

THE SAHAABAH WAY



Comprehensive School Policy and Ethics Code of

SAHAABAH CITADEL OF LEARNING

Background

Sahaabah Citadel of Learning (SCL), established in 1436AH (2015CE), is an islāmic oriented school situated in Millennium City, Chikun Local Government Area of Kaduna State - Nigeria. Our school aspires to attain nothing short of excellence in all aspects of school life, and we work hard to nurture and produce a generation that contributes positively to the larger society.

SCL, inshā-Allāh, provides Muslim children excellent quality education and facilities for their overall development. The School teaches all aspects of the National Curriculum, which is complemented by the islāmic Curriculum. This consists of Arabic, Qur'ān and Islāmic Studies. By this we aim to deliver an excellent admixture of conventional and islāmic education that will mould the students' personality according to the pristine islāmic tenets and values, and enhance the all-round development of their spiritual and mundane life. Our students are taught moral values and various skills to face the dynamic challenges and opportunities of life with confidence, rectitude, self-discipline and God-consciousness.

1.0 The Aims of the School

- As implied in our motto, “Learning for both the worlds”, we strive to provide the best education that will be beneficial in this world and the hereafter, in a secure and conducive islāmic environment through practical application of the Qur'ān and Sunnah.
- To provide children with an environment in which they can develop their islāmic principles alongside their academic performances.
- To equip children with a sense of God-consciousness and adherence to the Qur'ān and Sunnah of the Prophet Muhammad (SAW).
- To develop our pupil's self-confidence and to help them value their own achievements and those of others.
- To create a happy, islāmic, well-ordered school which promotes good relationships, courtesy and caring attitudes towards others.
- To foster the professional development of our staff, enabling them to develop their skills and expertise.

2.0 Equal Opportunities

Based on our belief as Muslims that all individuals are equal, we aim to structure the curriculum, organization and management of the school, so that all individuals are offered equal opportunities for participation and advancement, regardless of gender, social class, race, religion, age or disability. Children are encouraged to develop an awareness of their responsibilities towards not only themselves and their

“O Mankind, We created you from a single (pair) of a male and female and made you into nations and tribes, that you may know each other. Verily the most honourable of you with Allah is he who is the most righteous of you.”
Al Qur'an 49:13

family & friends, but also towards their peers, the community, and the society at large. The School promotes and enjoys a warm family atmosphere.

There are many references to equality in the Qur'an & Sunnah:

"The believers are nothing else than brothers (in Islamic Religion)."
Al Qur'an 49:10

"The believers, men and women, are Auliya' (helpers, supporters, friends, protectors) of one another."
Al Qur'an 9:71



All mankind is from Adam and Eve, an Arab has no superiority over a non-Arab, nor a non-Arab has any superiority over an Arab; also a white has no superiority over a black, nor does black have any superiority over white except by piety and good action. Learn that every Muslim is the brother of another Muslim, and that Muslims constitute one brotherhood. Nothing shall be legitimate to a Muslim which belongs to a fellow Muslim unless it was given freely and willingly. Do not, therefore, do injustice to yourselves. Prophet Muhammad (SAW) Last Sermon

3.0 The School Day

Resumption Time: 07:30am
 Assembly: 07:45am
 First Break: 10:00am – 10:30am
 Second Break: 12:45pm – 01:00pm
 Dhuhr Prayer: 01:30pm
 Home Time: 02:00pm

4.0 Admissions Policy

- a. Admission into Sahaabah Citadel of Learning is on first come first serve basis. Priority is however given to children of members of staff of the school and siblings of currently enrolled pupils.
- b. Kindly bear in mind that the school is yet to provide facilities for children with special needs or disabilities.
- c. Interested parents are expected to book their children and follow the instructions provided during the screening and registration period.
- d. Admission into the kindergarten class does not require any formal examination. However, prospective pupils may be screened to determine their eligibility.
- e. A conventional entrance examination is given to pupils seeking admission into all other classes. The number of pupils admitted is determined by the vacancies available.
- f. Parents are to purchase the application forms and attach the following documents:
 - Birth Certificate
 - Report Card of previous two terms
 - Two passport size photographs of the child
- g. When the examination date is set, parents are notified and afterwards successful candidates are be given offers of admission, which they are required to promptly accept or decline.

5.0. School Fees Policy

SCL is an independent, self-funding institution, therefore, parents/guardians are required to promptly pay their children's/ward's school fees, which is the main source of revenue for the smooth running and operation of the school. Our goal is to deliver quality education, and this comes at a cost.

