



An-Noor Islamic Private School



1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoor.school.ca

Student Registration Form

Student Information:

Last Name: _____ Given Name: _____ Middle Name: _____

Gender: ☐ F ☐ M

Grade: _____

Birth Date (YY / MM / DD): _____ / _____ / _____ Parent last name different than student: ☐ Yes : ☐ No

Health Card Number: _____ Previous School (name of school / city / province): _____

Status in Canada: ☐ Canadian Citizen ☐ Refugee Status ☐ Permanent Resident of Landed Immigrant ☐ Student Visa

Birth Country Other Than Canada: _____ Country of Citizenship other Than Canada: _____

Entry to Canada (yyyy / mm / dd): _____ First Language Other Than English : _____

Has your child been diagnosed with a learning disability? ☐ Yes ☐ No If yes, explain _____

Is your child on an IEP ? ☐ Yes ☐ No If yes, explain _____

Is your child currently in an ESL program, ? ☐ Yes ☐ No

Demographic Information:

Custody: ☐ Father ☐ Grandparent(s) ☐ Joint Lives with: ☐ Father & Mother ☐ Mother ☐ Mother ☐ Father & stepmother ☐ Mother & stepfather ☐ Guardian ☐ Shared (alternate basis) ☐ Guardian

Name of Sibling 1 _____ Birth Date 1 _____ School Attending _____

Name of Sibling 2 _____ Birth Date 2 _____ School Attending _____

Name of Sibling 3 _____ Birth Date 3 _____ School Attending _____

Name of Sibling 4 _____ Birth Date 4 _____ School Attending _____

Parent/Guardian 1

Name: _____
Occupation: _____
Address: _____
City: _____ Postal Code: _____
Cell Phone Number: _____
Email Address: _____

Parent/Guardian 2

Name: _____
Occupation: _____
Address: _____
City: _____ Postal Code: _____
Cell Phone Number: _____
Email Address: _____



An-Noor Islamic Private School

1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Emergency Information:

Emergency Contact 1	Name:	Phone :	Relationship to child:
Emergency Contact 2	Name:	Phone :	Relationship to child:

Please Note:

The classroom teacher will assess new students during the first 2 to 4 weeks. Some students may require special attention. An-Noor does not have the resources to accommodate students with special needs. If your child is identified as having special needs, you will be consulted and will be asked to withdraw your child from the school.

I acknowledge that I have read and will abide by the above. Parent Signature: _____

FEE SCHEDULE

e-transfer:
eft@annoorschool.com

Not Refundable Registration Fee for(each new child):
\$100

FOR ADMINISTRATION USE ONLY

Registration fee: New student(s) -- ☐ Paid ☐ Not-Paid

Payment: Void Cheque for automatic withdrawal Submitted ☐

- ⇒ JK-Grade 8 per month for (1) one child : \$ 525.00
- ⇒ JK-Grade 8 per month for (2) two children : \$1,000.00
- ⇒ JK-Grade 8 per month for (3) three children : \$1,475.00
- ⇒ JK-Grade 8 per month for (4) four children : \$1,950.00
- ⇒ JK-Grade 8 per month for (5) five children : \$2,425.00

Applicant's Declaration and Agreement

By signing below I declare that, I, have provided accurate and truthful information on this application for admission.

* I understand and agree that the admissions process cannot be completed until An-Noor School has received all required documents.

* I understand that incorrect and incomplete information and late or non-payment of fees and /or tuition may result in delays and possible declination of admission.

*I understand that all registration fees are non-refundable.

Parent Name (Print) _____ Parent Signature _____ Date (DD/MM/YYYY) _____



An-Noor Islamic Private School

1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519)915-0686
www.annoorschool.ca



CONSENT TO PHOTOGRAPH AND RECORD

Dear Parents/Guardians:

Many occasions are presented throughout the school year to photograph and/or record students in the course of their school activities and participation in school events. As well, opportunities are presented to share positive stories/reflections about what is going on in our schools through local media. Media contact could be initiated by the school to highlight a special activity/event; or contact may be initiated by the media with respect to an educational issue or initiative for which they are seeking local information. We seek every possible opportunity to present positive stories to our community and celebrate the achievements and accomplishments of our students.

