

Updated on: October 22
Session: 2022-23

Rules and Regulations

Dar-ul-Madinah takes various initiatives for students' Tarbiyah and education. Apart from the endeavours rendered by the school, parents are also playing their vital roles in the Tarbiyah and education of children. We appreciate your role and hope that you cooperate with us in the implementation of Dar-ul-Madinah's rules and regulations.

1. Parents shall always send their children to school in the school uniform.
2. Ensure that your child is wearing the school ID card.
3. Send your child to school on time and pick your child from the campus within 30 minutes of dispersal time.
4. Parents/guardians or anyone, appointed by you to pick the child from school, must bring second copy of Dar-ul-Madinah ID Card.
 - a. In case of leave, inform the principal in writing. For one-day leave, inform through written application one day prior to the leave.
 - b. For more than three days leave, submit a written application signed by parents/guardian one week prior to leave.
5. For queries and complaints, meet the principal only during the scheduled hours. Nobody is allowed to enter the classrooms or the staffrooms, but one can meet the class teacher with an advance appointment. (Father/male guardian can meet the principal in boys campus and mother/female guardian can meet the principal in girls campus.)
6. In order to continue the Tarbiyah and education, pay the fees at the bank/online within the due date of every month.
7. In case the fee voucher is not received by the 5th of every month, the father/male guardian can receive the duplicate copy from the campus admin officer to ensure prompt submission of fees.
8. The Managing Committee of Dar-ul-Madinah reserves the right for disciplinary actions in the following cases: (Disciplinary actions also include giving verbal or written warning to students, transferring to any other campus of Dar-ul-Madinah or cancellation of admission.)
 - In case, a student is found doing something against the ethics or rules and regulations of the school management
 - Non-submission of school fees for two months
 - For being absent for 15 days or more without prior approval in writing from school

- In case of misbehaving with teachers
 - In case of cheating in examinations or assisting anyone in cheating.
9. In case of cancellation of admission due to any reason, readmission will be at the discretion of the management.
 10. In case of cancellation of admission, fees discount will be discontinued upon readmission if parents/guardians were already availing any discount.
 11. If admission is cancelled due to non-submission of fees, for readmission all the previous dues along with two months' advance fees (according to the concerned campus fee structure) will be charged.
 12. Parents/guardians make sure that students do not carry unnecessary things, big amount of money, mobile phone or expensive jewellery etc.
 13. The Managing Committee of Dar-ul-Madinah can transfer any students to any nearest branch of Dar-ul-Madinah in the city as per need or according to the situation with the consent of parents/guardian.
 14. During the academic year, parents/guardians can apply for transfer only once. However, the Managing Committee of Dar-ul-Madinah is authorized for the final decision. (In case of transfer, fee will be charged according to the fee structure of the new campus.)

Instructions:

1. Students shall maintain personal hygiene including cleanliness of school bag, uniform and shoes.
2. In case of leave, get your child complete the missed work so that he/she keeps pace with the syllabus.
3. In case of change in phone number or resident, inform the concerned principal in writing.
4. Father/male guardian can visit admin officer Islamic brother to submit leave application or complaints in writing from the opening time of campus till 9:30.
5. For the minor children (pre-nursery, nursery, KG and the students of class I), deposit the stationery, books and copies in the beginning of the academic year according to the Shari'ah guidance about purchasing.
6. Give your child healthy food for lunch. Avoid fast food and junk food.
7. Attending Tarbiyah congregations and parent-teacher meeting by parents/guardians is helpful for students Tarbiyah and education. Therefore, you are requested to attend these congregations regularly.
8. Parents should pay attention to their children moral and academic performance and keep a proper check. Perform Namaz regularly, practise Sunnah and morals yourself in day-to-day matters and encourage your children to act upon it too. In this regard, Madani Channel is the best guide, so keep watching Madani Channel at your home.

9. If a child has a certain medical problems that require special medical assistance or that can cause problem for other students, inform the school in advance.
10. In case of any untoward situation in the city, parents will contact the school management and pick up their children.

Undertaking

I undertake that I will try my best to abide by the above-mentioned rules and regulations, and instructions and will cooperate with the management in keeping up the discipline of Dar-ul-Madinah.

Students Name: _____ Father Name: _____

Class: _____ Reg. Admission No. _____

G. R No. _____ Phone: (only Islamic brother) _____

Date: _____ Parents/Guardian Signature: _____