calling you to inquire about your child's absence.

TARBIYAH & CODE OF CONDUCT:

To foster core Islamic principles of self-worth, self-discipline and moral conduct, Husayni Madrasah has established rules and regulations. These enhance a good productive learning environment that allows effective learning and builds personality for the students with the final goal of being the followers of the Awaited Savior (atfs).

The Holy Qur'an says. يَا أَيُّهَا الَّذِينَ آمَنُوا قُوا أَنْفُسَكُمْ وَأَهْلِيكُمْ نَارًا [O you who have believed, protect yourselves and your families from a fire...] (Tahreem 66:6)

Tarbiyah (code of conduct) forms the basis of Akhlaq, hence, the HMGS follows the following system for students to accumulate rewarding points of good conduct or being penalized for bad conduct throughout the year.

The Holy Qur'an also says. إِنَّ الْحَسَنَاتِ يُذْهِبْنَ السَّيِّئَاتِ. - Indeed, good deeds do away with misdeeds. Hud (11:114)

Each student will be awarded with 100 points to start the year that can be awarded or deducted as follows:

A: PUNCTUALITY, ABSENTEEISM AND UNIFORM				
A student who abides to the code of conduct and has no offences at the end of every month will receive +2 bonus points per term.				
A student will receive +2 BONUS points every term if he/she wears full uniform				
LATE ATTENDANCE		1 st time	2 nd time	3 rd time
- 1 point	Tardiness is lack of discipline that will affect Tarbiyah points.	Verbal communication and reason signed by student.	Call to parents.	Meeting with parents.
A student reporting to Madrasah 30 minutes after commencement of class without prior notification from parents, may have further reduction in his Tarbiyah points.				
ABSENTEEISM		1 st time	2 nd time	3 rd time
- 2 points	Not filling the late/absence form by the parents within one week of absenteeism	Phone call to parents.		Meeting called with parents.
UNIFORM		1 st time	2 nd time	3 rd time
- 2 points	No appropriate uniform as defined in the uniform section	Verbal communication and name noted.		Communication with parents.

Students obtaining **100** Tarbiyah points at the end of the year will receive a **special award**.

B: ASSEMBLY/SALAAH PARTICIPATION	
+ 1 Points	A student who recites the Adhan (boys), Dua after Salaah or Ziyarat
+ 5 Points (per term)	A student who takes the initiative by researching, preparing, and presenting on a topic under the supervision of the Assembly Head

C: ACADEMICS				
+ 5 Points (per term)	A student that does community service throughout the year in the community and presents the necessary proof (Example: LMC, etc.)			
		1 st time	2 nd time	3 rd time
- 5 points	Cheating, passing documents to others or any form of malpractice during Examinations	Disqualified from the respective exam.	Disqualified from the entire term	Disqualified from the entire term
- 2 points	Failure to bring stationery or notebook as reported by the teacher.	Verbal reminder	Written reminder	Communication with parents
- 2 points	Disturbing in the class	Verbal reminder	Written reminder	Communication with parents
-5 Points	Absence from tests or exams without prior information or genuine reason.	Exams not recorded and no supplementary tests are available		
-10 Points	Forging parents / guardians' signature	Communication with parents		
<p>If a student is not be able to sit for an exam due to a valid reason, parents are required to inform the administration <u>prior</u> to the exam. There will be no supplementary exams; however, this exam will not affect the final grade.</p>				

D: Bunking, Smoking/Vaping, Bullying (Refer to anti-bullying Policy)				
		1 st time	2 nd time	3 rd time
- 10 points	Bunking/ Verbal abuse / Physical fighting in Madrasah (with colleagues or member of staff), Bullying/Threatening/Defaming	Warning given and note signed by student.	Meeting with parents	
- 10 points	Smoking or in possession (Vaping/e-cigarettes/ cigarettes)	Meeting with parents.		Detention (Tarbiyah)
- 2 points	Eating, chewing, and drinking except for water during class, e.g. soda, energy drink	Verbal reminder	Written reminder	Communicate with parents

E: GENERAL TARBIYAH OFFENCES				
		1 st time	2 nd time	3 rd time
- 5 points	Willfully damaging Madrasah property e.g. furniture	Communication with Parents & bear cost of damage		
- 5 points	Usage/possession of Mobile Phones or any other electronic devices during Madrasah hours without consent.	Verbal reminder & Phone will be temporarily held and returned to student after Madrasah hours.	Phone will be taken and only returned to Parent.	

TARBIYAH COMMUNICATION TO PARENTS:

In order to be proactive in your child's successful growth, we may communicate with Parents of any student whose Tarbiyah points fall below 70 by the end of term 1.

