

IDARA AHSANUL MADARIS TRUST

Parent & Guardian Rules & Regulations

Dear Parents and Guardians,

The institution aims to provide students with a safe, disciplined and dignified environment along with sound religious, moral, academic and practical education. To achieve this purpose, all parents and guardians are expected to observe the following rules and cooperate fully with the institution.

1. Visiting Arrangements

Parents and guardians may visit students only on the days, at the times and at the location prescribed by the institution. Prior permission from the administration is required in case of any special need.

2. Taking a Student Out & Timely Return

A student may be taken out of the institution or Darul Iqama only with administrative permission and only by a parent or an authorized guardian recorded in the institution's records. After approved leave or permission, the guardian is responsible for ensuring the student's timely return.

3. Accurate Information & Emergency Contacts

All information provided about the student and guardian at the time of admission must be accurate. The institution must be informed immediately of any changes. At least two reliable emergency contact numbers must be provided for every student.

4. Health & Medical Information

Parents and guardians must provide complete information about any illness, allergy, ongoing medical condition or special health requirement. They must cooperate with the institution's medical and administrative instructions in the event of illness or an emergency.

5. Prohibited or Unauthorized Items

Parents and guardians must not provide students with mobile phones, unauthorized electronic devices, unnecessary cash, inappropriate materials, prohibited items or anything contrary to the institution's rules without prior permission from the administration.

6. Respect for Teachers & Administration

Parents and guardians must treat teachers, supervisors, staff and administrators with courtesy and respect. Even in the event of disagreement or complaint, abusive language, insults, threats or inappropriate behaviour will not be tolerated.

7. Complaints, Disagreements & Resolution

Any complaint or disagreement concerning a teacher, supervisor, student or the institution must be addressed through the prescribed administrative procedure. Parents and guardians should avoid provocative, insulting or unnecessarily negative discussions about the institution, teachers or administration in the presence of students. Direct confrontation, questioning, threats or action against another student or their guardian is not permitted.

8. Bullying, Violence & Harassment

If a student experiences bullying, physical violence, threats, harassment or any form of mistreatment, parents and guardians must inform the institution immediately and must not engage in direct confrontation with the student or guardian concerned.

9. Cooperation with Discipline

Parents and guardians must not encourage or support a student in violating legitimate institutional rules, behaving disrespectfully or breaching discipline. They should also encourage the student at home to follow the institution's legitimate rules and standards.

10. Photography, Video & Social Media

Photographs, videos, audio recordings or personal information relating to other students, teachers, staff or the institution must not be published or shared on social media, WhatsApp or any online platform without permission.

11. Providing Money, Food or Other Items

Parents and guardians must follow the institution's prescribed rules before providing students with additional belongings, cash, food or other items. Prohibited or unauthorized items must never be provided.

12. Cooperation with Academic & Training Programmes

Parents and guardians must fully support the institution in maintaining the student's regular attendance, punctuality, studies, homework and overall academic and training responsibilities. Unnecessary absence must not be encouraged.

13. Financial Responsibilities

All prescribed fees and other outstanding charges must be paid within the specified time. In case of financial difficulty, the administration should be contacted promptly.

14. Institutional Property, Safety & Administrative Instructions

Parents and guardians must encourage their children to protect and respect the institution, Darul Iqama, classrooms, books, furniture and other property. They must cooperate with all safety, medical, academic and administrative instructions.

15. Special Circumstances & Administrative Authority

In any unusual, emergency or sensitive situation, the administration may take appropriate decisions with the safety of students and the discipline of the institution as its priority. Parents and guardians are expected to cooperate fully.

16. Violation of Rules & Mutual Cooperation

In the event of a violation of these rules and regulations, the institution may, according to the nature of the matter, issue a warning to the guardian, take appropriate administrative action concerning the student or take any other necessary action. In all matters, mutual respect, good conduct, trust and cooperation will be given priority.

Important Note: These rules and regulations apply generally to the parents and guardians of both residential and non-residential students. Additional specific rules will apply separately to students residing in Darul Iqama.