



NAMF ISLAMIC ACADEMY

Parent Handbook

2016-2017

4140 Finch Avenue East, Scarborough Ontario M1S 3T9

Tel: 416-299-1969 Fax: 416-299-4890 Email: namf@bellnet.ca Website: www.namf.ca

NAMF ISLAMIC ACADEMY ANTHEM

We're the NAMF Eagles, high above we glide,
We're the glory of the Ummah and its pride

We read and write and play
We learn more everyday
We stand in rows and pray
Come join us, let us say

We're the NAMF Eagles, high above we glide,
We're the glory of the Ummah and its pride

In His name we proceed
Hand in hand we lead
Muslims under one creed
In one voice we all read

We're the NAMF Eagles, high above we glide,
We're the glory of the Ummah and its pride

Let times be bright or bleak
We aim for virtue's peak
New skies we cross and seek
With every passing week

We're the NAMF Eagles, high above we glide,
We're the glory of the Ummah and its pride

On hills and valleys low
When they will come to know
Voices will sing and grow
The words and deeds we sow

We're the NAMF Eagles, high above we glide,
We're the glory of the Ummah and its pride

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MESSAGE FROM THE DESK OF THE EXECUTIVE DIRECTOR

In the Name of Allah, the Most Gracious, the Most Merciful

Asalaamu'alaikum,

Welcome to NAMF Islamic Academy. I am delighted to embark upon our twelfth successful school year and I look forward to many more upcoming years. Since its inception, NAMF Islamic Academy has provided advanced and innovative Ontario certified curricula integrated with the Islamic spirit. We strive to produce analytical thinkers who will contribute to their communities and provide positive leadership within society.



NAMF students leave the Academy thoroughly prepared for future ventures with a firm foundation in secular and Islamic knowledge. Our highly qualified teachers work together to provide a stimulating learning environment for the students, bridging Islamic values and understanding within a Canadian context.

We are dedicated to raising the standard of education in North America through continual revision and functional application. NAMF Islamic Academy is committed to providing the groundwork for constructive development and academic excellence.

Thank you for choosing NAMF Islamic Academy as your child's educational institution. We are honoured to share in this important endeavour with you and your family.

Sincerely,

A stylized handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Farooq M. Khan
Executive Director
North American Muslim Foundation

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,
Asalaamu'alaikum,

Let me begin by welcoming you to the NAMF Islamic Academy. During their time at our Academy, NAMF students will be challenged through their academic, Islamic and personal development.

NAMF has an excellent educational program taught by a talented and dedicated faculty. To give students the added benefit, we offer students from grade 1 to 3 the chance to learn French. From JK to Grade 8, our school offers students a safe and fun Islamic environment to learn and grow in. We strive to build strong, successful students, both in faith and academically.



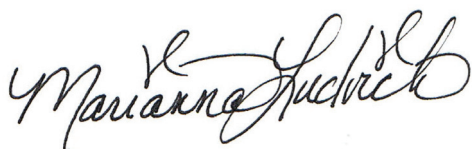
Your child's elementary years are a special time in his or her life—a time of academic and personal challenge. NAMF Islamic Academy helps in building a strong foundation for your child's future.

Here are highlights and various features that benefit NAMF students:

- We offer large spacious classrooms with a 20 to 1 student to teacher ratio
- We have a science lab with core material for JK to Grade 8
- We have a computer lab with updated software and programs
- Daily prayers are incorporated into the school schedule and performed in the onsite mosque
- We offer a fully equipped state of the art gym
- Our outdoor play area is used to encourage healthy living and exercise. We also use the outdoor area to plant vegetables in the garden and flowers to beautify the campus, which offers practical scientific knowledge
- The school library is used by all to enjoy and use in their studies
- Extra-curricular activities are encouraged (i.e. participation in Spelling Bee of Canada, Islamic Competitions and Science Fair)
- We take only 2 days off for Parent–Teacher Conferences a year, leaving extra class days to make sure all students have time to master all subject matter and more time for in-class instruction

On behalf of myself and the teaching staff at NAMF Islamic Academy, we look forward to embarking on this journey of academic and personal success with you and your child.

