



**GUIDELINES
for
SIDDEEQEEN**

Part-2

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for
SIDDEEQEEN

*Please Pay Heed
to
School Rules*

- Part-1 (pertaining to Academic sphere)
- Part-2 (pertaining to Administrative sphere)

Preamble

The prime purpose of Siddeeq Public School is to impart optimal education to the children from middle social strata by engaging them in adeptly designed learning processes as well as focusing on the development of their personality and character building in accordance with Islamic values, thus enabling them not only to meet challenges of the ever-growing competitive world but also to contribute towards amelioration of the Muslim Ummah. Hence, the management of school earnestly aspires to nurture desirable qualities in its pupils. The foremost rather cardinal responsibility of the school is to make fervent efforts to instill sterling values of Islam in all its students.

School Rules:

All students are advised to comprehend the school rules, most likely to be followed by every individual in letter and spirit, without any exception, through all their schooling years. Parents of the students are also requested to go through the school rules comprehensively and guide their children from time to time in the light of the advice specified here for nurturing enviable personality traits in them.

Part-2

- Pertaining to Administrative sphere**

Discipline:

Discipline is systematic training in obedience to the rules of an institution. Every institution designs a set of rules for general behaviour, evolves a code of conduct and refined methods of practice. Inculcating discipline amongst students is the most significant aspect of education and is not confined to school alone. Parents, too, must co-operate with the school in observing these norms. These rules, if rightly followed, will enable the students to develop enviable personality traits.

8. Attendance

- **Regularity:** Every student is always expected to attend the school regularly as regularity in attending the classes eventually proves to be extremely beneficial.
- **Punctuality:** Students should ensure their presence in the campus prior to the commencement of the class. Adherence to punctuality is certainly appreciated. However, in terms of late arrival, there is fifteen minutes cushion time only for the students who hardly ever come late to school with the proviso that this favour is not to be enjoyed regularly. Though the students who arrive late up to fifteen minutes are permitted to attend the class, there are obvious disadvantages for the late arrivals, as they become less confident in the class besides missing the basics of the lecture.
- **School's Daily Timings:** The school observes its daily working hours 07:15 a.m. to 01:15 p.m. (March to October) and 07:45 a.m. to 01:15 p.m. (November to February). This daily time table of the school is obviously advantageous, as early start of the school may enable students to become conscious of the 'Fajr' prayer and similarly the pack up time at 01:15 p.m. in all seasons provides them with time cushion to offer their 'Zohr' prayer. Indeed, it becomes difficult, particularly in December and January when the sun rises at 07:00 - 07:13 a.m. for the students residing at distant places to reach the school at 07:45 a.m. Nevertheless, these school hours remain the same on account of the cited important reason, substantially meaningful for all the Muslims.
- **Academic Calendar:** Students are required to attend the school on all schooldays (Teaching days, Appraisal days, Lab days) according to the schedule as delineated in the school diary/displayed on the school website.
- **Leave Rules:** No leave of absence is granted unless parents/guardians submit an application in advance on plausible grounds for absence.

- Leave in Exigent Situation: However, in case of ailment or any urgency, parents themselves are required to telephonically inform the respective Wing In-charge.
Medical/Sick Leave: If sickness prolongs more than a couple of days, a Medical Certificate from some registered practitioner/hospital must be enclosed with the leave application.
 - Short Leave: Under no circumstances whatsoever, short leave is allowed to the students, if it is requested by the student himself/herself. Nevertheless, in case of some urgency, the permission may be granted if the parent / any elder sibling of the student visits in person along with his/her national identity card.
 - Irregular Attendance: Unjustified or unexplained absence from the school is considered indiscipline on part of the concerned student which ultimately may lead to disciplinary action.
 - Change in Schedule: If there is any change, due to unforeseen reason, in the pre-delineated academic calendar, the school is responsible to directly inform the parents of students well before the change in schedule takes place.
 - Monitoring the Movements: Parents are requested, with great concern, to observantly monitor the movements of their children on days other than the notified schedule.
 - ❖ Remember! Non-observance of the mentioned guidelines will considerably be taken as an infraction of the school discipline rules.
- 8.1 In case of absence of a student from the school without prior intimation through his/her parents or furnishing leave application, the parents of non-present student will directly be inquired by the respective Class In-charge, on the first day of absence, through phone call about the reason for being absent. The next day, either the student is to be present in the class or his/her parents are to file the leave application, on account of valid reason, for grant of/extension in leave. In the event, the student does not attend the school for three more consecutive schooldays nor do his/her parents submit leave application, he/she will be liable to be expelled from the school.