This "Consent to Photograph and Record" form is seeking your authorization for your child's recorded image, voice or work to be used by the media or in school publications, presentations and on websites in the school year, as opportunities arise.

Your completion of this form is sincerely appreciated. Should you have any concerns with respect to providing this permission for your child, please contact the school office.

I hereby give my permission for my child's recorded image (whether it is still or video), voice, or work, to be used by the media or in School publications, websites and presentations. I understand that I/my child may be identified by name.

☐ Yes ☐ No

STUDENT'S NAME: _____ GRADE: _____

Signature of Parent/Guardian

Date



An-Noor Private School

1480 Janette Ave Windsor, Ontario N8X 1Z4 • Ph: 519-966-4422 • 519-915-0686

Student Health Information

Student Name _____ Date of Birth (YYYY-MM-DD) _____

Address: _____

Home Phone Number: _____ Grade: _____

Email Address: _____

1. Is your child physically able to take part in school activities? ☐ Yes ☐ No

If your response is No; please explain. _____

School may require a doctor's note to excuse a student from school activities.

2. Does your child suffer from any chronic disease or disability? ☐ Yes ☐ No

If your response is Yes, please explain. _____

3. Does your Child have any allergic reactions? ☐ Yes ☐ No

If your response is Yes, please explain. _____

4. Does your Child require an EPI-PEN? ☐ Yes ☐ No

5. Is your child under a doctor's care? (Other than routine visits) ? ☐ Yes ☐ No

6. Has your child had a hearing test recently? ☐ Yes ☐ No

7. Has your child had an eye exam recently? ☐ Yes ☐ No

6. Is your child being given medication on a continuous basis? ☐ Yes ☐ No

Note: If your child needs to take medication at school, please inform the school office. A separate permission form is required to be on file in accordance with the school policy and procedures.

Parent's/Guardian's Name

Parent's/Guardian's Signature

Date

If any information you provide on this form changes during the school year please inform the office.

***** This student may be suspended from school if you do not complete and return this form. *****



An-Noor Islamic Private School

1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



FEE PAYMENT POLICY

TERMS AND CONDITIONS

Tuition fee payment is required to enroll your child/ren in the school. School fees can only be paid via automatic withdrawal. Please complete the form on the next page and **attached a void cheque or banking information**.

- a. Cash payment will be required to replace NSF.
- b. **NSF bank charges @ \$45.00 or more as applicable will be charged for each NSF.**

Note:

1. A Registration fee of \$100 per student for new students **(non-refundable)**.
2. An-Noor School reserves the right to dismiss any student for whom fees are not collected within a reasonable time as determined by the School Board.
3. An-Noor School reserves the right to dismiss any student who has been identified as having a learning disability by previous learning institutions; or ask for testing should a child(ren) exhibit worrisome behaviours.
4. An-Noor reserves the right to refuse service if the terms and conditions of this Agreement are disputed or violated

We, the undersigned, have read and understood the above conditions and agree to abide by them.

Parent's Name: _____ Parent's Signature: _____ Date: _____



An-Noor Islamic Private School

1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Tuition Payment

- 1. Pre-Authorized Debit:** the monthly fees will be withdrawn from your bank on the **1st day of every month.**

YOUR INFORMATION (Please print Clearly)									
First Name:					Last Name:				
Street:				City/Province:			Postal Code:		
Phone Number:									
Signature of Payer:					Date:				
BANKING INFORMATION (Please print Clearly)									
Branch Number				Institution Number			Account Number		
Name of Financial Institution:									
Branch Address:		Street:							
		City					Postal Code		
Amount: \$									

****** Please attach a void Cheque****



An-Noor Islamic Private School

1480 Janette Ave., Windsor, ON. N8X1Z4
Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



An-Noor School Policies

Please, read the policies below, discuss them with your child (ren) and sign and date below.

- ☐ I have read and understood the **Tuition Payment Policy** and agree to abide by it.
- ☐ I have read and discussed the **Technology Use & Acceptable Use Policy** with my child(ren) . We agree to follow the policies outlined.
- ☐ I have read and discussed the **Library use policy** with my child(ren). We agree to follow the policies outlined.
- ☐ We have read and discussed the **Uniform policy**, and I will ensure that my child(ren) follow the An-Noor School Uniform Policy.
- ☐ I have read the **Contract & Conditions of Acceptance contract**, understood it, and I will honor it.