Sincerely,



Marianna Ludwick, Principal

STAFF LIST

Farooq M. Khan Executive Director
Marianna Ludwick Principal
Fazil M. Khan General Manager
Marouf Peshkaut..... Imam
Camille Mohamed Sr. Program Coordinator
Sadaf Akhter Executive Assistant
Coral Alphonso Caretaker
Yousuf Qassim Caretaker
Daniel Amisi Myinyi Caretaker
Shabana F. Khan Assistant Teacher

Ayan Abdi Teacher
Nishat Ansari Teacher
Eman Ayash Teacher
Waqas Pervez Teacher
Bushra Siddiqui..... Teacher
Areez Haq Teacher
Saima Ilyas.....Teacher
Safira Jamal Quran Teacher
Maria Siddiqua Islamic Studies Teacher
Raabia Ghasemi Islamic Studies Teacher
Rehab Mudathir French Teacher

ADDRESS AND GENERAL INFORMATION

NAMF Islamic Academy
4140 Finch Avenue East
Toronto, ON
M1S 3T9

Telephone: (416) 299-1969 ext.0
Fax: (416) 299-4890
Email: namf@bellnet.ca
Web: www.namf.ca

School Hours: 9:00 a.m. – 3:00 p.m.
Office Hours: 9:00 a.m. – 5:00 p.m.
(Monday to Friday)



NAMF ISLAMIC ACADEMY

Welcome to the 2016-2017 school year! At our school we strive to encourage the best in each student within a safe and caring environment; one that provides the opportunity for each student to develop a sense of confidence and responsibility by achieving the best of his/her ability in academic and other areas.

All students have agendas that parents are encouraged to read, comment in and sign daily. We encourage our students to use their agendas as tools to help them manage their time, keep track of assignments, note important dates (such as project due dates, field trips, etc.) and do their homework.

We are always open to your ideas, input and help. Please feel free to call the school for any questions and/or concerns that you may have. Our phone number is 416-299-1969.



MISSION STATEMENT

- To help children explore their full potential and develop a lifelong passion for creativity and learning in an Islamic environment
- To set the foundation for academic excellence by providing young minds with the tools to develop skills, knowledge, and personality imbued with Islamic spirit
- To foster an Islamic code of ethics, ideals and values with a sense of dedication to the community
- To inspire all learners to think critically and work independently as well as cooperatively to achieve personal and collective goals

VISION

- To prepare a new generation of leadership equipped with Islamic knowledge, spirit and ideals with a strong commitment towards community awareness and service
- To raise the standard of Islamic education in North America by assigning competent and highly qualified instructors
- To apply advanced and innovative curricula that integrate secular and Islamic knowledge
- To facilitate mutual contact and cooperation between various Islamic schools, sharing and learning best practices in education

INTRODUCTION

According to one hadith, Prophet Muhammed (pbuh) said: "Educate your children because they live in a different time than yours". There is no denying the fact that seeking education and learning is an obligation upon every Muslim. However, the purpose behind acquisition of education should be to enable the seeker to become a better believer in terms of values, beliefs, knowledge and actions so as to be able to effectively demonstrate the truthfulness of the Divine Message to the rest of the world.

Unfortunately, it is observed that although the graduates of traditional Islamic madrasas are well-versed in religious knowledge and carry a spiritual consciousness, they are found lacking in modern education and learning in order to meet the demands of the time. Conversely, students studying in the public school system receive a modern education, but exhibit a dire need for understanding the basic principles of Islam and the role faith plays in every day life.

CORE COMPETENCIES

- Individual attention and personalized lesson plans
- Highly trained and qualified teaching staff
- Progress assessment of each student at regular intervals throughout the year
- Comprehensive Islamic Studies Program consisting of a proper understanding of Quran, Hadith & Ibadaat
- Up to date and modern facilities
- A nurturing environment that is conducive to learning
- Field trips, community involvement projects and other educational activities

TEACHERS ORIENTATION AND TRAINING

We at NAMF Islamic Academy are especially particular about recruiting and training teaching staff that exhibit a strong commitment towards nurturing and caring for all students, while maintaining high expectations for achievement. We ensure that only the best-qualified individuals are retained through a selection process. For this reason, we have initiated Teachers Orientation and a Training Program with the aim to guide new teachers on lesson planning, classroom management and discipline, with a special emphasis on dealing with children that experience learning difficulties and exhibit disciplinary issues.

This program will also familiarize teachers with hopes and expectations of the school, administration and parents of the students. The Teachers Orientation and Training Program comprises of:

- Teachers Workshops that educate and train new teachers on child psychology, behaviour and motivation
- Seminars conducted by guest speakers that will share new ideas and offer constructive suggestions on better classroom management
- First Aid training is imparted to every member of the teaching staff
- Guidance on an integrated approach that combines modern secular education with Islamic knowledge

FACILITIES AND FEATURES

- Bus services provided within and around the GTA
- First Aid program in case of emergencies
- Well-lit, well-furnished, spacious classrooms & lunch facilities
- Limited number of students for each class
- Daily prayers conducted in groups at proper timings
- French and Arabic courses provided
- Student progress monitored on a continual basis
- Field trips arranged as an educational aid
- Various student contests of academic and non-academic nature
- Computer lab with high-speed Internet access
- Extra help available for students, for all courses, after school hours
- Comprehensive Islamic Studies program
- Guest speakers invited to speak to students for inspiration
- Special care towards development of Islamic ideals and ethics
- State of the art gym where students can play full court games
- Outdoor Play Area promoting healthy living and exercise