The Management strongly discourages bringing of valuable items (e.g. electronics / cash, etc.). The Management shall not be responsible for any stolen / lost items.

AGE CRITERIA

The Husayni Madrasah Girls' Section caters for both male & female students:

Female students (**5 to 17 years**): **Class 1 to 12.**

Male students (**5 to 11 years**): **Class 1 to 6**

HEALTH EMERGENCY

Husayni Madrasah management takes the health of your child very seriously. In case your child has any allergies or any specific medical condition, kindly let the management know of this during the start of the year. This can be done by specifying it in the registration form or emailing us at hmgstabligh@ksijdar.org.

In case your child has non-communicable illnesses (e.g. sport injuries, a fracture, diabetes or on any other medication) and wants to attend Madrasah classes, kindly inform us prior so we can cater for his needs. If a student falls sick during Madrasah classes, the student should inform the management office as soon as possible and the parent/guardian of the student will be contacted.

The Madrasah has limited medical professionals and a first aid kit to give first aid that may be required. In case of emergencies, the child will be rushed to HI-TECH Clinic and the parents will be contacted immediately.

STUDENT LEAVING

In case where a student would like to leave Madrasah in the middle of the academic year, please inform the management in writing at least 1 (one) month prior to the date of leaving. This is to ensure all requirements are met (e.g. Leaving Certificate, handover to madrasah property, etc.). We urge you NOT TO LEAVE in the middle of the academic year.

HYGIENE AND CLEANLINESS

The management would like to ensure parents that a Taahir and clean environment will be present throughout and hence urges the students to maintain the highest level of cleanliness and hygiene. This includes, but is not limited to, clean attire and appearance.

UNIFORM

Hijab is part of a Muslim's practice and plays an important role in expressing love for Islam and showing power in pleasing Allah (swt).

A uniform dress code reinforces pride in the students' appearance and instils recognition of themselves as an integral part of their Madrasah and Islamic community.



<p>IQRA CLASSES 1 TO 3 Boys & Girls Tuesday & Thursday</p>	<ul style="list-style-type: none"> ● Decent modest clothes. <p>For girls, sleeveless tops, skirts, or short dresses (above knee) are NOT allowed.</p> <p>For boys, sleeveless shirts are NOT allowed.</p>
<p>Girls Classes 1 - 4</p>	<ul style="list-style-type: none"> ● White Long-sleeved, plain top reaching below the knees ● White loose trousers or white salwar ● Plain white Makna ● Socks
<p>Girls Classes 5 - 10</p>	<ul style="list-style-type: none"> ● Black CLOSED Dress abaya that is plain, simple and loose ● Plain white Makna ● Socks that cover the feet well (not footies)
<p>Girls Classes 11 - 12</p>	<ul style="list-style-type: none"> ● Plain Black long abaya, long sleeved with elastic at the wrist or a cuff, (if it has bell sleeves, extensions must be worn), simple (no waist cut or flair) and loose (no belts). ● Plain NAVY-BLUE SHELA (NOT CHIFFON and NOT TRANSPARENT)
<p>Boys Classes 1 - 6</p>	<ul style="list-style-type: none"> ● White kanzu ● Trousers ● Topi

ANNUAL PLANNER

The Madrasah Annual Calendar highlights important dates and events in the Madrasah Academic year. Here is the [PLANNER](#). Please take note of the dates when planning your holidays, as we do not offer any assignment or exam re-sits.

MADRASAH CURRICULUM

Classes 1 to 3

ACADEMICS

- On Saturdays, the Tarbiyah syllabus provided by MCE is followed.
- Classes 1, 2, and 3 do not rely on textbooks or written exams. Instead, teachers conduct continuous assessments. Proficiency in language and literacy becomes increasingly important starting from Class 3 onward.

QUR'AN

- On Saturdays, one weekly lesson is dedicated to Qur'an recitation.
- Tuesdays and Thursdays are dedicated to the IQRA Program, designed to facilitate the easy learning and understanding of Arabic letters and the recitation of the Holy Qur'an. Additionally, Tarbiyah lessons, along with Qur'an recitation, are conducted twice a month.

Here is the link to the [Qur'an Recitation Benchmarks for Class 1 – 3](#).

Classes 4 to 6

ACADEMICS

- HMGS has adopted the Tarbiyah Syllabus from Madrasah Centre of Excellence (MCE) under World Federation.
- The Tarbiyah syllabus is based on Quranic worldview, our approach is integrated (incorporates all our core subjects: Qur'an, Aqidah, Tarikh and Akhlaq), learner-centered, and focused on "nurturing piety" in our students.
- Lessons are categorized as Tarbiyah 1, Tarbiyah 2 and Tarbiyah 3 (for Classes 5 and 6).
- Weekly assignments that are based on "Faith in Action" extend the lessons and encourage practical application of what students learn beyond the Madrasah. We will assign 13 – 14 assignments per term of which 10 best grades of the assignments will be used for the term grade.
- Exams will be conducted for Tarbiyah 1 (50 marks), Tarbiyah 2 (50 marks), Tarbiyah 3 (class 5 & 6, 50 marks), and assignments (50 marks).

