

# Manual

## School Policy & Procedure



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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## INTRODUCTION

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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

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### PRESCHOOL

Minimum age 2.5 years

Full Day	\$ 765/month
Half Day (8:30 am to 12:00 pm) OR (12:00 pm to 3:30 pm)	\$ 550/month
Extended Hours (3:30 pm to 5:30 pm)	\$300
New Student Registration Fee (Non-Refundable)	\$75

### MONTESSORI (JK & SK)

Tuition Fee Per Child (10 Months)	\$ 6,500 Annually
Supply Fee (Non-Refundable)	\$ 375 (One-time)
New Student Registration Fee (Non-Refundable)	\$100 (One-time)

### GRADE 1 – 5

Tuition Fee Per Child (10 Months)	\$ 5,650 Annually
Supply Fee (Non-Refundable)	\$ 375 (One-time)
New Student Registration Fee (Non-Refundable)	\$100 (One-time)

### GRADE 6 – 8

Tuition Fee Per Child (10 Months)	\$ 6,100 Annually
Supply Fee (Non-Refundable)	\$ 375 (One-time)
New Student Registration Fee (Non-Refundable)	\$100 (One-time)

## HIFZ

Tuition Fee Per Child (10 Months)	\$ 580 Monthly
Supply Fee (Non-Refundable)	\$ 250 (One-time)
New Student Registration Fee (Non-Refundable)	\$100 (One-time)

## 2. PAYMENT METHOD

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Payments are to be made in 10 months.

- a. **Direct Payment:** Pre-authorized Debit
- b. Payments can be made monthly or one-time at the beginning of the year.
- c. Monthly Payments - First payment September 2<sup>nd</sup> and last payment June 2<sup>nd</sup>.
- d. **NSF charges:** Paid by the Parents/ Guardians.

## 3. REFUNDS

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- a. Full refund 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

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Application will be accepted only if documentations are attached as per the Checklist below.

### 1. Admission Checklist

- REGISTRATION FORM
- 1 Recent Passport Size Photos (per child)
- A copy of Birth Certificate (per child)

- A copy of Immunization Records (per child)
- A copy of Health Card (per child)

## 2. Student's Grade / Stream

Al-Manarat Heights will use the following chart to know which Grade matches the age of your child.

Year of Birth	GRADE / STREAM	Year of Birth	GRADE / STREAM
2022	PRE SCHOOL	2015	GRADE - 4
2020	MONTESSORI -CASA 1	2014	GRADE - 5
2019	MONTESSORI- CASA 2	2013	GRADE - 6
2018	GRADE – 1	2012	GRADE - 7
2017	GRADE – 2	2011	GRADE - 8
2016	GRADE - 3		

## Entrance Exam

Once the registration form is received along with the registration fee, the prospective student will be scheduled for an entrance exam to assess aptitude and abilities. The topics for the entrance exam will be given before time. The students will only be assessed on those topics. If the student successfully clears the entrance exam, then rest of the application will be completed and the student will be enrolled for the academic year.

## 3. Waitlist

- If the grade reaches its maximum capacity, the prospective students will be placed on a waiting list.
- The student in the waiting list must complete the registration form and pay the registration and supply fee.
- Once a slot opens up, the prospective student will be scheduled for an entrance exam to assess aptitude and abilities.

## 5. UNIFORM POLICY

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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, gray pants, school belts, green sweaters, black shoes and black socks. The shirts should be tucked in and the **hair should be short & well kempt and not dishevelled. Students are recommended to go or fresh haircut every 2 weeks. The students will not be admitted in school on any day their hair is not well kempt.**

**Boys' Friday Uniform** – White *Thawb* and white hat. The dress inside the *Thawb* should not be coloured or printed.

**Girls** – White shirts, gray tunics, green sweaters, scarfs, black shoes and black socks. The girls should tie their hair. The scarfs should cover their hair, neck and chest and pinned up neatly. The shirt sleeves should be up to the wrist and the tunic should be below the ankles.

**Girls' Friday Uniform** – Black tunic and white scarf.

**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

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- a. Attendance for students is compulsory.
- b. In case of absence, the parent must inform the School Administration Staff by email ([attendance@almanarat.ca](mailto:attendance@almanarat.ca)) or phone.
- c. Absence for more than fifteen classes without reason and without appropriate supporting documentation will result in removal from the register.
- d. Students will arrive to school from 8:15 am to 8:30 pm and no later than 8:50am. A student who enters after 8:30 am will be marked late. 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 8:30am. The students who arrive after 8:30am would have to wait with their parents in their cars. The doors will open again at 8:50am. The school is not responsible for the students who are late and have to wait outside with their parents.

## 7. INCLEMENT WEATHER POLICY

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

## 8. HOMEWORK

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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

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

## 10. LUNCH BREAK RULES

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

## 11. WASHROOM RULES

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- 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**

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- 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**

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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**

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

## **15. STUDENT PROGRESS REPORT**

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Report Cards for students are given at the end of each semester. Mid-term report will be issued in the month of November, First-term in January & Final-term in June

## **16. DISCIPLINARY ACTION**

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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

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### 1. 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.

We request your co-operation to make our school a better place and successfully enrol our graduates in great high school programs while having a strong Islamic background.

Jazakumullahu Khairan!