IMPORTANT DATES 2016–2017

September 5	Labour Day
September 6	First Day of School
September 12	Eid-al-Adha*
October 10	Statutory Holiday (Thanksgiving)
November 14	Picture Day
December 2	Term 1 Report Cards sent home
December 9	Parent Teacher meeting (and PD day for staff)
December 23	School closes for Winter break (last day of school)
January 9, 2017	School re-opens after Winter break (1st day back)
February 20	Family Day
March 3	Term 2 Report Cards sent home
March 10	Parent Teacher Interviews (PD day for staff)
March 13 - 18	School closes for March Break
April 14 & 17	Statutory Holiday (Good Friday and Easter Monday)
May 22	Statutory Holiday (Victoria Day)
May 27	Start of Ramadan*
May 23 - June 5	EQA0 Test Dates
June 26	Eid-al-Fitr*
June 28	Graduation Dinner (Term 3 Report Cards sent home; ½ day of school)
June 30	PD day for staff

Note:

PD - Professional Development Day for staff members; students will not be attending classes on these days.

* Depends on moon sighting

TIMETABLE

Time	Monday - Thursday	Friday
8:30–8:45	Entrance	Entrance
8:45	Assembly	Assembly
9:00–9:35	Period 1	Period 1
9:35–10:10	Period 2	Period 2
10:10–10:25	Recess	Recess
10:25–11:00	Period 3	Period 3
11:00–11:35	Period 4	Period 4
11:35–12:30	Lunch	Lunch
12:30–12:55	Period 5	Period 5
12:55–1:30	Period 6	Period 6
1:30–1:50	Prayer (all year)	Jumu'ah*
1:50–2:25	Period 7	
2:25–3:00	Period 8	Period 8
3:00	Dismissal	Dismissal
3:00–5:30	After School Hours	After School Hours

* Fall & Spring 1:30 till 2:25 Winter 12:45 till 2:00



SCHOOL CALENDAR 2016 / 2017

Please see the NAMF Islamic Academy Calendar 2016/2017 and mark the following dates on your calendar.

Legend: **H**- Statutory School Holiday **E** – Islamic/ NAMF Designated Holiday **P** – Professional Development /Activity Day **B**- Board Designated Holiday **R**- Report Cards pt- Parent Teacher Interviews

MONTH	Instructional Days	Professional Days	1 ST WEEK					2 ND WEEK					3 RD WEEK					4 TH WEEK					5 TH WEEK									
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
AUGUST		3	1	2	3	4	5							12	13	14	15	16	17	18	19	22	23	24	25	26	29	30	31			
SEPTEMBER	18	2												9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
OCTOBER	20		3	4	5	6	7							14	15	16	17	18	19	20	21	24	25	26	27	28	31					
NOVEMBER	22																															
DECEMBER	16	1																														
JANUARY	17		2	3	4	5	6	7	8	9	10	11	12	13	16	17	18	19	20	21	22	23	24	25	26	27	30	31				
FEBRUARY	19																															
MARCH	17	1																														
APRIL	18		3	4	5	6	7																									
MAY	22		1	2	3	4	5																									
JUNE	20																															
JULY	0		3	4	5	6	7																									
TOTAL	189	8																														

Instructional Days = 189
Professional Days = 8
Total Days = 197

ADMISSION

Admission to NAMF Islamic Academy is based on:

- First come, first serve basis only – no priority is given to applicants with siblings in the school
- Entrance test results (for Grades 2 and up only)
- Most recent academic report card
- In some cases the student's acceptance will depend on past academic & non-academic performance (ineligibility to meet the school admission criteria will result in inadmissability of the student)

Please be advised that the registration form must be completed for the academic year in which your child is seeking admission. The registration fee is \$25.00 and must be included with the registration form. Completion of the registration form solely guarantees that your child will be placed on our waiting list. You will be notified as soon as a space becomes available.

Registration Forms are available from the school office.

TUITION FEES AND OTHER COSTS

The tuition fees are \$300.00 per month per student. The yearly incidental charge of \$150.00 is a once a year fee covering supplies and copier use. The yearly book cost is \$200.00 once-a-year to cover for books. The registration fee is \$25.00. There is a \$100.00 once a year library charge. The cost of the agenda is \$10.00, however in case of loss or damage, it must be replaced.

