Sayyida Aisha Center for Education and Development.

مركز السيدة عائشة للتعليم والتربية

The mother is the school. If you educate her well, you educate a nation with noble roots.

EXTRACT FROM THE CONSTITUTION

Class Rules & Procedures

Word-for-word extracts from the Constitution of the Sayyida Aisha Center for Education and Development: conduct of classes on WhatsApp; attendance, punctuality and leave; assessment, examinations and promotion; the code of conduct; discipline and grievances; and records and communication.

ARTICLE 11 — Conduct of Classes on WhatsApp

Platform

11.1 Classes are conducted live through WhatsApp. Each class has its own WhatsApp group, administered by the Center. For workshops and special sessions the Center may use Google Meet or another suitable platform, with prior notice.

Class Groups

11.2 Each class group is managed by at least two administrators: one from the administration of the Center and one facilitator or Supervisor.

11.3 Only admitted students, the assigned facilitators, the Supervisors and the administrators are members of a class group. No one may be added without approval from the administration.

11.4 The group description states the class name, the days of study and the group rules. The timetable of the class is pinned in the group.

Call Links

11.5 The Class Prefect creates the call link for the class some hours before the class begins and posts it in the class group, so that every student has time to prepare and join.

How a Class Is Conducted

11.6 A class follows this order, as far as possible:

1. **Joining:** students join the call using the link posted in the group, from a quiet place, and keep their microphones muted.
2. **Opening:** the facilitator greets, begins with praise of Allah and salutations on the Prophet (peace and blessings be upon him), and states the topic of the day.
3. **Qur'an recitation:** each student reads one page, in turn, as in Article 10.
4. **Lesson:** the facilitator teaches the lesson. The text being studied may be shared in the group in clear written form or as an image so that students can follow it.

5. **Questions:** students ask questions in the manner set out in 11.9, and the facilitator answers them.
6. **Summary and assignment:** the facilitator or Class Prefect gives a short summary and the assignment or revision for the next session.
7. **Closing:** the class ends with the closing du'a and a reminder of the next session.

Rules During Class

11.7 **Class times.** Classes start and end at the times on the timetable. Messages unrelated to the lesson shall not be posted in the group during class time.

11.8 **Microphones.** A student keeps her microphone muted when she is not speaking and unmutes it when she wants to speak.

11.9 **Speaking and questions.** When a student wants to speak, she first says the following to her facilitator, then speaks politely and to the point:

> أحسن الله إليك
>
> **(Aḥsana Allāhu ilayk)**
> Say this to your facilitator before you speak, then speak politely and to the point.

11.10 **Responding.** A student shall not remain silent when the facilitator is speaking to her. She shall respond clearly and politely.

11.11 **Private matters.** Personal questions that need privacy, especially on women's matters, shall be sent privately to the facilitator or to a designated female administrator, and not in the group.

11.12 **Language.** The language of teaching is determined by the facilitator and may combine Arabic for the texts with Hausa, English or another language of the class for explanation. Offensive language is not allowed.

11.13 **Lesson materials.** Students shall not forward the facilitator's lesson materials outside the group without permission from the Center.

Privacy and Safety

11.14 No member shall record the class, or share photographs, videos, voice notes or personal information of another member, without her clear permission.

11.15 Phone numbers in the groups are for the Center's purposes only and shall not be used for advertising, solicitation or any other purpose.

11.16 Members shall keep what is discussed in the classes and groups private. Discussions on sensitive matters, such as menses and family matters, are for learning and shall not be repeated to non-members in a way that may embarrass anyone.

11.17 No links, advertisements, forwarded messages, chain messages, political content or unrelated promotions shall be posted in any class group.

Network Problems

11.18 **Cancellation and network failure.** Classes are not cancelled easily. When the network fails, the class is held as a direct conference call.

11.19 **Network and data difficulties.** A student who misses part of a class because of network or data problems shall catch up using the summary and the text shared in the group, and contact the Class Prefect or facilitator for any gaps.

ARTICLE 12 Attendance, Punctuality and Leave

12.1 Students shall be present at every scheduled class, including the revision day.

12.2 The Class Prefect records attendance at the start of every class and submits the record to the administration weekly.

12.3 A student who cannot attend shall inform the Class Prefect or the facilitator, giving a reason, before the class where possible.

