



School Rules and policies

Preamble:

An enrolment is accepted on the understanding that all school regulations will be observed:

Respect for our rules will ensure that all students will benefit from the diverse learning opportunities we provide. We seek the co-operation of parents in enabling all teaching and learning processes to be carried out in a harmonious way. All judgment is at the discretion of the College Management Board in accordance with the Sharia.

Behaviour

1. In speech and manners, all students are expected to act in such a way that good relationships and team play are established with fellow students and staff under all circumstances
2. Any behaviour which harms other students is regarded as **'misconduct'**.
3. Bullying, violence, tribalism or racism, verbal abuse and any action which intrudes on fellow student's rights are not be tolerated.
4. Integrity, respect, courtesy, kindness and fairness towards others should be our key manners.
5. Substances or articles likely to be physically harmful (fireworks, needles and pins, knives, lighters, matches etc) are not permitted to be with any student at any time.
6. Smoking, sniffing and drinking intoxicating liquor are not allowed.
7. Bringing or playing card games or gambling in any form is not allowed
8. Use of obscene language (oral or written) is completely unacceptable.
9. Theft is absolutely forbidden, likewise is taking other persons property without his/her permission. Respect for other people's property is HIGHLY encouraged.

10. Our learners are implored to behave not just appropriately but Islamically while at school, both in the classroom, outside the classroom, in the dormitory and while off campus.
11. 1Students are expected to relate well with others, and have no obvious displays of affection or touching.
12. Siblings of separate gender are not allowed to cuddle, hog, hold hands or be isolated in any area on campus.
13. Students are not allowed to bring cell phones to campus, in case a student is compelled to bring a cell phone, such MUST be registered and dropped at the front desk unit until the college is on break.
14. 1Recruiting, organizing, joining fraternities, sororities or any unauthorized organization or clubs are fully PROHIBITED
15. Attendance at lessons and all programmes is compulsory except with permission forwarded to the staff in charge of such lesson or program
16. A student is considered to have cut a class if he/she is known to be in campus but is not in the classroom during the class period or any program. If such student is on the campus but cannot be in class because of valid reasons such as sickness or attendance in official school activities, he must get a certification from the appropriate office.

Doors, stair cases and corridors Usage

17. Each gender is to use the designated doors, staircases and corridors and on no account should a student be found on designated doors, staircases and corridors of opposite gender.
18. Where there are common hall ways, the females are to wait for the males to go first.
19. The students are to wait for staff to go first in similar situations as above.

Campus entry and visitations

20. There shall be one open house per term along with a week mid-term break.
21. 2Visitors are to follow our car parking guides on such days.
22. No pocket money or any form of allowance is allowed for our students
23. Provisions are not allowed on campus. Should a parent come visiting, any provision brought shall be given to the college kitchen.

24. Applications for impromptu visiting shall only be granted via mail with at least 24 hours notification.
25. All visitors shall only gain admittance into the campus with an approval via mail. Unapproved visitors shall be turned back at our security post.

Students' Property

26. Students should pay appropriate attention in safeguarding their own possessions.
27. Valuables should not be brought to school unless permitted.
28. Electronic devices of any form is not allowed.
29. All damaged personal stuff should be reported to the resident manager immediately.
30. Students on regular medication should report such at the front desk on the day of resumption.

College Property

31. Damage of any property shall be paid for after an investigation and found to be done deliberate or due to negligence or carelessly.
32. All college property must not be taken away from their designated positions except instructed otherwise.
33. No student is take home any school book without a written permission.

Clearance

34. Students going off campus must get '**Clearance card**' at the front desk unit.
35. Students on outings can obtain the card in group as filled by the staff in charge of such trip.
36. All clearance cards are to be submitted at the security post during the exit.
37. Each student is to sign his/her hostel clearance daily by the resident manager and submit to his/her manager every Friday.
38. There shall also be academic clearance form to be signed twice per term in checking availability of all learning materials. This shall be called '**check points**'.

Calls and Communication

39. Students shall speak with parents on weekends only except permitted otherwise
40. Parents shall call students via hostel lines on stipulated times and adhere strictly to call durations.
41. Students can also communicate with parents via skype as decided by the college management.
42. Only registered telephone lines with the school shall be answered on weekends.
43. Family friends shall not be allowed to call students except with prior request by the parent.
44. Students shall send mails to their parents every fortnight.
45. Students can send mails to their managers when desired after seeking permission from the resident manager.
46. Use of personal email address is prohibited on campus
47. Student may use their official email address for personal mails on or off campus
48. Students may make voice calls to their manager as desired using the hostel lines.

College Wears and Dressings

49. Students are expected to wear the school uniform as specified by the Board, in a clean, tidy condition and with pride in their appearance.
50. The school reserves the right to judge whether standards of dress and presentation are acceptable.
51. Visible piercings, hair dying, nail painting, tattoos and expensive jewellery (females only) other than ears piercing one stud per ear (females only), are forbidden.
52. No male or female is to walk outside their rooms half-dressed or in the presence of another student of same gender.
53. The stipulated college wear for each occasion should be worn at each time within the school premises on week days and weekends.
54. If a student is to wear mufti at any time on campus, waist length Hijab and ankle length skirts are ONLY allowed. Ankle length Hijab(Khimar) is accepted if parents so desire.
55. Trinkets, ankle chains, friendship bands, rings are NOT allowed on campus not to mention wearing.
56. Only low cuts are allowed for the boys
57. Hair-do shall be organized for the girls on weekends.

58. High heel shoes are not allowed on campus.

Health Policies

59. Any abnormal health case is to be reported to the resident manager or front desk unit immediately.

60. No medication is to be given without the permission from the above mentioned units.

61. The campus nurse shall give first aid treatments when needed and refer the case to the University Teaching hospital, Ibadan or any chosen hospital by the concerned parent.

62. No student shall be taken to the hospital without the consent of the parent by voice call then a mail.

63. Medical bills shall be forwarded to parents immediately.

Homework

64. Homework is set by subject teachers regularly. It may take a variety of forms: online, offline, field work, research, etc. Students are expected to complete all their homework.

65. Holiday assignments shall be turned in online and adherence to deadline timing is key.

Dual Parent

66. In the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a Court Order, information shall be made available to both parents of such student.

67. The log in code into our e-portal and website shall be made available to both parents except decreed otherwise by a Court Order