ETHUNGAHAKOTUWA MUSLIM COLLEGE

STUDENT RULES & REGULATIONS HANDBOOK

Discipline • Knowledge • Islamic Values • Responsibility • Excellence

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1. SCHOOL HOURS

All students must arrive at school punctually and attend according to the following timetable.

Day	School hours
Monday	7:15 a.m. – 1:45 p.m.
Tuesday	7:15 a.m. – 2:35 p.m.
Wednesday	7:15 a.m. – 2:35 p.m.
Thursday	7:15 a.m. – 2:35 p.m.
Friday	7:15 a.m. – 11:15 a.m.

- Students must arrive before 7:15 a.m.
- Late arrivals will be recorded.
- Students must remain within the school premises during school hours unless permission is granted by the school administration.
- Students must leave the school premises promptly after dismissal unless authorized to participate in school activities.

2. ENTRY INTO SCHOOL

- Every student must bring their Student Record Book to school daily.
- Entry is permitted only in the correct school uniform.
- All students must wear the official school badge on the left chest or shirt pocket.
- Bringing mobile phones, unauthorized electronic devices, storage devices or prohibited materials into school is not permitted without prior permission.

- Students must follow the instructions of teachers, prefects and school security personnel at the school entrance.
- Students must maintain discipline while entering the school premises.
- Unnecessary gathering near the school gate is prohibited.

3. SCHOOL UNIFORM AND PERSONAL APPEARANCE

Wearing the correct school uniform is compulsory for every student. All students must maintain cleanliness, neatness, modesty and a respectable appearance in accordance with the Islamic values of Ethungahakotuwa Muslim College.

3.1 Junior Section – Grades 1 to 5

Boys

- White short-sleeved school shirt.
- White school shorts.
- Official school badge attached to the left chest or shirt pocket.
- Plain black school shoes and appropriate socks.

Girls

- School frock extending below the knees.
- Neat, modest and appropriate appearance.
- Official school badge attached to the left chest.
- Appropriate school shoes and socks.

3.2 Senior Section – Grades 6 to 13

Boys

- White short-sleeved school shirt.
- Long white school trousers.
- Official school badge attached to the left chest or shirt pocket.
- Plain black school shoes and appropriate socks.

Girls

- Full-length, modest Islamic school frock providing appropriate coverage.
- Hijab must be worn properly.
- The uniform must maintain Islamic standards of modesty.
- Official school badge attached to the left chest.
- Appropriate school shoes and socks.

3.3 General Uniform Regulations

- School uniforms must be clean, properly ironed and worn correctly.
- Tight-fitting, fashionable, altered or inappropriate uniforms are prohibited.

- The official school badge must be attached properly to the left chest or shirt pocket.
- Unauthorized jewellery and accessories are not permitted.
- Students must maintain proper personal hygiene.
- Nails must be kept short and clean.
- All students must maintain a neat and respectable appearance.

3.4 Hair Regulations

Boys

- Hair must be short, neat and properly maintained.
- Fashionable hairstyles, unusual haircuts and hair colouring are prohibited.

Girls

- Hair must be neat and tidy.
- Hair must be covered as required by the school's uniform regulations.
- Girls in the senior section must wear their hijab properly.

The School Discipline Committee will conduct regular inspections of students' hairstyles and personal appearance.

4. PREFECTS' UNIFORM AND RESPONSIBILITIES

Prefects are student leaders entrusted with maintaining discipline and supporting the school administration.

4.1 Prefects' Uniform

- Prefects must wear the officially approved school blazer on designated special occasions.
- On ordinary school days, male prefects must wear the prescribed long-sleeved white school shirt.
- All prefects must wear their officially designated prefect badges.
- Prefect badges must be properly attached and clearly displayed.
- Prefects must maintain excellent personal appearance and discipline.

4.2 Prefects' Duties

- Prefects must monitor student discipline at the school entrance every morning.
- They must check whether students are wearing the correct school uniform.
- They must observe students' hairstyles, badges and general appearance.
- They must assist teachers in maintaining discipline.
- They must report violations to the relevant teachers or School Discipline Committee.
- They must act as role models for other students.
- They must treat all students fairly and respectfully.

Prefects are not permitted to misuse their authority or impose punishments independently.

5. PUNCTUALITY AND DAILY DISCIPLINE

- Students must be present at school before 7:15 a.m.
- Students must attend their respective classrooms and follow the daily timetable.
- Loitering in corridors, playgrounds and unauthorized areas during lessons is prohibited.
- Students must obtain permission from the relevant teacher before leaving the classroom.
- Students must not leave school premises without official permission.
- Students must follow the instructions of teachers, sectional heads and authorized prefects.

6. SCHOOL ASSEMBLY AND DISCIPLINE INSPECTION

Monday and Friday assemblies are compulsory for all students.

During these assemblies:

- Students' overall discipline will be monitored.
- School uniforms and badges will be inspected.
- Hairstyles and personal grooming will be checked.
- Punctuality and general conduct will be reviewed.
- Students must stand in their designated lines and maintain silence.
- Students must demonstrate proper respect during assembly proceedings.
- Violations of school regulations will be reported to the relevant authorities.

The School Discipline Committee will conduct regular inspections and take appropriate action to maintain the required standards.

7. ABSENCE FROM SCHOOL

- Students must attend school regularly.
- Absence is permitted only for genuine reasons, such as illness or approved personal circumstances.
- Parents or guardians must provide an explanation for absence through the Student Record Book.
- The explanation must be signed by a parent or guardian.
- Extended absence due to illness may require a medical certificate.
- Students are responsible for completing missed lessons, assignments and assessments.
- Repeated unexplained absences will be referred to the school administration.