Parent's Name: _____ (Please print clearly)

Parent's Signature: _____

Date: _____



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



AN-NOOR PRIVATE ISLAMIC SCHOOL CONTRACT AND CONDITIONS FOR ACCEPTANCE

PREFACE

An-Noor Private Islamic School is a private denominational school which subscribes to the beliefs and practices of Sunni Islam. All religious instruction, practices and matters of jurisprudence will be in accordance to the tenets of Sunni Islam. Any issues of creed/jurisprudence which are brought to question will be referred to an appointed religious leader/scholar (affiliated with/recognized by the Windsor Islamic Council).

A. DEFINITIONS

1. The following terms have the following meanings in this contract:
 - a) “**Association Board**” means the Board of Directors of the An-Noor Private School Corp.;
 - b) “**Board**” means the Board of Directors of the School;
 - c) “**Parents**” means the mother, father, or other legal guardian of the student;
 - d) “**School**” means An-Noor Private Islamic School;
 - e) “**Student**” means the child enrolled by the parents to attend the School.

B. PERSONAL INFORMATION

2. It is the responsibility of parents or legal guardians of the enrolled student to provide An- Noor Private Islamic School (the “School”) with up to date home address information, home and emergency phone numbers, the student's Ontario Health Card number and consent for emergency medical treatment.
3. The School is authorized to collect personal information about each student for the purpose of ensuring the safety of all students and for the due administration of the School.
4. The School is authorized to disclose the personal information collected under paragraphs (2) and (3), above, only to the students’ respective teachers, the principal, vice-principal, and as required by law.
5. In this section, “personal information” has the same meaning as in section 38 of the *Freedom of Information and Protection Act* and section 28 of the *Municipal Freedom of Information and Protection of Privacy Act*.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annooreschool.ca



C. TUITION & OTHER FEES

6. Tuition fees are due and payable on the first (1st) day of every month, through automatic withdrawal (a void cheque must be attached). All fees must be paid at the time of admission, based on the deadline date set by the school office. This includes fees for any tuition, studentbooks, before/after school fees with advanced scheduling, and any supplemental materials/resources required by the school.
7. In case of insufficient funds, charges required by the bank plus handling fees will apply and be payable by the parent on the tenth (10th) day of the following month.
8. **Tuition is due for all and any months that the student is registered as attending the school, irrespective of absences (including when sick, on vacation, or for any other reason).** If two (2) or more months of tuition payments are outstanding, the Board, in its sole discretion, may terminate this contract and deny entry to the student. **There are no refunds for absences or transfer from the school before the month ends.**
9. **If a student is withdrawn from the School, one (1) month's written notice is required or in lieu thereof, the payment of One (1) month's tuition is payable.**
10. Tuition fees may be subject to increase each new academic year in the sole discretion of the School. Parents will receive advance communication should any changes take place.

D. ATTENDANCE AND PREPARATION

11. School hours are from 8:45AM to 3:30PM. Parents agree to bring their children to school on time and pick them up promptly at the end of the school day. **Any student dropped off unattended before 8:30AM will be placed in the before-school care program, and parents will be charged for this service. Any student who remains after 4:00 PM will be placed in the after-school care program and parents will be charged for this service.**
12. Attendance by students is compulsory, as is punctual arrival. Parents shall bring to the School, or otherwise cause the student to attend the School, regularly and on time. If a student is unable to attend by reason of illness or other unavoidable cause, parents must notify the School no later than 9:30AM on the day that the student will be absent.
13. Students must wear proper school uniform, as prescribed by the School and detailed in the Student Handbook (please see Appendix A). Proper school uniform also connotes proper grooming and personal appearance (including matters/issues of clothing style, hairstyle, and jewelry) which is to be in accordance with the Qur'an and Sunnah. If the Principal/Vice- Principal of the School determines that a student is not wearing a proper uniform, the office will notify the student's parent immediately, in which case, the parent will be required to pick up the student or to bring proper attire to the School immediately.
14. All students must come to school prepared with all necessary textbooks, notebooks and writing materials. Parents undertake to buy all necessary textbooks and materials, as prescribed by the School.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686

