

Manual

School Policy & Procedure 2021/2022



Al-Manarat Weekend School
2550 Argentia Rd, Unit 121,
Mississauga, ON, L5N 5R1
905-997-0260 ~ 905-997-0269
Website: www.almanaracademy.com
Email: info@almanaratacademy.com

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

INTRODUCTION

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

This manual is intended to serve as a guideline for students and parents/guardians in achieving a successful school year and to increase transparency in the relationship between parents/guardians and to establish a common understanding of our respective roles and responsibilities.

Thus, it is important to read the manual carefully as the school administration will be strict in making sure they are observed.

Strive, learn, smile and be patient with us as we continue to grow together. We trust that you will help us in providing your children with a strong foundation for their future.

Policies and procedures given in the Manual will continue to evolve as the school responds to new challenges, issues and opportunities, and this document will be updated over time, as necessary.

We welcome and value your opinion. Please contact us with any questions or concerns.

جزاك الله خيراً

1. FEES STRUCTURE

MONTESSORI

Tuition Fee Per Child (Per Month)	\$ 75 / Monthly + 5% Sibling Discount
Supply Fee (Non-Refundable)	\$ 100 per student / Year

2. PAYMENT METHOD

Payments are to be made in 10 months.

- a. **Direct Payment:** Complete DIRECT DEPOSIT FORM
- b. First payment September 1st and last payment June 1st.
- c. **NSF charges:** Paid by the Parents/ Guardians or \$ 25 will be applied.

3. REFUNDS

- a. Full refund by Cheque including Supply Fee in case the school is not able to accept the student.
- b. No refund for the semester in case student chooses to withdraw his/her names from the school for a reason or if student is found in violation of school regulations and asked to withdraw from the school. (The Withdrawal Form can be obtained from the Administration Office).
- c. No refund will be made in case of holidays, absences or if classes are cancelled due to the calamities (e.g.: Weather).

4. ADMISSION PROCEDURE

Application will be accepted only if documentations are attached as per the Checklist below. (Note: All forms must be filled, printed, and signed).

- Complete the online registration form or fill the form in person
- The student in the waiting list must complete the registration form and pay the registration fee.
- Once a slot opens up, the prospective student will be scheduled for an entrance exam to assess aptitude and abilities.

5. UNIFORM POLICY

Wearing a clean and neat uniform is the first step in disciplining the students and developing in them a sense of seriousness. The school uniform gives a clear message as to the purpose of education. All students must be in their clean, well pressed school uniform.

Boys – White shirts, black pants, black shoes & white cap. The shirts should be tucked in and the hair should be well kempt and not dishevelled.

Girls – Black Abaya, white hijab and black shoes.

The girls should tie their hair. The scarfs should cover their hair, neck and chest and pinned up neatly.

Nails – The nails should be clipped every week. The girls are not allowed to wear any nail polish or make-up.

Progressive Disciplinary Action

If the above-mentioned rules are violated, then a verbal warning will be given. Upon repetition, a written warning will be given, if violation persists, then the parents will be involved, then the student will be suspended and finally expelled from the school.

6. ABSENCE & LATE POLICY

- a. Attendance for students is compulsory.
- b. In case of absence, the parent must inform the School Administration Staff by email or phone.
- c. Absence for more than five classes without reason and without appropriate supporting documentation will result in removal from the register.
- d. Students will arrive to school from the back door at 10:30 am to 2:45 pm and no later than 10:40am. A student who enters after 10:40 am will be marked late & have to wait outside the classroom. If the student is late more than three times in a semester, then progressive disciplinary action will be taken as outlined above.
- e. For students and staff security, the school doors will be locked at 10:40am. The students who arrive after 10:40am would have to come from the front door and wait for the Admin to check-in.

7. INCLEMENT WEATHER POLICY

Closings and delays will be posted on our website along with emails communication.

8. HOMEWORK

Parents are strongly encouraged to check their child's Google Classroom and ClassDojo for homework and to help supervise their assigned homework.

9. PRAYER HALL AND ETIQUETTES OF SALAH

- a. Follow the instructions of the assigned teacher time to time.

10. LUNCH BREAK RULES

- a. Follow the instructions of the assigned teacher time to time.