- * Monthly Fee for SK – Grade 8 (ten months)
- * Tuition fees are to be paid by void cheques and EFT 1st of each month of the school year

Note: In case of a student being withdrawn, suspended or expelled, all payments are NON-REFUNDABLE.

SPECIAL NEEDS STUDENTS

Some students may require special attention due to learning disabilities, attention deficit and/or emotional problems, etc. NAMF Islamic Academy, at present, does not have the facilities to accommodate such students. Parents will be consulted and may be asked to withdraw the child from the school if he/she is identified as having special needs.

TEACHER/PARENT COMMUNICATION

Teachers will contact the parents whenever a need arises. Student agendas are useful communication tools between the school and home. Please check your child's agenda daily to keep up to date with his/her learning progress and to be informed of any issues and concerns. Parents are encouraged to use the agenda to relay their concerns or comments to the teachers. All notes to the school must include the date, signature and the name of the person addressed.

QUESTIONS AND CONCERNS

If a parent has any question or concern about their child's education they should speak directly with the teacher. Parents are strongly encouraged not to bring up a concern with the principal/vice-principal without having first discussed the issue with the teacher. If you feel that your question or concern has not been properly addressed, only then should you discuss it with the principal/vice-principal.

TEXTBOOKS AND EQUIPMENT

All textbooks and equipment used in our programs are costly and are the property of NAMF. It is the responsibility of each student to handle textbooks and equipment with care. Students in grades 1-8 will be required to bear the cost of any damaged equipment and textbooks, which are damaged under his/her care. Failure to pay will result in the withholding of the June report card. Students are not permitted to borrow textbooks during summer months.

LIBRARY

The school library's books, audio-visual material and other resources can be used by students and staff. **Students are allowed to use the library resources during school hours only.**

EMERGENCIES

Please ensure that the school is notified immediately with up-to-date information if any changes occur with regards to information such as: telephone contact at work or home, emergency contacts, medical contact and/or child custody arrangements.

INJURY OR ILLNESS AT SCHOOL

If your child becomes ill or injured at school, we will make every attempt to contact you or your designate to determine an appropriate course of action. If the injury is serious, he/she will be taken to the hospital. If your child is too sick to follow the daily routines at NAMF Islamic Academy, please keep him/ her at home. If a student becomes ill while at school, parents must pick the child up or arrange for transportation.

MEDICATION AT SCHOOL

If your child must take medication at school, we require a permission form signed by the doctor. An authorization is required for both prescription and over-the-counter medications. All medication is stored in the office for safety.

A consent form must be filled out before a student will be administered any medication. Parents wishing to be able to use this can fill out the form which can be obtained from the office and have it placed in the student file in case of emergency use only. The school will inform the parent before administering any over-the-counter medications.

SAFE ARRIVAL AND ABSENCE

Please notify the school (416-299-1969) if for some reason your child is unable to attend school. You may call the night before or before 9:00am. Leave a message on the answering machine stating your child's full name, his/her teacher's name and the reason for absence.

If you know ahead of time that your child will be away from school because of a vacation, trip, medical or dental appointment, etc please notify the school by phone or send an explanatory note to your child's teacher ahead of time.

The school will call home if a student does not arrive by 9:30am. In the event that we are unable to reach the parents, parent(s)/ guardian(s) under emergency contact will be notified. By informing the school of your child's absence or lateness beforehand, you will be ensuring the safety of all students.

EXTENDED ABSENCE

All planned extended absences should be discussed with the classroom teacher ahead of time. Parents are responsible to see that their child(ren) cover the missed work. An extended absence may hinder promotion to the next grade.

Parents are required to pay full school fees during any extended absences. Failure to pay the fees will result in the prompt removal of the child from the school.

TEMPORARY WITHDRAWAL OF STUDENTS

The school does not encourage students to miss classes during the academic year for vacation or other reasons. Full fees will be charged for any length of absence during the academic year.

CHANGE OF ADDRESS / PHONE NUMBER

Please advise the school immediately of any changes to address or phone number. It is imperative that the school is informed of any such changes in the interest of your child's safety.

CUSTODY RIGHTS

In cases in which parents are separated or divorced, the school should be clearly informed of custodial rights so no misunderstanding occurs as to which parent would rightfully pick up the child/children from the school.

CONFIDENTIALITY

The Freedom of Information Act protects the confidentiality of your child's personal academic information. During the school year your child's outstanding work, name and picture may be published in a newspaper or broadcasted on television to celebrate his/her success at NAMF Islamic Academy. As well, pictures of students in school activities will be posted on the NAMF website and yearbook. The website will not include names of students or any other personal information.

ENTRANCE

All children must enter the school using the school door located on the East side of the building.