www.annoorschool.ca



E. PROBATIONARY PERIOD, SUSPENSIONS AND EXPULSION

15. Students enrolled for the first time at the School are on probation for Three (3) months. During the probationary period, if the parent and/or teacher feels that a student is not adjusting to the School. The Board will determine whether the student shall remain in school.
16. Students will be subject to mandatory suspension from the School if they commit any of the following infractions while they are at the School or engaged in a school-related activity:
 - a) Verbal abuse (e.g. use of racial/ethnic slurs or epithets directed at another person, vulgar language directed at another person, uttering a threat of any kind (especially physical), use of profanity/swearing directed at another person)
 - b) Physical abuse (e.g. physical contact intended to cause harm, sexual assault/interference, physical assault of any kind)
 - c) Bullying behaviour and/or speech directed at any student, parent and/or staff
 - d) Acts of vandalism (e.g. committing an act of vandalism that causes damage to the School or to the property of another student, a teacher or staff person located on the premises of the School)

Such code of conduct applies to students' dealings with school students, staff and other Parents, whether on School premises or in public/online forums such as social networking sites (*including the public slander and/or maligning of any student and/or their family, and/or staff and/or their family*).

17. The principal has a duty to suspend a student who he/she finds guilty of an infraction set out in the preceding paragraph, and has the sole discretion of determining the duration of the suspension.
18. Students may be subject to discretionary suspension from the School if they exhibit any of the following behaviour while they are at the School or engaged in a school-related activity:
 - a) Anger control problems;
 - b) Disobedience;
 - c) Use of profane language;
 - d) Disruptive behaviour;
 - e) Failure to come to school prepared on a regular basis.
 - f) Any other infraction deemed inappropriate by the principal and/or School, which continually impedes the learning of the student, or continually disrupts the learning environment for others (and which falls under the categories listed in paragraph 16).
19. The Principal and/or Vice-Principal have the authority to issue a suspension for a period of One (1), Two (2) or Three (3) days, or longer, as he/she/they see fit.

20. Written notice of a suspension shall be given to the parents on the day the suspension is issued.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686

www.annoorschool.ca



21. Students are subject to mandatory expulsion from the School if they commit one of the following infractions while they are at the School or engaged in a school-related activity:
 - a) Possessing a weapon;
 - b) Causing bodily harm to another student, teacher or staff person that requires medical attention;
 - c) Committing robbery;
 - d) Earning Five (5) or more suspensions in an academic year.
22. The Principal has a duty to suspend a student who is or she finds guilty of an infraction set out in the preceding paragraph, pending a hearing by the Board's Resolution Committee. Notice of the expulsion hearing shall be given by the Board to parents of the student promptly.
23. The Board shall, after hearing from the student, parents of the student and/or their legal representative, the principal and/or vice-principal and any other staff person involved in the infraction, determine whether the student has committed an infraction for which expulsion is mandatory. The Board shall make its determination within Five (5) days of the hearing. The decision by the Board will be final.

F. PARENTS' CONDUCT

24. Parents must report to the main office whenever they wish to see a teacher or a student. Under no circumstances may a parent interfere in the running of a classroom. Parents must abide by all regulated protocols for school entry in keeping with the Ontario Safe Schools Act (please see Appendix B).
25. Parents who consistently breach the preceding section will be given written notice by the Principal or Vice-principal of the infraction. Further conduct of the parent in violation of paragraph 26 will be cause for termination of this contract, and the withdrawal of the Student from the School.
26. Parents are expected to abide by the same code of conduct as indicated for students, in paragraph 16, such that verbal abuse, physical abuse, bullying behaviour, and/or acts of vandalism on the part of Parents will not be tolerated. Such code of conduct applies to Parents' dealings with school students, staff and other Parents, whether on School premises or in public/online forums such as social networking sites (including the public slander and/or maligning of any student and/or their family, and/or staff and/or their family). Violation of this code of conduct on the part of Parents will be cause for termination of this contract, and the withdrawal of the Student(s) from the School.
27. In light of situations that may arise occasionally where Parents have serious issues concerning their children or the School, they should abide by appropriate protocols listed below. The Board directs Parents to please follow these guidelines in order to ensure minimal conflict and expeditious resolution of whatever matters. Parents should abide by the following:



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686

www.annoorschool.ca



- a. Any issue, concern or complaint regarding a student should be addressed to the concerned teacher, by appointment.
- b. If the matter remains unresolved, it should then be addressed to the School Principal or Vice-Principal.
- c. Any issue, concern or complaint regarding the school should be addressed to the School Principal, in writing first; then by appointment, in person.
- d. Finally, if the matter remains unresolved, it should then be addressed in writing to the An-Noor Board Grievance and Resolution Committee via email at board@annoorschool.com. The Committee will decide on the appropriate course of investigation and resolution. Their decision will be considered final and all parties are expected to respect and abide by their conclusion of matters.

