

AL-FURQAN ISLAMIC ENGLISH MEDIUM SCHOOL

(Affiliated to CBSE, New Delhi)



Al Furqan Boarding School Rules

Boarding rules are intended to ensure the safety and welfare of pupils and the smooth functioning of the school community. Children are expected to abide by them.

Good manners, a sense of responsibility and tidiness are expected of children at all times and especially when representing the school away from the school premises.

Attendance at all classes, as well as any scheduled Islamic programmes or other activities on the child's timetable, is compulsory. Children are expected to show a positive attitude and involvement in all class & hostel activities. Disruptive behavior is not tolerated. Violent, bullying, threatening or dishonest behavior is not permitted.

Children should respect the property of others. Boarders are not allowed to keep any money, valuables, any electronic gadgets or mobile phones etc. with them. Children should take care in their personal appearance and ensure that their clothes are neat and clean. Hair must be of natural colour and of a style and cut approved by the senior staff of the school.

Children must be taken home during Eid and Summer Holidays. (In the case of children from overseas, the parents must plan for their retreat).

All pocket money will be deposited in the office and any child found with money in pocket will be liable to strict disciplinary action or even expulsion.

- The school & hostel are equipped with CC Cameras to observe the activity of the students.
- Facilities for sports and games are available to the boarders for the all round growth.
- Boarders must bring the clothing and other essential things as per the instructions of the school.
- They should always be punctual and maintain strict discipline.
- Rooms have to be kept neat and clean at all times
- Should not waste water and electricity.
- All purchases by the boarders must be done through the school authorities or parents and Guardians.
- In case any parent sends food articles to any boarder it must be distributed among other boarders. They will not be permitted to keep eatables inside the room.

- Students are expected to use the study time profitably and strict silence has to be maintained in the study hall.
- Students must bring a pair of Slippers to be worn in the boarding.
- Shoes and rainy sandals prescribed by the school have to be used. Boarders have to wear the sports dress for games.
- In case of sickness, it should be reported to the warden and to the Administrator for appropriate action.
- All incidental expenses of the boarders will be recovered from their account.
- Boarders have to pay all dues towards the school before leaving the boarding.
- Furniture may not be removed from any residence room or common area without the approval of the Warden
- Any damage caused to the school property will be recovered along with a fine
- Any boarder leaving the school in the middle of the academic year has to pay the boarding fee of the entire year.
- Students are informed to utilize hostel notice board to expose their talents in drawing, essay, composing poems etc. (Drawing of living things is not allowed in Islam)
- Students should wear clean dress in the campus. Students should wear Jubba (Thoub) & cap compulsorily for Fajr, Magrib & Isha Salah. 2 hangers will be provided to each student. Students are informed to keep their Thoub in hangers neatly.
- Washed dresses should be collected within half an hour after given by washer man. If any damage is found in the dress it must be informed to the Boarding Administrator or Warden.
- The students must wash their plates & glass after use. It must not be put in the wash basin instead must be kept in the stand provided for it.
- Hot water is provided only for bathing & not for brushing or other purpose. Students are informed not to waste water.
- Keep your shoes properly in the rack. Write your names in your shoes & foot wears to avoid missing. Wear your own shoes when you move out. Wearing others shoes is prohibited. If anybody found wearing others shoes, they will be punished or fined.
- Students should go to bed early at night & wake up at 4:45 a.m. Wake up timings will differ according to Fajr salah.
- Students should not maintain any kind of personal contacts with mess workers.
- If any personal problems arise students must approach Warden or School Welfare Manager.
- Students should take care of their medicine (if any) and keep it safely.

