



AL HUDA INSTITUTE CANADA

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ATTENDANCE

Regular attendance is a must to qualify for the diploma. Students are required to maintain regular attendance throughout the course.

Permission for Leave

Students who require a leave of absence in case of an emergency must notify their TA and fill out an Absence Request Form that is available on the students' portal. Students taking a leave of absence must complete missed work by listening to class recordings and taking the relevant tests on the assigned test dates.

Tardiness

Students are accountable to their group TA for tardiness. Students must report to the ACC OR TA for the reason of lateness and sign in late if applicable. Appropriate action will be taken in the case of repeated delay.

Early Dismissal

Learning Qur'an should be the number one priority for students. If due to unavoidable circumstances, students must leave before the end of the day, they are to sign out from their respective TA in the staff room. Students should complete missed classwork for the day at home.

Those leaving before groups must send a recorded lesson to their TA.

Online Classes: Students to inform their TA of any absence and complete missed class later.

After School Hours

Al Huda Institute is not responsible for students after school hours. While waiting for a ride, students must remain in the Waiting Area and refrain from loitering on the premises.

Late Admissions

Students who miss an entire course term must make up the term when the following course starts.

Code of Conduct

Standards of Behavior

Students are expected to conduct themselves with respect and courtesy for the ideas, rights, and property of others. They must comply with the rules of the Institute and respect all those in a position of authority.

Dress Code

All students must maintain the dress code for disciplinary purposes. The uniform consists of:

- A plain black abaya with a plain white headscarf (from AlHuda bookstore)
- A loose black skirt and a plain black skirt with a plain white headscarf (from AlHuda bookstore)

Expectations for onsite students:

All students must wear the uniform while on school premises.

Uniforms must be well maintained (clean, no rips or tears).

Simple small jewelry is permitted. Studded collars, giant beads, and jangling bracelets are not allowed.

Drugs, Alcohol, and Smoking

Students must NOT be, under the influence of, or provide others with any form of alcohol or drugs. Smoking or possession of cigarettes is also prohibited while on school premises. Violation of these rules will result in appropriate action being taken.

Forbidden Items

Students are not authorized to use or carry the following items on school premises:

Recording Devices, gambling devices: dice, playing cards, etc.

Inhalants, cigarette lighters, matches, tobacco products, and look-a-likes.

Skateboards/Roller Blades.

Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, flares, water pistols, laser pens, animals, pets, etc.

NO CELL PHONE USE IN CLASSROOMS

Weapons

Weapons include everything from legally restricted weapons (e.g., firearms) to commonplace objects like penknives and baseball bats. Individual circumstances or the particular use of an object will dictate whether an object is viewed as a weapon or not. If any student is found to possess a weapon, it will be confiscated, and appropriate measures will be taken.

Politics and Racism

Over-heated discussion and debate on politics, as well as any form of racism, be it verbal or physical, is not allowed.

Use of Technology

Photocopying and printing facilities are available on-site. Students may request photocopies for which nominal charges apply.

Safety Regulations

Safety regulations are posted in specific areas. You are expected to follow all rules and regulations for the Recreational Facility, Cafeteria, etc.

Emergency Fire Drills

Emergency Fire Drills may take place during school hours.

In the case of an Emergency Fire Drill, on hearing the fire alarm, everyone must immediately evacuate the building and refrain from re-entering until instructed otherwise.

Silence must be maintained to ensure all instructions are clearly understood and followed.

Medical Policy

Al Huda Institute will not be held responsible for any injury or accident on school premises. Any accidents on the school premises must be immediately reported to the Reception Desk. First aid equipment is available on-site. If a student falls ill during the school day, she should contact her TA. Students aged 18 or under who require prescribed medication should obtain an authorization note from their guardian and carry a valid prescription.

Grading Policy

Students are expected to show a positive, open-minded, and ready-to-learn attitude. Should complete all work and assignments on time and to the highest standard.

The grading scale for this course is as follows:

Plagiarism and Cheating

Academic dishonesty is not allowed including but is not limited to, plagiarism, cheating, forgery or misconduct during a testing situation, and misinterpretation of original work. Plagiarism is the action of taking and using the thoughts, writings, or inventions of another as one's own. It could be an idea, design, passage, or work. If students are involved in any form of plagiarism or cheating, appropriate measures will be taken.

Termination of the Enrolment

The Academic Office reserves the right to suspend or terminate the enrolment and portal access of a student, should there be a serious violation of its Code of Conduct, a safety threat to a staff or student, or if the behaviour or activities of a student poses a threat to the reputation of the Organization

Any report of misconduct or abusive behavior by any student, within or outside of the Institute which can possibly affect the institute in any capacity, will result in immediate termination/suspension of the student.