



08.9.2020

SCHOOL RULES AND REGULATIONS FOR STUDENTS

GENERAL CONDUCT AND BEHAVIOR

1. Every student is expected to be obedient and respectful to teachers and management. Rudeness and insubordination by students are unacceptable and punishable.
2. Students are expected to be attentive and orderly while lectures are in progress. Permission to ask questions or excuse oneself should be sought by raising of hand. Any flagrant violation of this procedure is punishable.
3. Littering of the floor, writing on walls, whiteboards, desks, chairs, doors, toilet walls etc are strictly prohibited. All culture of cleanliness within the schools is expected to be maintained.
4. Damages to any of the schools' property will attract replacement of such property in addition to punishment of such student.
5. Loitering and wandering aimlessly during regular class periods is not allowed.
6. Every student is expected to participate in all examinations and regular class tests involving his/her courses. Deliberate absenteeism or outright refusal to take examinations is serious and punishable
7. All forms of cheating and other examination malpractices constitute indiscipline and highly punishable by **DISMISSAL FROM SCHOOL**
8. Generally, students are not allowed to receive visitors without prior permission and clearance from the management. It is the duty of the management to decide if such meeting shall be in its presence or not.
9. Noise making or any act of class distraction during lectures is punishable
10. Absence from school or lateness to classes without excuse by parents or sponsors is a punishable offence. Such excuse shall be by way of correspondence or a verbal message delivered by the parent or guardian personally to the school management
11. Students are expected to be Islamically cultured both in and out of school.
12. Quarrelling and fighting between students for whatever reason(s) are punishable by suspension.
13. Electronic gadgets like phone, radio, cassette-recorder, flash drive, CDs or any other form of musical devices are not allowed in the school. Only magazines available in the schools stock room and CDs available in the Computer Rooms or flash drives approved by school purposefully for teaching shall be allowed to be read or used by the students.
14. All the dressing of the students shall be in accordance with Qur'an and Sunnah of Prophet Mohammed
15. Only low-heeled shapes, trainers and sandals shall be worn by students and the colour of the shoes/sandals to be worn during the classroom works shall be black with black socks.
16. Hair style for both male students shall be in accordance with sunnah and as prescribed by the school management. Females are not allowed to perm their hair.
17. Students are not allowed to wear sunshade or coloured spectacles. Only medicated lenses are allowed.

18. Students are not allowed to put their bags or sit on classroom tables. This act is punishable.
19. The Staff Room is out of bound to students unless invited or in need of urgent or vital information.
20. Students shall be kept abreast of the developments in the school through the notice boards every day.
21. It is a great punishable offence for students to remove, destroy any information on the notice board without instruction.
22. Any student or group of students that wish to communicate with the other students through the notice board shall first seek permission from the management or coordinator. Such information shall be strictly academic and should be in the interest of the school and students.

SCHEDULE OF OFFENSES / PUNISHMENT

S/N	OFFENSES	PUNISHMENT
1.	Disobedience, disrespectful, rudeness and insubordination	Writing of long essay and working on school farm
2.	Lateness to School	Working on school farm after closing
3	Leaving the classroom without permission	Moping of a classing room after school hour
4.	Un-cleanliness	Washing of cloth and the toilet
5.	Littering the floor of the classroom and/or school compound	Washing the toilet for a week
6.	Using abusive language	Think about your life
7.	Fighting in the classroom or within the school compound	Suspension
8.	Fighting outside the school compound with the school uniform on.	Suspension
9.	Writing on the walls, desks, tables, doors and toilets	Trimming of flowers
10.	Damaging the school properties	Replacement and Writing of essay
11.	Damaging other students property	Replacement
12.	Stealing in any forms and from anywhere	Suspension
13.	Loitering around the school when classes are going on	Cutting of grass with cutlass
14.	Receiving visitors without permission or prior knowledge	
15.	Noise making during classes or disturbing others in classroom	Cutting grass after the school hours
16.	Quarrelling or fighting for whatever reason or in any form	Suspension from school



17.	Possession of any electronic gadget or books that are not allowed (Phones, cds, tablets, flash drive, etc.)	Seizure of such device(s) or items
18	Dressing immorally	Suspension
22.	Wearing unapproved foot wear	Seizure
23.	Cutting or making unapproved hair style	Suspension
24.	Wearing of sunshade or colour spectacle not recommended	Seizure
25	Wearing un-approved uniform when in school without permission	Suspension
27.	Putting bags on chair or sitting on the table	Write a long essay
28.	Loitering in the staff rooms without any reason.	Cutting of grass
29.	Intentional removal of information on the notice board without permission	Cutting of grass
30	Putting on notice board any information without the approval of the school management	Write long essay
31.	Communicating between students through writing	Write long essay

***This is subject to review from time to time.



SCHOOL PROGRAMME FOR THE DAY

8:00 – 11:15 am	Classes
11:00 – 11:45 am	Long Break
11:45 – 1:45 pm	Classes
1:45 – 2:00 pm	Prayer
2:00 – 3:00 pm	Other Programme (Qur'an memorization, competitions, among others)

BOARDING PROGRAMME

5:00 am – 5:45 am	Cleaning
5:45 am – 6:10 am	Subuh
6:10 am – 6:30 am	Murajah
6:30 am – 7:00 am	Self Reading
7:00 am – 7:15 am	Room Cleaning
7:15 am – 7:40 am	Breakfast
7:30 am – 8:00 am	Movement to school.
8:00 am – 3:00 pm	Classwork
3:00 pm – 4:00 pm.	Lunch
4:00 pm – 5:00 pm	siesta
5:00 pm – 6:30 pm	Academic Assignment and other training activities
6:30 – 7:00 pm	Free period
Sunset	Mogrib
Sunset – 7:30 pm	Dinner
7:30 – 8:00 pm	Academic/Islamic teaching
8:00 – 8:15 pm	Ishai
8:15 – 9:00 pm	Personal reading
9:00 – 10:00 pm	News from Channel or other educative stations.