PUNCTUALITY

Parents should make sure children are in the **school** by 8:30am. Children who arrive late take up office time and miss important announcements. They also interrupt classes, distract others and miss lesson content. Please help your child develop a sense of order and punctuality.

If a student arrives after 9:00 am, he/she must proceed directly to the school office to check-in with the secretary before going to the class. A notice will be sent home for parental signature requesting an explanation for the student's lateness.

DROP-OFF, PICK-UP AND PARKING

Teachers are on duty 15 minutes before and after school opening (8:30am) and closing (3:00pm). Parents are responsible for their child's safety at all other times.

All students should be dropped off at the school door at 8:30am and picked up after school hours from the same location at 3:00pm.

The school assumes no responsibility for pick-up and drop-off arrangements. Please ensure that your child is well aware of the pick-up arrangement after school. Parents may make use of the After School Program if they arrive after 3:00pm. A \$5.00 fee is charged for this service.

Early Pick-up:

Please inform the office if a student must be picked up during school hours. The teacher will be notified and the student will be sent to the office. Parents are not to enter the classroom directly to pick up their child.

AFTER SCHOOL PROGRAM

Any student who is registered will attend the program from 3:00pm until 5:00pm. A fee of \$100.00 per month will be charged for the program. The program will consist of homework help. Any student staying for the After School Program should have an extra snack with them.

If your child requires this service, please fill out the After School Program Form and return it to the teacher as soon as possible.

BUS SERVICE

Bus service is available in accordance with the standards approved by the NAMF Islamic Academy.

The Service is available within selected areas across Greater Toronto Area. Please contact the main office for any Bus service inquiries.

The school's Code of Conduct fully applies to students travelling on the bus as well

NOTE: Notice of 60 days will be required for cancellation of the school bus service or payment for two months in lieu of the notice.

CANCELLATION OF CLASSES

In the event of extreme weather conditions classes may be cancelled. We will follow the Toronto District School Board's announcement on the radio. Please listen to your local radio station for school closures and phone the Principal for further information.

PICTURE / VIDEO POLICY

All pictures and videos that are taken during the school year are the property of NAMF Islamic Academy and may be used to promote school activities.

TRIPS AND EXCURSIONS

Trips* and Excursions* are an integral part of your child's education. All children are expected to participate in trips and excursions organized by the school. The curriculum comes to life when children visit locations related to their studies. In order to involve your child in these trips and excursions, **we require your signature on the Trip and Excursion Form.**

The teacher will inform you as trips and excursions come up during the year. At that time, an additional

form for trips requesting parents' permission will be given to the parent(s)/ guardian(s) to sign. Every trip and excursion will be supervised by staff member(s) and parent volunteers.

***Definitions:**

1. **Trip:** any activity outside of school property that requires a vehicle to transport students. (e.g. Ontario Science Centre, Metro Toronto Zoo, etc.)
2. **Excursion:** any activity outside of school property that does not require a vehicle to transport students (e.g. walk to a nearby park, walk around the neighbourhood, library, etc.)

WAIVER OF LIABILITY

The NAMF Islamic Academy requires the parent(s)/guardian to sign a waiver form stating that the North American Muslim Foundation and NAMF Islamic Academy, while taking all reasonable precautions to ensure the safety of all the students, (Insha'Allah), are not liable in the event of any personal injury or accident affecting a child while at school at any time during a school day (including before 8:15am or after 3:15pm) or on a school trip or excursion.

HOMEWORK

Homework is:

- Incomplete class work
- Assigned homework
- Assigned projects, assignments, etc.
- Review of material
- Preparing for tests

Students in Grade 1-3 should spend approximately 2-3 hours on homework per week.

Students in Grade 4-8 should spend approximately 1-2 hours on homework per day.



Students who do not complete homework assignments must provide the teacher with a signed parental note indicating the reason for incomplete homework. Consistent and unexplained failure to complete homework assignments may result in detentions and/or deduction of marks until homework assignments are completed. Parents will be notified of any after-school detention prior to the detention being served.

SCIENCE FAIR

The school will hold its annual Science Fair during the second term. Students in Grades 1 to 3 may present an individual or a class project. Grades 4 to 8 students are required to do an individual project. All projects will be related to the school's science curriculum. Teachers will outline the types of projects students will work on.

Science Fair provides opportunities for students to:

- Demonstrate their knowledge and skills
- Develop the skills and strategies required for scientific inquiry and technological design
- Relate and communicate scientific and technological knowledge to others

Parents should encourage their children to independently pursue their scientific inquiry but may provide general guidance and help.

SPEECH COMPETITION

Students of NAMF Islamic Academy take part in the NAMF Speech Competition that occurs every year during March or April.