- 8.2 (a) On account of belatedness (about half an hour or more than the scheduled time), any of the parents are required to accompany their children. In case, the student enters the school premises quite late and fails to explain any warranted reason for late arrival, his/her parents will be informed about the situation and on finding no plausible reason; they will be requested to take their child back home for that day.
- (b) The student who is habitual of late arrival and makes recurring three attempts as described in 8.2(a) in a semester will be liable to be expelled from the school.
- 8.3 If any student misleads his/her parents with fake school schedule and takes the liberty for some other outdoor activity, he/she will be liable to be struck off from the school.

9. Uniform and Personal Hygiene

The academic dignity of the educational institution and identity of its students are significantly associated with the uniform – a set of clothing for the members of an organization. Hence, students must observe the following in this regard:

- Wearing proper school uniform as prescribed in the school diary/website is mandatory for all students. The school uniform should be immaculate, spick and span, and should be worn on all schooldays (Teaching days/ Appraisal days/Lab days/Educational Trips/Jaunts arranged by the school).
 - All girls are required to cover themselves properly, particularly their heads with scarves, in the campus and outside the boundary, too.
 - Writing or spraying colours on school uniform/dress is not allowed.
- 9.1 The student who is habitually improperly dressed is liable to disciplinary action as
- (a) at the first step, he/she will be issued a warning letter for realization
 - (b) he/she will be suspended from the class at later stage for certain time period if no change concerning the uniform is observed on his/her part
- 9.2 Behold! The students are recognized through the uniform of their alma mater, hence, while wearing school uniform, their involvement in any undesirable activity anywhere outside the school campus is taken as diminution of school values, thus, it would be considered an explicit breach of school discipline and the student shall be liable to be expelled from the school.

10. Playing Truant

By and large, there are two reasons for playing truant:

- The student has become less interested in studies
- The student wants to go to such a place which he is not allowed by his parents
- Nowadays, some teenage students wearing uniform are usually found during school/ college hours at different unbecoming places. To begin with, the students bunk off their classes as fun or adventure but step by step, advance towards defiled/ undesirable activities. Foreseeing the domino effect of playing truant, students and their parents are, very particularly, made aware of the adversities of playing truant. It is spelled out here that all following likelihoods are taken as playing truant.
 - A student leaves his home for the school but on his way to school goes somewhere else.
 - A student comes near the school campus but does not enter the school premises rather manages to skip off.
 - A student enters the school premises but afterwards somehow manages to leave the school without getting formal permission.
 - Hence, it is considered clearly a breach of school discipline

10.1 The case of bunking off the school on account of some issue(s) concerning the academics, will be dealt with as follows:

- (a) On first complaint, the student, after proper counseling, will provisionally be migrated to some other campus of the school and there, his academic progress will be monitored for his return to the former campus.
- (b) On repeating the same misstep second time, the student will be expelled from the school with a note of advice to join some other school system where he may find like-minded environment.

10.2 In case it is found that the student played truant due to nonsensical interest for unbecoming place, he will be liable to be rusticated from the school forthwith.

11. Movement after School Pack-up Time:

The school is quite concerned with the activities of its students, particularly at pack-up time. Therefore, the parents are requested to be aware of their children's movements after the school pack-up time.

11.1 The student who makes his/her way, what may the reason be, to somewhere else other than his/her home

- without seeking the permission of his/her parents
- teachers and parents both are absolutely oblivious of his/her movement will be liable to be expelled.

12. Problem Sharing:

Keeping in mind the transitional stages of the adolescence, students of this age group are advised in particular, if someone at any stage

- becomes apprehensive/uneasy on some odd issue
- comes across the fog of confusion in his/her day to day matters
- remains unsuccessful, in spite of having will, to perform well in his/her studies
- is exploited/blackmailed by somebody due to his/her any weak point/slipup
- ❖ then it may be shared, without least hesitation, either with parents, grandparents, elder siblings or any of his/her teachers whosoever he/she feels comfortable with. It is hereby assured that children will always find the mentioned relations as their well-wishers.