8. GENERAL CONDUCT AND ISLAMIC VALUES

Every student must uphold the Islamic values and good character promoted by Ethungahakotuwa Muslim College.

Students must:

- Respect teachers, parents, school staff and fellow students.
- Demonstrate honesty, kindness, patience and responsibility.
- Maintain Islamic manners and appropriate behaviour.
- Respect religious practices and school activities.
- Avoid fighting, bullying, harassment and abusive language.
- Protect school property and maintain cleanliness.
- Avoid smoking, alcohol, drugs and other prohibited substances.
- Avoid activities that damage the reputation of the school.
- Maintain respectful behaviour on social media and digital platforms.

9. MEALS AND CANTEEN REGULATIONS

- Students should bring their meals and drinking water from home or purchase them from the authorized school canteen.
- Students must maintain cleanliness when eating.
- Food must not be wasted.
- Students must follow the canteen timetable and instructions.
- Students are not permitted to leave school premises to purchase food during school hours without permission.

10. ACADEMIC RESPONSIBILITIES

- Students must attend all lessons regularly and punctually.
- Students must bring the required textbooks, exercise books and learning materials.
- Homework and assignments must be completed on time.
- Students must respect teachers and avoid disturbing classroom activities.
- Students must prepare properly for examinations and assessments.
- Academic honesty must be maintained at all times.
- Parents are encouraged to monitor their children's academic progress.

11. ATTENDANCE AND EXAMINATIONS

- Regular school attendance is compulsory.
- Students must attend all examinations, term tests and compulsory assessments.
- Students must follow examination rules and regulations.
- Cheating, copying and other examination malpractice are strictly prohibited.
- Students participating in sports or extracurricular activities must maintain satisfactory attendance and academic progress.

12. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- Students must obtain permission before participating in activities outside the school.

- Students must follow the instructions of the teacher-in-charge.
- Proper school attire or approved activity uniforms must be worn.
- Students must maintain good conduct when representing the school.
- Participation in activities must not negatively affect academic responsibilities.
- Students must obtain permission before representing outside clubs or organizations where school approval is required.
- Students must obtain permission before missing compulsory practices or activities.

13. VISITORS AND PARENTAL MEETINGS

Official Principal Visiting Day: Thursday

To ensure the smooth functioning of the school administration:

- Parents and visitors wishing to meet the Principal should arrange their visits on Thursdays.
- Visitors must obtain permission before entering the school premises.
- All visitors must report to the school office upon arrival.
- Meetings with teachers or other school officers should be arranged through the relevant authorities.
- Visitors must dress appropriately and respect the school's Islamic environment.
- No visitor is permitted to meet students during lessons without official authorization.
- Emergency matters may be referred to the school administration outside the regular visiting schedule.

14. SCHOOL PROPERTY AND ENVIRONMENT

- Students must protect all school buildings, furniture, equipment and facilities.
- Writing on desks, walls and other school property is prohibited.
- Littering is strictly prohibited.
- Students must use toilets and other facilities responsibly.
- Any damage to school property must be reported immediately.
- Students responsible for intentional damage may face disciplinary action.

15. ROAD SAFETY AND STUDENT TRANSPORT

- Students must follow road safety regulations when travelling to and from school.
- Students must not get into or out of moving vehicles.
- Students must behave responsibly while travelling in school transport.
- Parents and transport providers are encouraged to ensure safe transportation.
- Students must follow teachers' instructions when boarding or leaving school transport.

16. MEDICAL AND EMERGENCY MATTERS

- Students who feel unwell during school hours must inform their class teacher.

- Students must not leave the school premises due to illness without authorization.
- Parents or guardians must be informed when a student requires medical attention.
- Students must follow the instructions of the school administration during emergencies.

17. REPRESENTING THE SCHOOL

- Students representing Ethungahakotuwa Muslim College must maintain excellent discipline.
- Only authorized students may participate in official school events.
- Students must wear the prescribed representative uniform.
- Students must respect the school's name, values and reputation.
- Selection for school representation may take academic performance, attendance, discipline and suitability into consideration.

18. DISCIPLINARY AUTHORITY AND ACTION

The following authorities are responsible for maintaining school discipline:

1. The Principal.
2. The School Discipline Committee.
3. Authorized School Prefects, under teacher supervision.

Depending on the seriousness and frequency of an offence, disciplinary measures may include:

1. Verbal warning.
2. Recording the offence in the Student Record Book.
3. Informing parents or guardians.
4. Referral to the class teacher or sectional head.
5. Referral to the School Discipline Committee.
6. Meeting with the Principal.
7. Further disciplinary action in accordance with school policy and applicable education regulations.

All students are expected to cooperate with the school administration and maintain the highest standards of discipline.

OUR SCHOOL DISCIPLINE COMMITMENT

ETHUNGAHAKOTUWA MUSLIM COLLEGE

DISCIPLINE IS OUR IDENTITY

Every student is an ambassador of our school.

We expect every student to:

- Wear the correct uniform with pride.
- Respect Islamic values and school regulations.
- Be punctual and responsible.
- Respect teachers, parents and fellow students.
- Maintain cleanliness, honesty and good character.
- Protect the honour and reputation of our college.

DISCIPLINE • KNOWLEDGE • FAITH • SUCCESS