G. DISMISSAL BY SCHOOL

1. Pursuant to Section E, the School reserves the right to discharge, at any time, any child, who, in the opinion of the Administration and their teacher, is not benefiting from the instruction **OR** whose behavior is detrimental to the program of the school. The recommendation and observations of the student's teacher are taken into consideration and withdrawal is not undertaken unless it is deemed to be, to the best advantage of the student, and/or the classroom. However, withdrawal may be recommended after any length of time, whether after one day or longer, if it is ascertained that the student's or classroom's needs cannot be met by the School, its environment and current teaching staff. Dismissal by the School does not relieve the Parents of the responsibility for payment of the current month's tuition and fees.

I/We the undersigned, have read the contract, understood it, and I/We will honor it.

Signature of : _____

Print : _____

Signature of : _____

Print : _____



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



An-Noor Private School Philosophy

1. To provide Islamic values and morals based on the Holy Qur'an and the Sunnah of our Prophet Muhammed (peace be upon him).
2. To provide every child with a balanced education- both Islamic and academic.
3. Every child has the right to maximize his/her learning potential with respect from his/her peers for those basic rights.
4. Open communication between home, school, and the Muslim community is crucial to our success.
5. Children shall be active participants in their own education (both mind and body).
6. Student achievement shall be evaluated with the purpose of emotional, physical, social, and academic growth.
7. It is vital that each individual is challenged to be a critical thinker, and problem solver
8. Students must be equipped with the technical and academic skills to serve themselves and the world community.
9. Students, staff and school community have the right to know about a clear, concise discipline procedure.

Discipline

Since good education and discipline go hand-in-hand, it is our intent to have a well-disciplined school.

The school rules are as follows:

1. Follow God's Path: Iman, good deeds, truthfulness and patience.
2. Listen to the teacher.
3. Keep hands, feet, body and objects to yourself.
4. Raise your hand and wait for permission to talk.
5. Keep your school clean and tidy.
6. Never use bad words or put downs.
7. Attend school, lessons and activities on time.
8. Do not talk during the adhan, iqama or salah.

Disrespect and improper conduct are unacceptable. Parents will be notified when a child refuses to obey school rules, and your cooperation will be expected and appreciated.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Student Code of Behaviour

Students Shall:

1. Greet friends and guests in the school with “Assalammu Alaikum.”
2. Accept the leadership and authority of the principal, teachers, and all other staff members.
3. Respect the property of others as well as their own.
4. Refrain from damaging, defacing, or destroying school and personal property.
5. Complete all assigned work on time.
6. Cooperate with teachers and other students.
7. Practice good citizenship and Islamic behaviour such as displaying good manners and being courteous at all times.
8. Enter class prepared to work to the best of their ability.
9. Wear Islamically appropriate school uniform.
10. Be regular and punctual in attendance.
11. Use only acceptable language.
12. Walk to the right in the halls and when entering classrooms.
13. Not chew gum in school.
14. Remain on school grounds until dismissed or given permission to leave.
15. Assist in keeping the classroom, hallways, and grounds free of garbage, paper and debris.
16. Use all equipment with safety and cleanliness.
17. Not throw any object, which may injure another student.
18. Engage in non-aggressive activity.
- 19. NOT be allowed to bring cellular phones or any other electronic games to school. The school phone is available for any emergency that may arise.**
20. No wandering in the hallways without a hall pass.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Inappropriate Behaviour

- ❖ Swearing.
- ❖ Aggressive or violent behaviour towards others.
- ❖ Fighting.
- ❖ Drinking, Smoking, use of Drugs.
- ❖ Vandalism of School or Masjid Property.
- ❖ Intimidation or harassment of others.
- ❖ Poor Attendance (unexplained). Truancy & poor attendance (unexplained).
- ❖ Bringing inappropriate objects or material to school.
- ❖ Tardiness / constant lates
- ❖ Theft.
- ❖ Disrespect for others (principal/teacher/student)
- ❖ Opposition to authority.