- Students must fold their bed sheet after use; put the bed sheet for wash as per the schedule. Collect the bed sheet after the wash. Unwashed dresses should be dumped properly in a single fixed place.
- Ragging of the students is strictly prohibited. (Abusing, Teasing, Robbing, others thing, etc) Ragging is crime.
- The parents of hostel students can meet their wards once in a month. (Saturday or Sunday) If they want to take their wards home, they should call through phone to Boarding – Administrator 2 days early & get the permission.
- Students are not permitted to conduct any kind of parties in school premises.
- Boarding rules have to be strictly followed by all boarders.
- Continuation as boarder will be based on the academic performance, behavior and turnout.
- Parents should compulsorily meet Boarding – Administrator or Warden before taking their child for outing.
- Parents are permitted to talk with their wards over phone only on Sunday. Repeated calling will not be permitted.
- Only the parents and legal guardians of students are permitted to Visit the living quarters with permission.
- Visitors are not allowed to stay overnight.
- The Parents shall not offer any tips to the hostel workers. Rather, the contributions (if any) can be handed over to the welfare fund to the Administrator which shall in turn be distributed among the hostel keepers at the year end.
- The parents are strictly instructed to follow the school calendar before planning for any leave such as Iqama, Visa or Passport renewal etc. Under no circumstances the school shall grant long leave for students other than those mentioned in the calendar.

Telephone rules

- The students can speak maximum to 10 minutes.
- In case of emergency parents can contact the Warden.
- Parents are not allowed to keep personal contact with the Hostel workers.

Leave rules

Boarders will not be permitted to go home for various ceremonies except in case of extreme emergency.

- Grant of leave will be at the discretion of the Principal / Boarding Administrator and leave will be limited to a maximum of three days at a time.
- Boarders are permitted to go to their local guardian with the permission of warden once in a month only.

- Students are normally not allowed to leave the school during the test except in very special cases.
- Leave may be granted for special medical treatment if necessary.
- A written request from the parent should be sent directly to the Principal for availing leave.
- The students should be picked up and brought back strictly on the dates and time given to them.
- The boarders will not be sent with any other person unless he/she brings a letter of authorization from the parent.
- Boarders are not allowed to go out of the campus without the authorization of the warden.
- Boarding House is supervised by an experienced Boarding Administrator. In addition all the boarding students are well taken care by their Tutors who are responsible for their personal welfare and academic progress and also counsels students on real life issues besides their academic concerns. Facilities also provided for their recreational purpose.
- In case of drop and pick up is required by the boarders, parents are to inform the warden in writing well in advance. The cost of the same will be recovered from their recoverable account.
- Boarders are required to be in the school till the last working day compulsorily.
- The leave for Iqama, Visa or Passport renewal etc should be planned strictly according to the school calendar. The long leaves shall not be granted on any other days other than those mentioned in the calendar.
- Fees once paid will not be refund in any case. In case of withdrawing the war during the academic year fee shall be paid in full.

Disciplinary Action

Any student, who has breached any of the regulations, shall normally be warned in writing by the Management and where necessary, possible disciplinary action may follow.

Strict action will be taken upon:

- If the students found with electronic gadgets or mobile phones the gadgets will be seized, he may be suspended and fined for the same.
- Displaying unhealthy personal habits on the premises, which may affect the well-being of other resident students.
- Willfully causing a disturbance or being a nuisance to other residents; creating excessive noise in any manner that may intrude on the quietude of the Hostel and other residents; assaulting any other resident or member of staff; demonstrating aggressive behavior towards any persons on the premises.
- Participating in any form of indecent or illicit behavior or act.

Any complaint received for any misbehavior in the Hostel, concerned student might face expulsion. Please note that no refund or part thereof will be made in any case.

School adopts various sanctions against children who break the school rules.

Internal suspension: The child attends all lessons but in their free time must undertake community service and miss any extra-curricular activities such as sport. The child may also have to report to the Head at specified times. This may last for a week and is used for a serious breach of school rules or persistent bad behavior.

Suspension: The child may be asked to leave the school for a short period. In the case of a child from overseas they will be required to stay with their guardian family. This is not a holiday, and may disrupt the child's academic work; it would be used for a very serious breach of school rules such as bullying.

Expulsion: In extreme cases, a child may be asked to leave the school altogether. There is no refund of school fees.

The decision of the management is final in all matters.

I/We have gone through the Rules & Regulations of this institution stated above and promise to abide by them.

Student's Sign:

Parents sign:

Guardian's Sign:

SI.No.	Students Name	Class
1		
2		
3		
4		
5		