The fees and levies collected at SCL are essential in providing high quality education for students, and are used for the following purposes:

- Provide resources, materials, facilities and equipment for teaching and learning.
- Provide teaching, administrative and ground staff.
- Maintain school structures and other facilities.

Non-payment/irregular payment of school fees negatively impacts on the smooth running and administration of the institution.

5.1 Aims and Objectives of the School Fees Policy

The aim of the school fees policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their children's school fees on time.

The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

5.2 Payment of Fees

a. Fees for each term are due and payable before the commencement of the term to which they relate, and are non-refundable. Therefore, all school fees must be fully settled on or before school resumption, or within the first three weeks of resumption at the latest. Parents who are unable to settle their children's school fees in full within this period of grace are advised to keep them at home to avoid the embarrassment of being excluded and sent back from school.

b. Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account.

c. All payments must be done through bank deposits/transfers to the school account, as cash payments are no longer acceptable at the school. This is essential to ensure good financial management of our cash flow and for security purposes.

School Account: - Bank: Lotus Bank Limited
Account Name: Sahaabah Citadel of Learning
Account Number: 1000018174

d. Parents/guardians are required to present evidence of payment to the school for issuance of receipts.

e. No refund of money after payment is made.

5.3 Payment of Fees by a Third Party

An agreement with a third party (such as scholarship/sponsorship agencies) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults, and does not affect the operation of any other of these terms and conditions.

5.4 Payment Discounts

a. **Early Payment Discount** – School fees which are paid in full by the first day of term qualify for an early payment discount of 5%.

b. **Advance Payment Discount** – Sahaabah Citadel of Learning offers a 10% discount on fees paid in full for multiple terms (two, three or more) in advance. To qualify for this discount, the fees have to be paid in full (not in installments) within the first week of the current term.

c. **Siblings and Teacher's Children Discount:** Parents with more than three children in the school, and students whose parents are members of the academic staff of the school are also entitled to some special discounts. Please see the school coordinator for details.

d. **Double Discount:** Where a parent intends to make payment for multiple terms, and has qualified for the siblings' discount, only one discount shall be applied. Ditto for early payment and advance payment discounts coinciding.

5.5 Instalment Arrangements (Payment Plan)

a. An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the school.

b. Any agreements (payment plans) will be confirmed in writing and signed by both parties.

c. If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately. Appropriate action, which could include exclusion, shall then be taken if payment is not made.

d. The school can only accept a total of three (3) installments on school fees, to be completed effectively before the end of the third week of resumption, otherwise defaulting students will be prevented from writing the continuous assessment tests which takes place in the fourth week.

5.6 Refund or Waiver of School Fees in Special Circumstances

School fees shall not be refunded or waived if:

- a. The pupil is absent through illness; or
- b. A term is shortened or a vacation extended; or
- c. The pupil is released home before the normal end of the school day; or
- d. The school is temporarily closed due, for example, to disease outbreak or insecurity; or
- e. For any other reasonable reason.

5.7 Default on School Fees Payment

a. Defaulting students on school fees payment shall be excluded and sent back home without prior notification to the parents, and the school shall not be accountable for any liabilities/consequences arising therefrom.

b. Excluded students who stay away from the school for more than three weeks would be deemed to have withdrawn from the school without notice.

c. The parents of such student shall be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees, regardless of the value of the school's claim.

5.8 Payment Default on Student Withdrawal

- a. In the event a parent or guardian, for any reason withdraws his child/ward from the school, all pending school fees must be immediately paid within a period not later than 24 hours from the date that such students stops attending classes. This policy shall prevail even if the parent/guardian had signed a promissory note stating otherwise. The withdrawal of student(s) invalidates any grace of indebtedness given by the promissory note.
- b. Where a student has reported to school and registered presence at the commencement of a term before payment of school fees and is withdrawn at any point before the end of 4 weeks – regardless of whether he has been present the whole period or not – such student or his parent/guardian shall be liable to pay an amount equal to 60% of the school fees. Where the period is more than 4 weeks, then 100% of all fees must be paid.
- c. Students who have spent 3 consecutive weeks without attending classes and no explanations from the parents is received prior or after the 3rd week, the parent shall be presumed to have withdrawn their wards and the above provision shall apply.

5.9 Fee increases

- a. Fees are reviewed annually vis-à-vis operational expenses, and are subject to reasonable and commensurate increase where deemed necessary.

5.9.1 Information about fees

- a. The parent/guardian consents to the school making enquiries of the pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.
- b. The parent/guardian also consents to the school informing any other school or educational establishment to which the pupil is to be transferred if any fees of this school are unpaid.