Consequences

- ▶ Withdrawal of student from classroom setting and his/her assignment to another classroom
- ▶ Requirement of student(s) to make restitution, where appropriate.
- ▶ Imposition of behavioural or performance contract.
- ▶ Removal of recess privileges. Informal / formal interview with Principal.
- ▶ In-School suspension.
- ▶ Out of school suspension.

Detentions and loss of school privileges may result from inappropriate behaviour or for violating school rules. Other consequences may be as follows; omission from: **Field Trips, Sports Events, Special school functions.**

Repetitive inappropriate behaviour, attitude or performance will lead to expulsion of your child from the school.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Guideline for homework

Maintaining regular, daily work habits at home and at school improves the academic performance of students. Such habits, when supported in the home environment, promote success later in life.

It is incumbent on parents to check the child's agenda daily for homework assigned, and correspondence from their teachers.

Assignment of homework will vary according to grade level. Primary children will be required to complete class work or practice a particular skill. It is recommended that junior and intermediate students establish a schedule so that a certain amount of time is set aside each evening for assignments, projects, work, and study.

All children are encouraged to read both English and Arabic text every night before going to bed.

Continued neglect of homework could result in/out of school suspension until all assignments have been completed.

Arrival and Dismissal

School doors open at 8:30am, if you must drop your child off at school before 8:30am, your child will be signed into the An- Noor Before- School Program. (Fees will apply)

Please contact the office for daily fee schedule for early drop offs.

Class begins promptly at 8:55 am Please make sure your child is present to hear announcements and reminders. Dismissal is at 3:30 pm. Please make sure that your child is picked up on time. Children not picked up by 4:10pm will be signed into the An-Noor After-School Program. (Fees will apply)

Please contact the office for daily fee schedule for late pick-ups.

Drop off and Pick-Up Procedure

Students may be dropped off or picked up either at the front of the school (Janette Ave) or at the back of the school (Bruce Ave). During Arrival time please wait in your car until your child(ren) has been approved for entry. During dismissal time, please wait in your car and your child will be brought out to you. Please remember NO parents are allowed in the school without a scheduled appointment.

PLEASE DO NOT BLOCK TRAFFIC BEHIND YOU OR LEAVE YOUR VEHICLE UNATTENDED. If there is a line-up, please drive around the block until you are able to drive into the parking lot safely. Do not block the intersection.

Early Leaving from School

In the interest of school security and the protection of your children, NO child will be taken from the school without the parent first stopping at the office. Please notify the office in advance that you will be picking up your child early. The office will notify the child's teacher and the child will come to the office. If you are sending someone else to pick up your child, please notify the office by letter or phone before the time the child is to be taken from school. Authorization must be verified or we will not release the student in question.

Emergency School Closing

During inclement weather, the school may be closed. An-Noor School will use the following to relay important announcement and alerts:

1. Please watch for announcements by visiting our website (www.annoorschool.com), or our Facebook page (<https://www.facebook.com/annoorschool>).
2. Please listen to the local radio station (**AM 800**) to convey school closure information.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Attendance

Attendance and “time on task” are closely related to learning. Punctual and regular attendance is not only compulsory, but is essential if the student is to make good progress and maintain a positive attitude about coming to school. All late comers must report to the office to receive a late slip before entering class. Students who are constantly late will not be admitted to class until the next period. We do not permit interruptions while class is in session.

Student Absence

Students who are absent from school must return with an absence note duly signed by a parent or a phone call made to the school, reporting the absence. It is the parents responsibility to notify the office of a child’s absence.

Physical Education Classes

Fitness and the development of kinesthetic skills are important for every child. In order to gain the most from the physical education program, proper gym attire is required (running shoes, uniform P.E. clothing).

Lost and Found

It is recommended that students have their names on all personal belongings (lunch bags, clothing, etc.). A lost and found box is located inside the photocopy room where all found items will be placed.

Respect of Property

Students should take pride in their notes, projects, textbook, and other materials. This can be demonstrated through care and neatness. Texts, library books, and notebooks must be kept free from graffiti. Similarly, the courteous handling of furniture, clothing, and sports equipment is also emphasized. We expect this to carry over into thoughtfulness of boards, bulletin board displays, the building itself, including lockers, and the surrounding trees, lawns and other areas. Parents of students found responsible for the destruction/loss of school property will be responsible for the restitution of said property.