11. WASHROOM RULES

- a. Enter the washroom with the left foot and recite the dua for entering the washroom.
- b. Clean toilet seat and wash hands after use.
- c. Boys are to sit and not stand, to urinate.
- d. Clean private parts with water after toilet use.
- e. Use bathroom quickly without socializing and playing.
- f. Make sure to flush the toilet clean after use.

12. SCHOOL PROPERTY RULES

- a. Do not write on the furniture or walls.
- b. Keep all school furniture and property free from damage.
- c. Keep hands off fire alarms and fire extinguishers.
- d. Keep school grounds clean and clear of all personal belongings, and/or garbage.

13. SOCIAL MEDIA

Al-Manarat administration, teachers or students are not responsible for the activities of individual students on social media platforms.

14. PHOTOGRAPH, VIDEO AND VOICE RECORDING

Photography, video, and voice recording are strictly prohibited if taken without consent.

15. STUDENT PROGRESS REPORT

Report Cards for students are given at the end of each semester.

16. DISCIPLINARY ACTION

Class rules are set by subject teachers. These rules will be clearly communicated to all students at the start of the school year.

Infringements of these class rules and consequences of such infringement are to be decided by the teachers.

- a. Cheating, stealing and/or lying.
- b. Defiance of teacher authority.
- c. Offensive/abusive language at school.
- d. Fighting or otherwise endangering the welfare of others.
- e. Vandalism of school property or grounds.

The school policy will be in effect from the first day of school and applies to all students.

Any student failing to observe any policy will be:

Assigned for in-school detention for the whole day or **permanently** detained.

17. RESPONSIBILITIES

1. Parent - Teacher Coalition

- a. Parents are in partnership with the teachers when it comes to their children's spiritual and academic growth.
- b. Parents must attend Tarbiyyah classes when announced.
- c. Parents should be available to communicate with teachers upon request.
- d. Parents should be responsible for the completion of their child's homework and weekend assignment packages.

2. Student's Responsibilities

Students are expected to:

- a. Think, talk, and act in an ISLAMIC MANNER.
- b. Have a positive attitude towards learning.
- c. Attend class regularly.
- d. Be attentive in class.
- e. Have the required materials in class.
- f. Arrive at school and be prepared to learn (sufficient sleep, nutritious breakfast proper wudu etc)
- g. Participate in class discussions and activities.
- h. Raise hand for permission before speaking.
- i. Recognize and respect the rights of others: Individual rights (privacy, property, right to education etc).
- j. Assist in communication between school and home.
- k. Help develop a sense of community within the school.
- l. It is absolutely necessary for all students to be responsible for their textbooks and library books issued for their use during the year.
- m. It is important that students do not bring large sums of money or valuables to school. The school will not be responsible for any damage or loss of any items brought from home.
- n. Electronic Devices are strictly prohibited during school hours. If any devices are found, then they will be confiscated.
- o. Must be aware of and understand school policies and regulations and follow them.

3. Parent's or Guardian's Responsibilities

Parents or Guardians are expected to:

- a. Help promote (in the student) a positive attitude in the student about school.
- b. Help the student to be self-disciplined in regard to attendance, school supplies, studies, and respecting the rights of others.
- c. Become acquainted with student's teacher and school.
- d. Parents are strongly encouraged to engage in discussions with their child on topics covered in class. This activity is essential to facilitate the child's progress during the semester.
- e. Share relevant information about student with school personnel.
- f. Help in classrooms or assist school personnel in activities when desirable or possible.
- g. Send your child(ren) to school each day with nutritious food. NUTS OR ANY PRODUCT CONTAINING NUTS ARE NOT ALLOWED. To support our GO GREEN efforts, please reduce food packaging and send food/beverages in reusable containers. (IN ORDER TO KEEP THE PREMISES CLEAN, KINDLY TRY TO PACK FOOD THAT DOES NOT MAKE ANY MESS).
- h. Please make sure that the school has full and up-to-date medical information about each child. This information will help teachers and the office personnel to provide the best assistance to a child in case of medical emergency.
- i. In case of any concerns or complaints parents are requested to contact the child's teacher.
- j. Must be aware of and understand school policies and regulations and follow them.

We request your co-operation to make our school a better place and giving them proper education while having a strong Islamic background.

Jazakumullahu Khairan!