QUR'AN

- We dedicate one lesson every week to Qur'an Recitation and urge the parents to follow up with continuous practice over the week. Efficiency of recitation can only be achieved through practice. Qur'an recitation is done in small groups progressing by use of the Qur'an Manuals to recitation of the big Qur'an.
- **Qur'an Manuals:** Students are provided with Manuals from Levels 1 to 4. These are Madrasah property and must be returned at the end of the year. If a Manual is lost or torn, the parent is

required to purchase another to replace it. We are currently in the process of introducing Level 5 book soon.

Classes 7 to 10

ACADEMICS

- In 2024, Classes 7 to 10 will adhere to the HMGS Syllabus, with a transition to the MCE Tarbiyah curriculum scheduled for 2025. Academic subjects will include Q114 & Akhlaq, Islamic History, and Dinyat (Fiqh & Aqa'id), with end-of-term exams for each.
- Each subject is divided into two terms, during which students will submit a take-home assignment.
- Marks for each subject will be distributed as follows:
 - 30% on Written assessments.
 - 20% on Take Home assignments.

QUR'AN

On Saturdays, one weekly lesson is dedicated to Qur'an recitation.

Here is the link to the [Qur'an Recitation Benchmarks for Classes 4 to 10](#).

Classes 11 & 12

- Students will undergo eight separate modules over the year - four during the first term and four during the second. Each module will assess students on the knowledge gained during the course by allocating 50 marks.

GRADUATION REQUIREMENTS AND ACADEMIC STANDARDS: GRADING, PASSING MARKS, AND EXAM POLICIES

- Awards are given for an Overall 'A' Grader.
- Classes 4 – 12: A Grade is 81% and above.
- The passing mark for classes 4 – 12 is 40%.
- The Madrasah does not offer supplementary exams or early exams. It is the responsibility of the student to make up for any missed percentage in other modules in the case of excused exam absence.
- Students in classes 11 and 12 have to attend all exams and pass all modules to qualify for graduation.

LEARNING SUPPORT

The Husayni Madrasah understands that every student learns differently and at their own pace. For students who require additional support to reach their full potential, we offer a personalized Learning Support (LS) program.

What is LS?

LS provides students with individualized attention and tailored learning plans to address their specific needs. This goes beyond what can be offered in the regular classroom setting, where diverse needs require a more flexible approach.

How does LS benefit students?

- Focused support: LS teachers work closely with students to identify areas for improvement and develop strategies to help them achieve the goals.
- Individualized learning: Personalized plans cater to each student's unique learning style and pace, ensuring they receive the support they need to succeed.
- Parental involvement: LS teachers collaborate with parents to ensure consistent support both at Madrasah and at home.

Together, we can help all students achieve their academic and spiritual goals. If you have any questions about the LS program, please don't hesitate to contact the Management.

EXTRACURRICULAR EVENTS

The Madrasah occasionally takes classes on field trips relevant to topics in the curriculum. Parents will be informed in advance about these trips and students will only be allowed to participate after a signed consent is received from the parents.

The Madrasah's student council, the Development Society, will organize activities for students. Please make sure that your child actively participates in these activities to promote positive social interactions. You will be required to sign a consent agreement to allow your child's participation for these events.

STUDENT-PARENT-TEACHER MEETINGS AND COFFEE SESSIONS

Parents are welcome to make an appointment with the HOD/management, through the Administrator to discuss their child's progress. Arrangements can be made to talk to the teachers if need arises.

In addition, Husayni Madrasah organizes at least 1 formal Student/ Parent/Teacher (PTC) meeting in the academic year. The meeting is designed to discuss your child's progress and your participation/cooperation.

Furthermore, the Husayni Madrasah provides a platform on regular basis for parents to propose general suggestions and discuss issues. We strongly encourage parents' attendance and participation for collective development.

HMGS MANAGEMENT RESERVES THE RIGHT TO AMEND THE RULES TO FACILITATE THE PROPER ADMINISTRATION OF THE PROGRAM WITH ADEQUATE CONTROL AND INTEGRITY.

We look forward to your continued support and co-operation. We wish our students a year of fulfilling personal growth, successful learning and great achievements.

With Duas,

Management,
Husayni Madrasah.