Student Progress

One progress report card and two report cards will be sent out during the school year. Teacher/ parent interviews will follow the first report card. Teachers will call to set up interviews for the progress report card and other meetings will be set up when necessary.

Personal interviews are given at teacher’s or parent’s request. For personal interviews, parents are requested to make an appointment first. Parents must not disrupt a lesson in order to discuss their child. Appointments with a teacher must be made in advance.

Visitors and Parents

Please remember NO parents or visitors are allowed in the school without scheduled appointments. Strict screening protocols will be followed.

ALL VISITORS, INCLUDING PARENTS MUST CHECK IN AT THE OFFICE BEFORE VISITING THE CLASSROOM. THIS IS TO ENSURE

Provincial Testing

It is the policy of the school that students in **grades 3 and 6** participate in the Provincial Mathematics and Language Tests. Parents will pay the cost for testing materials by the end of February of each year. The cost of testing will be determined by The Ontario Ministry of Education.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



An-Noor Technology/Library Use Policy

Technology (Terms of Use)

Students may use school computers and school iPads in compliance with the An-Noor Private School (ANPS) policy and at approved times. No other electronic devices are permitted in school, including personal cell phones or iPods. Personal iPads/laptops may be permitted for academic purposes

- Will treat computers/iPads with care to prevent damage.
- Will use computers/iPads only with the permission and supervision of a teacher.

Who bring their personal iPads/Laptops after principal approval only with the permission of the principal. Students who choose not to follow these rules will have their electronic device removed and stored in the office for pickup at the end of the school day. In the event of a repeat offense, a parent will be called and will need to see the principal to pick up the electronic device. In addition, the student may be restricted from use of school technology for a period of time.

If a parent needs to contact a student for any reason during the school day they may call the office and a message will be given to the student. In the case of an emergency, the student will be called to receive the phone call themselves. Unnecessary phone calls are a distraction to the education we are seeking to provide at APS; we ask that parents refrain from calling unless there is a real need.

Technology Rules for Usage:

Students:

- Must register their devices with the school office before using them in the school.
- Will not install software on any computer or iPad.
- Will not eat or drink in the immediate vicinity of any computer or iPad.

Printing & Photocopies:

- Any documents that need to be printed by students **MUST** be on a USB drive.
- The cost of printing is **25 cents per page and \$1 per colour page. Vandalism:**

Vandalism is defined as any malicious attempt to damage the physical computers, software, network systems or data of other users. Vandalism will result in disciplinary action, which may include suspension of computer services. Individuals will be held financially responsible for physical damage to a computer/iPad while it is assigned or checked out to them.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



An-Noor Private School Library (Terms of Use)

Each student of An-Noor Private School will be issued a bar-coded library card unique to him or her. This form must be signed by the parent or guardian in order for the card to be activated & valid. Students will not be given library privileges until this form is signed.

1. **Cards MUST be returned to the librarian by June 1st.**
2. Students must at all times respect the rules of the library.
3. Each student may sign out a maximum of 2 books at a time – one fiction, and one non-fiction, Arabic, or French.
4. Books will be on loan for 1-week intervals.
5. An overdue fee of 25 cents per day, per book will be charged for each day late to a maximum of the book value as registered in the library system (includes processing fees).
6. Parents/guardians will assume responsibility for payment for replacement of defaced, torn, destroyed, marked, or lost books.
7. Library privileges may be suspended at any time, at the discretion of An-Noor Private School Librarian.
8. Copies made at the library at any time for school purposes are 25 cents each for black and white or \$1.00 each for color copies.
9. Use of the computer lab within the library will only be done under the supervision of An-Noor appointed staff.
10. Students will not remove books from the library without proper check out.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



Uniform Policy – For All Students

All students must wear the school uniform which features an EMBROIDERED school logo.