Students will be chosen to represent the school in various competitions. Families of qualifying students will be informed about the details and may be responsible for their own transportation to the event.

REPORT CARDS

Report cards are sent home three times each school year. Parents are encouraged to meet their child's teacher after receiving the report card in December. In March, either the parent or teacher may request an interview. We expect full cooperation with the parents in order to assess the progress of each student.

STUDENT / CLASS OF THE MONTH

The school holds a daily assembly. Students who have displayed outstanding performance and/or shown significant improvement in their work and behaviour will be awarded a certificate at the end of the year at the Awards and Graduation ceremony in June.

LUNCH AND SNACKS

NAMF Islamic Academy promotes healthy eating and strongly discourages the daily consumption of "junk" food. Students must bring their own lunch and snacks for recess. Parents are requested to provide drinks in a thermos or plastic juice container. Please do not pack any food or drink in glass containers. In addition, parents must provide the child with a plastic water bottle for drinking.

Due to safety considerations, the school will not allow students to use the microwave oven. Therefore, lunches should not require heating. Alternatively, hot foods should be packed in a thermos. **Please note that the school is a nut-free zone. Do not send any food items that contain nuts. Any items that are brought in will be taken away and discarded.**

ALLERGIES

Some students may have severe allergies to peanuts and nut products. **These products are not allowed on school premises at all and will be taken and discarded.** Even a minute amount of the allergic substance on hands, desks or other objects can cause a life-threatening reaction. As a result, keeping peanuts, peanut by-products and nut products out of the classroom will ensure prevention of any mishap at school.

ZUHR AND JUMU'AH PRAYER

All children are required to participate in congregation prayers during school hours and are expected to demonstrate appropriate behaviour.

VISITORS

The school does not allow visitors without the knowledge of the Principal. All parents/visitors must report to the school office. Please note that a class in progress should not be interrupted. A message or note may be left for a teacher in the office if you wish to speak to your child's teacher. Teachers, Insha'Allah, will return your call as soon as possible.

LOST AND FOUND

The Lost and Found box is located in the lobby. Items found in the school or playground will be placed in this box. If your child has lost anything, please check the box. It is advisable to label your child's clothing and other belongings. The school does not assume responsibility for lost items.

PERSONAL HYGIENE

Personal Appearance

NAMF Islamic Academy students are expected to be neat, clean and presentable at all times during school hours. It is the duty of the parent to ensure that their child(ren) come to school in a clean, well ironed uniform along with polished shoes. As well, nails must be pared and hair must be combed on a daily basis.

Head Lice

There will be regular inspections. Please inform us if your child has head lice so we can take measures to prevent it from spreading to other students. The best way to prevent the spread of lice is to encourage your child to avoid sharing combs, hats, scarves, etc. If your child has head lice, you must provide medical clearance before he/she can be readmitted to school.

DRESS CODE (UNIFORM)

It is important that students at the NAMF Islamic Academy are dressed neatly and in the proper uniform at all times, except during Physical Education. **Students who come to school improperly dressed will not be allowed into class.** Your child's name should be clearly identifiable on all pieces of clothing. This helps in returning lost articles to their rightful owners. Uniforms are to be purchased from the school.

The Uniform for Boys is as follows:

- White long sleeved dress shirt with a logo and a tie
- Black pants
- Black shoes
- During the winter, a hunter green cardigan with logo.* (Please note that other sweatshirts/sweaters will not be permitted)

Boys must have a standard haircut and are not permitted to wear studs/earrings in their ears.

The Uniform for Girls is as follows:

- White long sleeved dress shirt with a floppy tie
- Black pants (for JK–Grade 8)
- Box pleated tunic with logo (for JK–Grade 8)
- Black shoes
- During the winter, a hunter green cardigan with logo. (Please note that other sweatshirts/sweaters will not be permitted)
- Plain white hijab that does not have any embroidery, sequins, beadwork, etc.

Girls in grades 4-8 must wear hijab at all times. Girls from grades 1-3 must wear a hijab during prayer times and Quran class, but this is optional at other times. High heels, jewellery, and nail polish, and/or any other form of make-up are not permitted.

VOLUNTEERS

Volunteers are always welcome at the NAMF Islamic Academy. The following are examples of some of the ways in which we can use the help of volunteers:

Classroom Assistant: helping with reading, math and other classroom work

Quran/Arabic Language Assistant

Extracurricular Activities: coach, assistant coach for boys/girls sports activities

Jum'a: food pick-up, help set-up, supervise and sell lunch

Other: field trip assistance, bake sales, decorate class/halls for Eid, Ramadan, fundraising.

It is a requirement of the government that all volunteers who work at the school must provide a Criminal Record Check. To volunteer, please complete the Volunteer Application Form available from the office or website and return it to the office. All applicants will be interviewed.