To find out the applicable school fees please visit the school or our website, www.sahaabahonline.com, or contact us at sahaabahonline@gmail.com. Alternatively, please call us on any of the following numbers: 08050226182, 09020017760.

6.0 Uniforms

- a. All students are required to come to school in their school uniforms and must wear them during school hours. This gives each child a sense of belonging and pride in the school, and makes them unique.

Boys Uniform	Girls Uniform
▪ White skull cap	▪ White hijab

<ul style="list-style-type: none"> ▪ White short sleeves shirt ▪ Royal blue trousers ▪ Blue sweatshirt or jumper with school logo ▪ Black covered shoes ▪ ID card (attached to blue lanyard and placed round students' neck). ▪ Long white socks ▪ Secondary school boys are to wear white long sleeved shirts with blue waist coat. 	<ul style="list-style-type: none"> ▪ White top long enough to reach below the knees ▪ Blue trousers ▪ Blue sweatshirt or jumper with school logo ▪ Black shoes
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b. Girls' uniform, apart from fitting the above description, must meet islāmic requirements pertaining to fitting; that is all female students' upper dress must reach below the knees while the lower dress (trousers) must reach their ankles, their socks must reach the middle of their shins when pulled up, and their capes (hijabs) must fall below their buttocks. As such, if your daughter outgrows her set of uniform, it is mandatory that you purchase a new set for her to replace the outgrown one.

c. Henna is prohibited for girls except when returning from eid holidays. Family weddings are not an excuse for henna and your daughter will be asked to remain at home until such a time as her henna designs fade off.

Consequences

d. Failure to comply with the dress code as described above, your child will automatically be asked to return home and dress properly, after-which he/she may return to school. Parents, guardians and chauffeurs should kindly note that once a child is asked to return home to dress properly, no excuses such as living too far away from the school, traffic jams, lateness to work, etc., shall be accepted. As such it is very important that the adult responsible for conveying the child to school ensures that he/she is fully and properly dressed before leaving the house for school every day.

7.0 School Attendance

7.1 Regular school attendance is essential for children to reach the fullness of their potentials, therefore pupils are required to be punctual and regular with attendance. Punctuality and regular attendance are part of the moral traits the school aims to inculcate in the students, as they grow up into independent adult individuals in life.

7.2 We strongly advise parents not to take children on long trips and holidays during school terms, as it encourages truancy, and the distraction and interruption of studies it causes inevitably affects their academic progress. We, therefore, urge parents not to take children out of school within the term unless it is unavoidable, like in cases of illness. Teachers are mandated to record absence as well as lateness in the class registers.

7.3 Finally, when children are absent due to illness or any other reason, parents are required to send a letter outlining the reason for absence. This will then determine whether the absence is noted in the register as authorized or unauthorized.

- a. Authorised absence includes explainable absence due to illness or any other valid reason.
- b. Unauthorised absence includes absence for which no prior approval from the school authority was sought and given, and for which no explanation from the parent/guardian was offered.

8.0 Sports Day

8.1 Sahaabah Citadel of Learning issued or approved sportswear is mandatory for all students. Parents and guardians are advised to obtain sports wears for their children from the school.

8.2 Wearing normal school uniform on sports days (Tuesdays) is prohibited, likewise wearing sportswear on other schooldays.

9.0 School Rules

9.1 Rule 1 – Lateness to School

- a. The importance of students arriving school on time before the beginning of their lessons cannot be over-emphasized. A student who consistently arrives late for the first period of each lesson of each day is bound to see a negative impact on his/her academic performance in the long run.
- b. It is also a sign of indiscipline and a lackadaisical attitude towards learning in general for a child to be unable to get to school before assembly time and before commencement of classes. While Sahaabah Citadel of Learning does take into consideration unforeseen circumstances that may lead to a child arriving school late, consistent late coming is absolutely unacceptable and will not be tolerated.

Consequences

- c. Student will be sent back home on every three strikes received for late coming. When a child is sent home, they must be accompanied to school with a parent for a compulsory roundtable to discuss the reasons for continued lateness and possible interventions that could be of assistance to the student to avoid future reoccurrence.

9.2 Rule 2 – Unexcused Absence from School

- a. At Sahaabah Citadel of Learning, we guard, jealously, every minute that constitutes **Term-Time**, as it relates to our students. During term-time, we categorically believe that our right to have the child in school overrides the parent's right to have the child anywhere else, except in inevitable circumstances. As such, Sahaabah Citadel of Learning reserves the right to refuse requests from parents to pull the child out from school for non-essential travels.

b. In the event that a parent goes ahead and allows his child to be absent from school even after a request has been refused by the school management or even decides not to seek permission at all, the student will be made to face disciplinary actions as deemed appropriate by the school.

c. Parents who consistently apply for excused-absence for their children, even if granted by the school, should note the following:

- I. Every child is mandated to have a minimum of a combined total of 75% attendance, before the school will agree to register him for any external examination which includes, NECO BECE, WAEC, and SENIOR NECO.
- II. Regardless of the reason, if your child does not have the required 75% total attendance during an examination year, he/she shall not be registered for any external examination.

