



## **Rules and Regulations**

### **Class Schedule and Attendance:**

- Class timings are Monday to Friday from 8:00 am to 5:00 pm and on Saturday from 8:00 am to 1:30 pm.
- Students must arrive before 8:00 am everyday and lateness will not be tolerated.
- Students will not be allowed to leave earlier than 5:00 pm unless a valid excuse has been submitted (via written notice or phone call) and permission has been granted by the office.
- If a student is absent, he must bring a letter signed by his parent/guardian explaining the reason for his absence to the office. Absence without a valid excuse will not be tolerated.

### **Dress Code and Appearance:**

- All students must wear a plain salwar/qamees or thawb/jubba (preferably white) with a white topee.
- Jeans, dress-pants, baggy pants, and shorts are **NOT** allowed.
- Students must cut their hair short in such a way that is even on all sides.
- Students must grow their beard to the length of one fist. Any student who cuts/shaves/trims their beard will be reprimanded severely.

### **Electronics:**

- Students are **NOT** allowed to own a smartphone. If needed, they can own a button phone which must be given to the designated teacher at the beginning of the day and will be returned at dismissal. An-Noor is not responsible for any losses or damages.
- Students are **NOT** allowed to use any types of social media. Random searches will be conducted at the discretion of the institute.

### **School supplies and Preparation:**

- Students must bring to school ALL of the following everyday:
  - All books listed on the class schedule for Alimiyyah and Hifz.
  - All required supplies (Notebooks, Pens, etc.) listed on the supply checklist.
  - Appropriate books/laptop for academic studies according to the class schedule.
- Students who do not bring their learning materials will not receive instruction until a parent/guardian brings the missing items.
- Parents are strongly requested to make sure everyday that the correct learning material is with the student before they leave home.
- Readmission for returning students is \$100 at the beginning of every school year.
- Tuition is due on the first school day of every month and is payable in cash or check.

Behavior and Conduct:

- Disrespect to any staff member will not be tolerated and any student who shows any type of disrespect will be reprimanded severely.
- Parents and students should ensure that all communications to the institution are done respectfully and cordially.
- Respect must be shown to all teachers, books, desks, school property, and fellow students and classmates. Any type of fighting and vandalism will **NOT** be tolerated.
- If a student is found using vulgar/crude language or involved in any inappropriate discussions he will be reprimanded severely.
- The possession or use of any form of drugs, intoxicants, cigarettes, e-cigarettes, vapes, or any other prohibited substance will not be tolerated. The Administration also reserves the right to execute all disciplinary actions deemed necessary in any case of any violation.
- Similarly, the possession or use of any form of weapons, knives, or any other dangerous objects will not be tolerated.

Lunch/Snack:

- Lunch/Snack must be brought from home every day unless stated otherwise.
- No student will be allowed to go outside the school premises to buy food or any other item.

Homework/Hifz Report Book:

- For Hifz students, parents must make sure to sign their report book every day. If a signature is missing for three days consecutively, the student will not be allowed to sit in class.
- Parents must ensure that their child joins their appropriate Google Meets Classroom everyday except Saturday from 7:30 pm to 9:00 pm. If a student is unable to join for whatever reason, parents must inform the appropriate teacher beforehand.
- Homework must be completed every day. Any student who fails to submit the homework at its appropriate time will be punished either by detention or any other means determined by the teacher.

**I have read and promise to follow all the school rules mentioned above or otherwise.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date