13. Code of Conduct and Behaviour

All students are earnestly advised to hold fast the religious way of life forevermore in order to attain success in this fleeting life and the hereafter. Sometimes in the company of friends, a person gets enticed to misdeeds, particularly in teenage years, without caring for his own repute and parents' respect that affect the honour of his/her family as well as the alma mater. Occasionally, some vices give momentary pleasure but their consequences are always painful as the wrong doer's young siblings may follow the same way. Therefore, right at the school age, students are to observe good conduct and abstain from every wrong move.

- All students must always be respectful to parents, family elders and teachers; courteous to siblings and schoolmates; affectionate with the young; responsible as a citizen and helpful to the deserving.
- All students should observe high standards of sophistication and decency with regard to their conversation and communication with everyone around.
- Every student is bound to behave decently, develop maximum potential in self-control and create an environment that lets other students benefit from educational opportunity.
- Every student should be proactive in promoting a safe and welcoming environment in the school for other fellows.
- Students are expected to go directly, without any stoppage or breaks on the way, to their homes after pack up instead of wandering here and there. However, a male student, whose sister is studying in the school, may come to receive her but alone, not with friends.
- Female students are particularly directed to be very careful and conscious of their conduct and behavior during school hours and on the way to school and home.
- Students are never expected, in school uniform or other dress, to roam about undesirable places or take part in repulsive activities. It shall be considered a serious wrongdoing marring the reputation of the institution.
- For better nourishment of children, of course, the parents of students are expected to give them eatables (fruits, nuts, sandwiches, juices etc.) from their homes. This way, they will stay away from buying unhygienic or processed food items from the peddlers. Moreover, students are not allowed to bring with them so called energy drinks preserved in odd shape bottles.
- All students are advised to follow school rules and contribute to a positive school environment by behaving appropriately even when not specifically asked to do so.
- ❖ Behold! Deviation from any of the mentioned advice will considerably be taken as an infringement of the school discipline rules.

13.1 Involvement of any student in any of the following activities —

- Playing pranks
- Using unsophisticated words
- Stealing
- Using unfair means in test/exams or assisting others
- Waiting for the vans outside the school
- Taking eatables from the hucksters
- Befriending senior or junior student(s)
will be dealt with as —
- Passing discourteous remarks
- Threatening
- Cheating
- Quarrelling
- Spitting

- (a) On first complaint, there will be proper counseling for him/her.
- (b) If second time, his/her involvement/association is found in the same or some other no-no activity, he/she will be warned in writing.
- (c) Incase at some subsequent stage, another time his/her involvement/association is found in the same or some other off-limits activity, he/she shall be given probation, suspension from classes, for a certain time period.
- (d) In the event that he/she is found, even after three complaints, involved in the same or some other restricted activity, he/she shall be struck off from the school roll.

13.2 Involvement/association of any student found in any of the following activities

- Male student found meandering around Girls Campuses
- Assembling with either schoolmates or others
- Hiding the identity by wearing a mask or changing/covering the school uniform with other dress
- Misuse of social media
- Using abusive language
- Placing visual or written material which causes annoyance
- Befriending or staying in contact with expelled student(s)
— will lead to the following course of action:
- (a) On first complaint, he/she shall be given probation, suspension from classes, for a certain time period.
- (b) Incase at some subsequent stage, he/she is found involved in the same or some other restricted activity, he/she shall be expelled from the school.

13.3 Involvement/association of any student found in any of the following activities shall lead to rustication from the school straightaway.

- Going to Sheesha Centers, Snooker Clubs, Gaming Zones or similar places during school hours or other than school hours.
- Committing immorality • Self-injuring

13.4 On involvement / association of any student found in any of the following activities, the quantum of punishment will be decided taking the nature / sensitivity of matter into consideration.