CODE OF CONDUCT

Lo! The noblest among you, in the sight of Allah, is he who is best in conduct. Lo! Allah is Knower, Aware.” (The Qur’an 49:13)

As an Islamic school, parents have high expectations that we will inculcate in our children proper Islamic morals, values, discipline and respect. We can achieve these goals only if what is learned at school is also reinforced at home. The school has developed a Code of Responsibility and Behaviour, which is attached with this package. Please read this Code carefully and discuss it with your children so that they understand, both its importance, as well as the possible consequences that will result from not following the rules. Since misbehaviour in the school from a student or an adult affects a healthy learning environment, the administration takes the Code and its enforcement very seriously.

RESPECT

RESPONSIBILITY

COOPERATION

A. Guiding Principles

- The NAMF Islamic Academy Code of Conduct applies to all students, parents, guardians, volunteers and school staff while they are on school property, school buses or at school-authorized events or activities
- All members of the school community are to be treated with respect and dignity
- Members of the school community are expected to use non-violent means to resolve conflicts
- Unruly behaviour disrupts the education process. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a respectful manner

B. Roles and Responsibilities

The Administration

The administration will provide leadership by:

- Demonstrating care and commitment to academic excellence
- Providing a safe, Islamically sound teaching and learning environment
- Holding everyone under authority accountable for their behaviour and actions
- Communicating regularly with all members of the school community

School Staff

Teachers and school staff will maintain order in the school and are expected to hold everyone to the highest standards of Islamic conduct that is respectful, responsible and co-operative. As role models, staff will uphold high standards when they:

- Help students work to their full potential and develop their self-worth
- Communicate regularly with parents
- Maintain consistent standards of behaviour for all students
- Demonstrate respect for all students, staff and parents
- Prepare students to live as good Muslims

Parents

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and successful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child to be neatly dressed in the school uniform
- Prepare their child for school ensuring that all supplies and work are on hand
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the Code of Conduct and the school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues
- Teach their children proper Islamic manners and habits

Students

Students are to be treated with respect and dignity. In return, they must be **respectful, responsible, and co-operative** and demonstrate good Islamic behaviour at all times by:

- Speaking and behaving in an Islamically acceptable manner
- Respecting the learning environment of the Masjid and the school
- Showing respect for themselves, others and for those in authority
- Maintaining cleanliness of mind, body, clothing, school materials and surroundings
- Treating personal and school property with care and respect
- Working and playing co-operatively
- Showing consideration for others
- Not bringing anything to school that is offensive/obscene and which compromises the safety of others

Expectations of Students

A. In the Hallway

- Walk and stand quietly in single file with your class and do not push or shove anyone
- Keep to the right when walking and do not run in the hallway

B. In the Classroom

- Follow the rules and routines established by your teacher
- Do not interrupt. Raise your hand when you wish to speak
- Be respectful, responsible and co-operative at all times

C. During Recess

- Students are to remain in the classroom until their teacher has dismissed the class for recess or dismissal.
- At recess, re-enter only if necessary. Obtain a hall pass from a teacher on duty, and return the hall pass to the teacher when you return outside
- Do not remain inside the building during recess. Dress properly and go outside for fresh air and exercise

D. While Entering and Exiting the School Building

- Line up when the on-duty teacher blows the whistle
- Before and after school, enter and exit the building in a proper manner through the designated doors for each grade

E. In the Playground

- Play only in the area designated for your grade (follow the recess schedule)
- Play only with same gender group (Grades 4-8)
- Ask permission from the duty teacher to cross boundary areas
- Absolutely no throwing of rocks, snowballs or other dangerous objects
- Be aware of safety rules at all times
- Do not go in the area behind the Masjid, fences or to the front or the West side of the school
- Report any concerns immediately to the on-duty teacher

F. Salah Time

- Line up quietly and follow the teacher/supervisor to the Masjid
- Arrive prepared for Salah with Wudu and make sure that your clothes are clean and proper
- Enter the prayer hall quietly. Engage in quiet prayer or recitation of the Quran
- Do not run, play or talk in the prayer hall
- Exit the prayer hall in a quiet and orderly manner

G. Field Trips/Bus Transportation

- All expectations and consequences for school behaviour apply to field trips and when being transported by the school bus. It is expected that you will behave properly during field trips and in the school bus, as you will be representing your religion, family, school and community.