12.4 A student who is absent for three (3) consecutive classes without notice shall be contacted by the administration. Continued absence may lead to removal from the group after due notice.

12.5 To be eligible for promotion, a student should attend not less than seventy-five percent (75%) of the classes in a term, unless excused for a good reason accepted by the Academic Committee.

12.6 **Pausing.** A student who wishes to pause her studies communicates with the Supervisor of her class. When she comes back, she registers again.

12.7 Facilitators shall also be punctual. A facilitator who cannot teach shall inform the Supervisor of her class as early as possible so that a replacement or a new time may be arranged.

ARTICLE 13 Assessment, Examinations and Promotion

13.1 Student progress is assessed through continuous assessment (assignments, recitation, class participation and short tests) and an examination in each subject.

13.2 Examinations may be written, oral or audio-based, and shall be conducted with honesty and fairness.

13.3 The pass mark in each subject is fifty percent (50%), unless the Academic Committee decides otherwise and announces it.

13.4 Promotion from one class to the next is decided by the Academic Committee on the basis of results, attendance and conduct. A student who does not meet the standard may repeat the class or be given extra support. A student who completes a programme moves to the next class when the year ends.

13.5 Students are informed of their results after the examinations. Certificates are not given to students after the examinations.

13.6 Students who perform extraordinarily in class are given books as a reward.

ARTICLE 16

Code of Conduct

All members of the Center, whether students, facilitators, supervisors or administrators, shall observe the following:

- **Intention and manners:** seek knowledge for the sake of Allah and show good manners (adab) towards knowledge, teachers and fellow students.
- **Respect:** speak kindly and respectfully at all times, in the classes, in the groups and outside them. Mockery, insults, backbiting, slander and spreading rumours are forbidden.
- Do not join classes from a noisy environment.
- Mute your microphone when you are not speaking, and unmute it when you want to speak.
- Do not stay silent when the facilitator is speaking to you.
- **Facilitators:** be serious with students and create a pleasant and welcoming environment when teaching.
- Greet your facilitator with "أحسن الله إليك" whenever you want to speak.
- **Dress and presence:** when on calls or video, observe Islamic modesty and the rules of privacy of the home.
- **Honesty:** be truthful in all dealings, including attendance and assignments.
- **Confidentiality:** respect the privacy of others and keep private matters private.
- **Unity:** avoid causing division, and refer disagreements to the administration instead of quarrelling in the groups.
- **Responsible use of technology:** use the WhatsApp groups for learning only, and follow the rules in Article 11.
- **Care of the Center's name:** speak and behave in a manner that honours the Center and Islam.

ARTICLE 17 Discipline and Grievances

17.1 Where a member breaks this Constitution, discipline is applied fairly and with the aim of correction. The usual steps are:

1. A private verbal reminder or advice.
2. A written warning.
3. Temporary suspension from the class group.
4. Dismissal or removal from the Center for serious or repeated offences.

17.2 Serious offences, such as spreading indecent content, insulting the religion, harassment, violating another member's privacy, or deliberately disrupting classes, may result in suspension or dismissal without earlier warnings.

17.3 No member is disciplined without being told of the complaint and being given the chance to respond.

17.4 Disciplinary decisions concerning students are made by the administration with the Academic Committee. Decisions about facilitators are made by the Board. A member may appeal to the Board in writing within seven (7) days.

17.5 Any member with a complaint or grievance may present it, privately and respectfully, to the Class Prefect, a facilitator, a Supervisor or the Executive Secretary, who shall forward it to the appropriate authority. All complaints are treated confidentially and answered promptly.

ARTICLE 20 Records and Communication

20.1 The Center keeps records of admission, attendance, results, facilitators, supervisors, minutes and accounts.

20.2 Official announcements, timetables and notices are shared by the administration in the WhatsApp class groups, and where necessary in a general announcement group in which only administrators may post.

20.3 Personal data of members is kept private and used only for the work of the Center.

20.4 **Parents and husbands.** The Director calls the parents or husbands of students from time to time to give them an update on the improvement of the students.

20.5 **Website.** The Center is building a website, which will be announced to members when it is ready.

20.6 The Center may be contacted on 0247222057 or 0267309184, or by email at sayyidaaishacenterforeducation@gmail.com.