- Taking part in subversive activity (manhandling, bullying, harming others)
- Explicit derogatory statements • Objectionable expressions
- Irritating activities • Unwanted verbal or physical advances
- Abetment in any misdeed
- Knowingly muffling or twisting the facts, being a witness of some unpleasant happening

14. Possessing/Using Undesirable Items/Material

There are some things which are either damaging to moral values or injurious to health and are not age specific. For instance

- Adversities of the use of tobacco are quite evident; miseries due to smoking are admitted all over the globe. The smokers themselves even never wish that any of their own children go for that bad activity as they are well aware of the fact that this curse, initially adopted to join the friends (actually foes) or for the sake of fun, ultimately becomes second nature (giving up the habit becomes difficult) and a gateway to many other disastrous activities/usages.
- Motorbikes are commonly ridden by the teenagers but driving in this age at times causes hazards, secondly driving bike before getting license is clearly an unwise move too. Contrary to this, bicycling is quite a healthy activity; bicycle riding by students will certainly be appreciated. As there is an invariable analysis, in different decades, all over the world that the cyclists enjoy better health in comparison with those who use other means of transportation.

- It is noteworthy that majority of youngsters are adversely involved in unhealthy activities like playing videogames, watching movies etc. Realizing the aftermath of such activities, detrimental to physical and mental health of our pupils, it is indeed dire need of the hour that their screen time is to be rationally curtailed.
- ❖ Taking such aspects into cognizance, some items, though available/used the world over, are categorically out of bound for students of the school. Hence, no student is expected to
 - bring the restricted items/material unintentionally or purposely
 - keep the taboo items/material in one's own custody or fork up to someone else
 - carry the forbidden items/material in the school premises or outside
 - take the prohibited items / material willfully from some other person
 - use any of the items / material banned by the school
 - ◎ All above mentioned likelihoods shall be considered 'possession'
 - ◎ The found prohibited item(s) will remain in the custody of school till the matter is concluded. After the pronouncement, the subject item will be handed over to the parents of the student.

14.1 Student(s) possessing/using any of the listed below or similar items—

- Cellular phone (if no unpleasant use is found)
- Electronic devices/ Gadgets (USB, CDs, Tablet, mp3, Camera, Smart Watch etc.)
- Jewellery (real/artificial)
- Colour sprays
- Skateboards/ Roller-skates
- Cosmetic items
- Photo Albums

– are liable to be dealt with the following course of action:

- (a) on first complaint, he/she will be warned in writing.
- (b) if second time, he/she is found in possession of the same or some other no-no item(s), he/she shall be given probation, suspension from classes for a certain time period.
- (c) In case at some later stage, he/she is found possessing the same or some other restricted items, he/she shall be struck off the school roll.

14.2 Student(s), found possessing /using any of the listed below or similar items—

- Self-driven motor bike
 - Fireworks (crackers)
- are liable to be dealt with the following course of action:

- (a) On first complaint, he shall be given probation, suspension from classes for a certain time period.
- (b) In case at some subsequent stage, he is found in possession of the same or some other restricted item(s), he shall be expelled from the school.

14.3 It should be kept in mind that students of the school are not allowed to bring / use, what may the circumstances be, any of the following undesirable items/materials or similar. Student(s), found possessing / using any of the items listed below in the school premises or outside, shall be liable to be rusticated from the school right away.

- Cellular phone / Tablet (if objectionable use is found)
- Any kind of tobacco item (inclusive e-cigarette)
- Any kind of narcotic material
- Inflammable/explosive materials
- Indecent material
- Weapons (knives, nunchakus, metal knuckles/rods etc.)
- Dangerous chemicals
- Fire-arms

15. Causing Damage

- Damaging School Property: It is advised that the students must refrain from damaging any form of the school property.
- Scribbling on Furniture: It is expected that the students take care of the furniture and avoid scribbling, scratching causing any damage or breakage.
- Wall Chalking: Students are forbidden from wall chalking, grafting or smearing the walls of the building since it is considered a disgusting act that reflects the thought of a person.
- Electric Appliances/Gadgets: Students must keep themselves away from multimedia projectors, classroom LED(s), speakers, switchboards, fans, tube lights etc.

- Lab Equipment: Students are advised to take every care of the science labs equipment and be aware of hazards of any negligence there.
- Littering: Every Student is to refrain from littering and keep the school premises clean.