9.3 Rule 3 – Not Submitting Assignments or Submitting Empty Assignment Booklets

Assignments are essential to keeping your child up to task for the next day's lesson. Failure to submit a well-done assignment ultimately slows down the student's academic performance. Therefore, at Sahaabah Citadel of Learning, homework must be done and submitted on time. Defaulting students shall be made to face disciplinary actions.

Consequences

- a. Your child shall be subjected to isolation during recreational periods on stated days, and he/she shall be compelled to complete the assignments they defaulted on before joining the other classmates for the day's activities.
- b. If defaulting persists, parents will be invited to the school for a discussion where factors that may be hindering the child from doing any work at home will be analyzed.
- c. Failure of a child to complete a minimum of 75% of assigned homework in a session will ultimately lead to the child being asked to repeat the school year.

9.4 Rule 4 – Sleeping in the Classroom

Learning, and all the activities that comes with it, demands active participation of the students. A child who does not have enough sleep ends up sleeping all day in the classroom thereby missing out on vital class activities.

Consequences

- a. Parents are advised to mandate their wards to go to bed on time so as to get them ready for the rigor of daily learning. As long as a student is physiologically okay, teachers are mandated to insist they stay awake during lessons even if the student has to remain standing for the duration of the

lesson. Students who constantly fall asleep in class will initially be engaged in community labour tasks such as sweeping and mopping common areas, hoeing grassy areas, washing toilets, etc.

b. Should the sleeping episodes persist, parents will be called in to the school for a session to discussion and analyse factors that may be contributing to the child's malaise in class.

c. Should the behavior persist, the school may have no choice but to recommend a voluntary withdrawal of the child's enrolment.

9.5 Rule 5 – Disruption of Classroom Activities and Disobedience to School Authority

Students who continually prevent free flow of content coverage in the classroom and refuse to do as they are told by their teachers pose a serious disturbance to their colleagues and hamper smooth learning and teaching process. No child has the right to deprive other students from learning in a conducive environment.

Therefore, at Sahaabah Citadel of Learning, we operate a zero-tolerance policy towards classroom disruption, defiant and rude attitude towards teachers and general disrespect for school authority. Such misconduct shall be dealt with decisively.

Consequences

A child who continuously disrupts classes and refuses to cooperate with and obey his/her teachers will be disciplined with any of the following internal measures in the first instance:

- a. Exclusion from classroom activities – it follows automatically that the student will thus be engaged in one or more community labour activities as mentioned earlier. The student will then be placed back in class with his peers with strict monitoring to see if he/she is ready to comply.
- b. 1-3 Day Internal Exclusion/Isolation sessions – Student will be placed in any of the school's isolation rooms from start of the school day until pick-up time for the duration of 1 – 3 days. Student will be engaged in notes copying and classwork completion for all the classes ongoing on his/her normal timetable.
- c. Failure of student to comply with above will then lead to the student being disciplined by the school Director either in front of his classmates or in front of the school's weekly assembly. This discipline may include a few strokes of cane on the lower part of the student's body.
- d. After all internal school measures have been exhausted, the child's parents will be informed of all the above unsuccessful disciplinary measures taken and such student shall be automatically placed on a 3-day External Exclusion.
- e. Any child who continuously displays the tendency to disrupt classes and continues to show disregard for school authority SHALL NOT be re-enrolled in the next term.

9.6 Rule 6 – Indecency, Immorality and General Misconduct

- a. Insulting teachers, talking back at teachers, sexually suggestive behavior between male and female students/teachers, and other related forms of misconduct are taken very seriously at Sahaabah Citadel of Learning, and shall not be tolerated in the least.
- b. Parents are strongly advised to caution their children/wards to shun all the above-mentioned forms of misconduct, lest the school would deem such children/wards a danger to other students.
- c. Every member of Sahaabah Citadel of Learning – students and teachers alike – must feel a sense of moral, physical, and psychological protection from all forms of vice and assault.

Consequences

- d. A child engaged in any of the aforementioned or related forms of misbehavior shall be made an example in front of the whole school at the assembly ground.
- e. He/she shall be made to face disciplinary actions including, but not limited to, a mandatory 3-day external exclusion.

