



An-Noor Learning Center

مدرسة النور الثقافية

Student Guidelines



For the benefit of all that who attend An-Noor Learning, and the effective operation of the Center, a certain level of behaviour is expected from each of our students.

An-Noor Learning Center has adopted the following *Code of Conduct & Rules* which will be regularly reviewed with the Students:

- Students must arrive to class on-time (**11:00am**). Arriving late disrupts classes already in progress. Likewise, students are required to be picked up on time (**2:45pm**).
- Parents are expected to contact the Administrators if the student will be late or cannot attend classes. (Voicemail messages can be left outside of operating hours).
- Students who are late/absent on testing days - without - valid reason, will **not** be permitted to write missed tests/exams and will receive a zero.
- Students are required to arrive prepared for classes, with appropriate books & supplies.
*If books are required, students will need to purchase them from the Center – See Staff for details **
- Respect **must** be given to the Instructors & Support Staff ~ Students must follow instructions.
- Respect other student's rights & feelings. Treat others with kindness.
- Classrooms are a place of learning – not fooling around!
- Assigned Homework will need to be completed regularly by all Students.
- Students will **NOT** use or take items found in Classrooms, belonging to the school.
- Eating & Drinking is **ONLY** permitted during break times – where/ when directed by Instructor.
- Food and/or Drinks are **not** permitted in the gymnasium and classrooms.
- No wandering of the hallways or skipping out of classes.
- No running in the hallways.
- Students will follow the directions of the Gym Supervisors & Instructors during gym breaks.
- No swearing or using foul language at any time.
- No bullying, fighting or intentional damage to property ~ *will result in Automatic Suspension!*

The following restrictions may be imposed on a student as a consequence of inappropriate behaviour:

- Time Out/Removal from class.
- Loss of privileges (e.g. Gym time, breaks, etc).

If Unacceptable behaviour continues, the following actions will be taken:

- Privileges withdrawn for an extended period of time.
- Discussions with the Administrators.
- Involvement of Parents & Administrators.

**** If the student is consistently disruptive or injurious to other children or staff, **
the student may be removed from An-Noor Learning Center.**



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PERSONAL POSSESSIONS

Students must not bring games or toys to class. These items will be taken away by your Instructors, until the end of day, and returned to the Parents.

MOBILE PHONES

Students are **NOT** allowed to use mobile phones (or similar devices) during class time. Mobile phones are allowed to be used only during break times or at the end of the day (after classes).

Students using mobile phones (or similar devices) during class time will be given:

1. A verbal warning for First Offence.
2. A Second Offence will see the phone being taken away by Instructor, and returned at the next scheduled break or at the end of the day.

Repeat offences will be directed to Administrators and/or Parents to resolve.

An-Noor Learning Center will take no responsibility or liability for loss or damage to such devices.

FOOD & DRINK POLICY

Students are encouraged to bring a healthy snack or bagged lunches. Sufficient breaks are provided during the day for the students to consume their food.

Food & Drinks can only be consumed as directed by the Instructors. No Food or Drinks are allowed to be consumed in the gym or classrooms at any time.

**** Food Allergies ****

Parents are to inform Staff of food & other allergies students may have. This information should also be recorded in the registration form.

HEALTH & SAFETY

Students who are sick are asked not to come into the Center, but to inform An-Noor Staff of absence.

We aim to provide a safe, clean and healthy environment for all our students.

** These guidelines are subject to change **