15.1 The student who is found violating any of the mentioned guidelines shall be

- (a) given proper counseling on his/her first complaint
- (b) issued a warning letter for realization on repeating the same
- (c) suspended for a certain time period from the school if, at later stage, any infraction of the directions apropos of the school discipline is noticed.

16. Hired Transport:

- Parents of the students are requested to pick and drop their child(ren) preferably themselves or any of the grandparents / elder siblings can do so. In case it is not viable, then as a last resort, some transport is to be hired but after careful observation about the age and conduct of the driver, age and gender of other students in the same van, pick/drop points and time likely to be consumed in travelling. For this very reason, keeping in view the adolescents' frame of mind and transport concerned reservations, the school exclusively delineates separate exam date sheets for both the genders (boys & girls) studying at Secondary Level.
- For common good, it is thoughtfully advised that compromising on education is somewhat a better deal rather to compromise on moral grooming of the children. In case the parents themselves cannot, off and on, watch the situation of the pick and drop service hired for their child(ren) then preferably they are to get their ward admitted to the school located somewhere in the vicinity of their house.
- At pack up, some students are in practice of standing outside the school premises at certain fixed spots (e.g. clinic, shopping malls or some other school/college building etc.) as instructed by their van drivers without realizing that standing on road is quite alarming. In order to shun this odd practice, parents are requested to guide their child(ren) very particularly that in all conditions, he/she must wait for van in the school premises.

- Keeping in view the pack up time and distance from school to home, parents are expected to keep a check on the arrival time of their child(ren).

17. Character Certificate:

- Students are advised to follow the School Discipline Rules in letter and spirit throughout their schooling years which include the period scheduled for the conduction of Pre-Board Exams and the phase meant for the revision of science practicals as well. Very particularly, for issuance of Character Certificate, behaviour and conduct of the students of senior level will be observed during the entire mentioned period.

17.1 The school reserves the right not to issue the Character Certificate to the student(s) who breach the school discipline at any stage during their schooling years.

Spirit of the School Rules

- It is pertinent to specify that the philosophy of giving punishment in Islam, at heart, is not merely to penalize the one who is found at fault; rather it is to convey a message to others for common good to make them abstain from such/all kind of nasty practices.
- Majority of the students are admitted to this school at its very initial level in their childhood and then with the passage of time, they grow up into teenage. There is always a great deal of difference in terms of demeanor, interests and approach towards life between these two age phases. It is quite natural that in adolescent age, contrary to pediatric age, human beings develop multidimensional interests and priorities. For this very reason, these teenagers always require rapt/watchful attention of their parents and teachers for their reformation at this age group when they have peculiar excitements and dreamlike fascinations.
- In order to imbue the pupils with the sterling values of Islam, the school regularly teaches them Quraanic Lessons and make them mindful, they are oftentimes prepared for the observance of moral values through school publications and class lectures delivered. For this very reason, adherence to good values is expected from every student.

- Very insightfully, the reason is to be analyzed why the school, which generates its entire income only through the students' fee and has hardly been meeting its liabilities for the last four decades, would expel its students on such happenings.
- The following adversities are obviously associated with compromised conclusions:
 - Some other students may tag after the same track of undesirable activities which will not be fair, on the part of school, to provide them a lead for wrongdoing.
 - Turning blind eyes by the school administration to any untoward matter, may cast in adverse effects on those pupils who, in the exciting teenage years, hardly concentrate on anything else than their study matters.
 - Instead of reformation of the wrong doer, it may lead him otherwise
- The school feels that the expulsion of students becomes stern for their parents, but at the same time if, for a while, by reason they regard other students as their own children they may give the nod to the school's decisions as well.
- Parents naturally find themselves in utter grief since they are concerned only for their own child. Nevertheless, the moment they change their approach with a positive thinking that other students are their own children too, what would be the aftermath of a flexible decision of school in this regard. This development in thinking process will not only appease them but may earn divine reward as well.
- Consequences of exercising the influence on school administration for some compromised decision are neither fair to those pupils who uphold the trust of their parents, observe the values of goodness in true spirit and refrain from such practices nor even to the young siblings of the expelled students.

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