9.7 Rule 7 - Possession of Contraband

- a. Bringing items such as electronic gadgets (phones, tablets, etc.), money, laptops (when not instructed by the ICT teacher), fireworks, drugs without valid doctor's prescription, and any item for sale is prohibited.
- b. Any child found guilty of any of the above shall be constituted as a danger to the well-being of the other students.

Consequences:

- c. Such material(s) shall be confiscated and returned to the guardian/parent only at the end of the term.
- d. Parents/guardians coming in to the school to claim the confiscated item belongs to them and thus must be released to them immediately shall not be entertained. Such parents are advised to ensure their personal items are not brought to school by their children to avoid any unpleasant circumstance.
- e. Defaulting students shall be subjected to any or a combination of disciplinary actions – such as suspension, strokes of the cane, manual labour, in-school isolation, and writing of lines – as deemed necessary by the school management.

9.8 Rule 8 - Late Pickup after School Hours

Every school day has a designated closing time. Teachers and other members of staff get tired after a hard day's work and deserve to return home on time to their families to get adequate rest and prepare for the next day's work. As such, parents are enjoined to pick up their children/wards promptly at the close of school, so that the teachers/care givers are not kept waiting behind after school hours.

The school shall not be liable for any consequences that may arise from late pick-up of students after school hours.

9.9 Rule 9 – Disrespect to School Authority by Parent/Guardian/Designated Chauffeurs

a. At Sahaabah Citadel of Learning, every single member of staff, including the school Director, is bound by islāmic ethics and the ethics of professionalism which mandates us to address all parents/guardians and visitors alike with utmost respect and regards. This courtesy, however, is expected to be reciprocated by our esteemed customers (parents/guardians). It goes without saying that the respect a child will have for his/her school largely depends on the respect which they see the adults around them (parents and guardians especially) give to the school.

b. With the above in mind, Sahaabah Citadel of Learning has adopted a zero-tolerance policy towards any form of disrespect, intimidation, or harassment of any of its staff members by any parent/guardian or designated caregiver or chauffeur. No member of staff is involved in policy development – they are only policy implementers – therefore, they reserve the right to do the job they are paid to do without fear of any kind of physical or verbal assault, or any form of blame.

c. Particularly, drivers who drop-off and pick-up students are expected to observe school security protocols. The use of abusive words, disregard for instructions, dangerous driving and outright refusal to abide by orders given by the security guards and school staff on duty at the point of pick-up and drop-off is completely unacceptable.

d. Also, parents coming to the school to harass and assault teachers and school officials because their children were sent home for defaulting in payment of school fees or for any other reason, whatsoever, will not be tolerated.

e. Parents/guardians who have genuine and reasonable complaints are advised to be civil and follow proper grievance procedures, by reporting to the appropriate school authorities, to have their issues addressed.

Consequences

f. Any parent who verbally assaults any teacher or school official for any reason will have his/her child expelled from the school, and such cases would only be revisited after a formal written apology from the erring parent. This also applies to parents/guardians who call teachers on the phone and speak to them in very rude and derisive manner.

It is a bad example and a dangerous precedence to insult the very persons that impart beneficial knowledge to your own children, and it is even worse when this is done in front of the children. Therefore, such uncouth and disrespectful attitude shall not be tolerated from any parent.

g. In the unlikely event of a physical assault by a parent on any of our members of staff, the school management shall promptly involve the police and press charges of assault in the court of law against such recalcitrant parent, no matter how highly placed he or she may be. In addition, the student of such parent shall be given an automatic Permanent Expulsion from the school.

This policy document takes effect from the 1st day of September, 2023, and is binding on every student and staff of Sahaabah Citadel of Learning.

We welcome each and every student to Sahaabah Citadel of Learning, and wish you a fruitful time with us as we employ every resources to build you into sound and morally upright individuals that will contribute positively to the development of the society and to humanity at large.



ABDULRAZAQ BELLO OARE
Director, SCL

SCL DISCIPLINARY POLICY ACKNOWLEDGEMENT

This is to acknowledge that I have read and understood the Sahaabah Citadel of Learning Policy Book (The Sahaabah Way), and I do hereby agree to abide by the said policy.

Name of Student: _____

Name of Parent/Guardian: _____

Email: _____

Phone Number: _____

Signature of Parent/Guardian: _____ Date: _____

This policy shall come into effect on the 1st Day of September, 2023, and shall be binding on every student and staff of Sahaabah Citadel of Learning.

Policy Version History

Version	Date	Description	Approved By
1.0	01/09/2023	Approved School Policy	Proprietor

Note: This policy acknowledgment page must be signed and returned to the school not later than three days from the date received.