BOYS

- Plain White/Burgundy **collared** shirt (dress/casual full-buttoned, polo shirt – short/long sleeves) with embroidered school logo
- Navy Blue pants (Jeans, jogging, sweat pants & shorts are NOT permitted)
- Navy Blue sweater (sweater vest or cardigan) with embroidered school logo

GIRLS

➤ JK to Grade 5

- Navy pinafores/jumpers with embroidered school logo, to be worn with navy dress pants (**Jeans, leggings, jeggings or jogging, sweatpants are NOT permitted**)
- Girls in Grade 3 must wear hijab beginning in January of the school year.
- Navy Blue/Burgundy with embroidered school logo sweater
- 2 piece hijab in plain white/navy ONLY (Wrap around hijabs are not permitted)

➤ Grade 6 to Grade 8

- Navy **Abaya** with embroidered school logo; uniform abayas are to be worn with plain white shirt/blouse underneath, and with plain black/navy pants. (**Jeans, leggings, jeggings or jogging pants are NOT permitted under the Abaya**)
- 2 piece hijab in plain white/navy only (Wrap around hijabs are not permitted)
- Navy Blue/Burgundy with embroidered school logo sweater

Proper school uniform also connotes proper grooming and personal appearance (including matters/issues of clothing style, hairstyle, and jewellery) which is to be in accordance with the Qur'an and Sunnah.

Regarding hairstyles, especially with boys, there should be absolutely no Mohawk haircuts, faux-hawk haircuts, spiked hair, ducktail hair, hair tails, and/or coloured/dyed hair of any variety. **Any hairstyles or haircuts not in accordance with the tenets of Qur'an and Sunnah are not permitted for students whatsoever.**

No jewelry or accessories are permitted to be worn other than a wrist watch and pant belts. Earrings are only permitted on girls – only stud earrings are permitted.

No designs, logos, writings, or slogans are permitted on any article of clothing to be worn during the instructional day, other than the school logo.

All clothing will be clean, crisp, ironed and students must always arrive at school looking neat.

Regarding footwear, all students must wear socks and closed shoes throughout the year. Sandals and open-toed shoes are not permitted. Platform and high-heeled shoes are not permitted. As winter footwear becomes necessary, outdoor winter shoes and separate indoor shoes are mandatory.

Students will not be admitted to their regular class without proper school uniform. Parents will be called to pick up their child(ren) or drop off the appropriate clothing. **No exceptions will be made.**

As well, parents and visitors are expected to dress/appear modestly when visiting the school, as all adults are role models for our children.



An-Noor Islamic Private School

Ph.: (519)966-4422 / Fax: (519) 915-0686
www.annoorschool.ca



An-Noor Private School is committed to fostering an inclusive educational environment where all students can learn and thrive. To ensure that our faculty, staff, and resources are effectively utilized, we have established the following guidelines for supporting students with Oppositional Defiant Disorder (ODD). This policy outlines the school's approach to handling this condition while prioritizing the safety, development, and well-being of all students.

POLICY ON ODD

ODD is a behavioral disorder characterized by patterns of angry or irritable mood, argumentative or defiant behavior, or vindictiveness directed toward authority figures, peers, or parents.

1. Admission Policy:

- An-Noor Private School does not have the resources or specialized expertise required to manage ODD effectively. We are unable to accept enrollment applications for students who have been diagnosed with Oppositional Defiant Disorder. If parents/guardians are aware of an ODD diagnosis prior to enrollment, they are strongly encouraged to seek admission for their child in an educational institution or facility equipped with trained professionals specializing in behavioral and psychological disorders.

2. Post-Enrollment Identification:

- If symptoms of ODD are identified after the child has been enrolled at An-Noor Private School, the school will engage parents/guardians to discuss observed behaviors and recommend a mandatory assessment by a qualified professional.
- Should the assessment confirm ODD, the school reserves the right to terminate the child's enrollment. This decision will be made in the best interest of the child and the school community, as An-Noor Private School lacks the in-house capacity to provide the necessary support for ODD.

3. Communication and Documentation:

- All decisions regarding withdrawal of enrollment due to ODD will be documented and communicated formally to the parents/guardians, ensuring transparency and adherence to legal requirements.

4. General Guidelines:

- The school maintains the right to require updated medical evaluations and progress reports for students with ODD or any other developmental or behavioral concerns.
- The primary responsibility for managing behavioral and psychological disorders rests with parents/guardians, in collaboration with medical and therapeutic professionals.

5. Disclaimer:

- An-Noor Private School reserves the right to modify this policy as necessary to align with changes in educational regulations, medical guidelines, or institutional capacity.