

Dar-ul-Madinah

International Islamic School System

Essential Islamic Knowledge with Quality Academic Education in Conformity with Shari'ah

Updated on: 10-December-2019

Admin Department | شعبه ایڈمن

Rules and Regulations For the Academic Session 2020-21

Dar-ul-Madinah continues to educate Madani children. We appreciate your role in success and education of Madani children, hoping that you will act upon the rules and regulations of Dar-ul-Madinah.

1. Parents / guardians must send their children to Dar-ul-Madinah in Madani uniform of Dar-ul-Madinah.
2. Madani children must be sent to Dar-ul-Madinah having their ID card on.
3. Drop your Madani children to Dar-ul-Madinah on scheduled time and pick them from the campus within thirty minutes of dispersal time at the most.
4. Parents / guardians or any other Islamic brother / sister appointed by you, must bring the second copy of Dar-ul-Madinah ID card when coming to pick Madani children from campus.
5. In case of absence, inform the principal in writing.
 - a. In order to have one day leave, parents must submit a written application before one day.
 - b. To apply for more than three leaves, parents must submit written application with the signature of father/guardian of student before one week.
6. In case of any query or issue, parents / guardians can meet the principal. (No one is allowed to enter classrooms or staffroom. However, one can meet class teacher after taking an appointment.)
7. Parents are requested to submit the fee of their Madani children within due date of every month so that education continues without let or hindrance.
8. In case of not receiving fee challan until fifth of each month, father / guardian Islamic brother can collect the duplicate copy from admin officer and ensure timely payment of the fee.
9. Majlis Dar-ul-Madinah has rights to take disciplinary action in the following situations.

Disciplinary action refers to giving verbal or written notice to student, transferring to other campus of Dar-ul-Madinah or cancelling the admission.

- If Madani child is found involved in any unethical act which is against the rules and regulations of school.
 - If the fee is not paid for two months.
 - In case of being absent for 15 days or more without informing (written application).
 - If student is found using offensive language or fighting with teachers.
 - If student is found cheating or helping other(s) to cheat during examination.
10. In case of expulsion for any reason, readmission will depend on discretion of Majlis.
 11. Expulsion will terminate the fee concession that parents / guardians were getting before.
 12. If a student is expelled for fee, all the previous dues along with advance fee for two months will have to be paid for readmission. (As per the fee structure of relevant campus)
 13. Parents / guardians must ensure that Madani children do not bring any unnecessary things, large sum of money, mobile phone, or valuable items of jewellery etc. to Dar-ul-Madinah.
 14. Majlis Dar-ul-Madinah can transfer Madani children to any nearby campus of Dar-ul-Madinah within the city, in view of circumstances and needs after consultation with parents / guardians.
 15. During the academic year, parents / guardians can once apply for the transfer of their Madani children whereas Majlis of Dar-ul-Madinah is entitled to make the final decision. (Fee of relevant campus will have to be paid in case of transfer.)

Instructions:

1. Look after the school bag, uniform, shoes and physical cleanliness of your Madani children.
2. In case of leave, help your Madani children to complete their school work at home so that they do not fall behind on learning in any way.
3. In case of change in residential address or phone number, inform the principal of relevant Dar-ul-Madinah in writing.
4. Father / guardian Islamic brother can meet admin officer from school opening time to 9:30 am and submit the leave application of their Madani children, complaints or problems in writing.
5. Parents / guardians are requested to submit the stationery, books/copies according to Shar'i guidance on purchases made for

minors in the beginning of academic year. (Pre-Nursery, Nursery, KG and Class 1)

6. Send healthy food for the lunch of your Madani children in Dar-ul-Madinah. Avoid fast or junk food.
7. Attendance of parents / guardians in Madani Mashwarahs, training Ijtima's and parent-teacher meetings held by Dar-ul-Madinah helps in education of Madani children. Therefore, you are humbly requested to attend these Ijtima's punctually.
8. Parents / guardians should pay full attention to educational and ethical performance of their Madani children and continue to examine them. Perform Salah punctually, take up Sunnahs and manners in your daily life and stimulate your Madani children too. Madani Channel is a great source in this regard. Keep watching Madani Channel at home.
9. Parents must inform Dar-ul-Madinah in advance, about medical condition of their children which requires special attention or may cause troubles to other children.
10. In case of breakdown of law and order in the city, parents must contact administration of Dar-ul-Madinah to pick their children from Dar-ul-Madinah.

I agree that I will fully cooperate with Dar-ul-Madinah administration in maintaining the discipline by following the rules, regulations and instructions to the best of my ability. إِنْ شَاءَ اللَّهُ عَزَّ وَجَلَّ

Name of Madani Child: _____ S/o or D/o: _____
Class: _____ Registration / Admission No: _____
GR No: _____ Phone No: (of Islamic brother only) _____
Date: _____ Parent / Guardian Signature: _____