H. Uniform and Personal Hygiene

- Dress must be in strict compliance with the school uniform policy
- Uniform and shoes must be neat, clean and well maintained
- Clean gym clothes
- Baseball caps and boots are not permitted inside the classroom but may be worn at recess
- Make sure that your nails are clipped and that your hair is neatly maintained

All members of the school community have a right to:

- A school environment where Islamic values and learning are a priority
- A school environment that is safe, positive, friendly and supportive
- An environment free from harassment and discrimination on the basis of sect, race, gender, nationality, ethnicity, culture, physical appearance or socio-economic class

Consequences of Inappropriate Behaviour

Occasionally student behaviour may not meet expectations. The staff checks inapt behaviour in order to help students take responsibility for their own actions and to provide a deterrent. Every action is taken with regard to the dignity and self-worth of the student and in consideration of the student's age and the nature of misbehaviour. In keeping with the expectations of the school, each incident will be treated in a fair and consistent manner and will be used as an opportunity for the student to learn and grow.

Recommended Consequences:

First Time: Warning – oral and written

Second Time: Time-out

Third Time: An increase in time-out

Fourth Time: Phone call home by teacher

Fifth Time: Parent, teacher and principal/vice-principal conference

A written note may be sent home at any stage of the warning process.

On occasion misbehaviour can be of a more serious nature, examples of which may include:

a. Physical abuse towards one another (Physical confrontations/fights)

- Reports of physical aggression may be placed in the Ontario Student Record (O.S.R.) at the discretion of the principal
- Depending on the severity of the aggression (i.e. object used in the fight, bruises and cuts, etc.), those involved in the fight will be given an automatic home suspension
- We strongly encourage parents to teach their children not to retaliate against their Muslim brother or sister. Both parties involved in a physical confrontation/fight, regardless of who instigates the fight, will be given the same consequence

b. Abusive language (uttering profanity, racist remarks, making threats, etc.)

The NAMF Islamic Academy has a zero tolerance policy towards unruly behaviour. Students engaging in these types of behaviour will be dealt with accordingly.

c. Inappropriate behaviour during Salah

d. Other serious inappropriate behaviours:

- Opposing authority – ignoring the teacher, direct refusal to carry out the teachers instructions, disrespecting teacher
- Bringing obscene literature/pictures to school or on the bus
- Bringing weapons to school (knives, etc.)
- Engaging in conduct contrary to the moral tone of the school
- Activating false alarms
- Stealing
- Vandalizing school or Masjid property
- Inappropriate communication via any means (emails, notes, etc.)

Consequences for More Serious Offences:

After investigating the matter thoroughly, the following consequences may result based on the number of times the offense occurs. **Depending on the nature and severity of the offence the school may take a punitive measure not listed below. Any offence may and can result in automatic expulsion.**

Step 1: Thirty-minute detention

Step 2: One half-day in-school suspension

Step 3: One full day in-school suspension

Step 4: One full day out-of-school suspension

Step 5: Three day home suspension

Step 6: Five day home suspension

Step 7: Expulsion from school

Inappropriate Behaviour to Warrant Expulsion

After investigating the matter thoroughly, some behaviour may warrant an expulsion. These behaviours are:

- Physical assault of a teacher or classmate
- Abusive language towards a teacher or classmate
- Any physical damage to any school property or equipment
- Vandalizing school or Masjid property
- Bringing in a weapon to school
- Stealing

These behaviours can and will result in an expulsion of the student from the school.

ABUSE PREVENTION POLICY

Introduction

The contents of this Policy Manual have been produced by a Committee comprised of the Staff and the members of the Board of Directors. The purpose and goal of this policy is to ensure safety for children, members, and workers and to protect against any incidents of abuse in North American Muslim Foundation.

Policy Statement

The North American Muslim Foundation is opposed to any type of abuse, whether that abuse is physical, emotional or sexual. Our Abuse Prevention Policy is designed to protect children, teens, attendees, volunteer staff, contract staff, and hired staff. Our goal is to provide a safe environment which protects from abuse and provides security for all individuals.

Prevention Guidelines

Prevention of abuse is the primary method required to protect our children. If energy is used to prevent these types of incidents then all of us can enjoy our experience at North American Muslim Foundation. A written note may be sent home at any stage of the warning process.

a. Supervisory / Volunteer Screening

It is of critical importance that North American Muslim Foundation do all that it physically can to prevent the allowance of convicted sex offenders to supervise children and other groups as referenced to in section 3.0. It is also critical that anyone involved with children understand that any sexual contact is a criminal offense and absolutely not tolerated by North American Muslim Foundation. Therefore all individuals that will be in a teaching, training, or in a supervisory role over children, youth, the elderly and other groups will be required to complete a Supervisory/Volunteer Application Form. This form specifically questions if the potential volunteer has ever been convicted of a sexual offense. As well permission is requested to perform a criminal reference check if deemed necessary. We understand that it may be offensive to some to be required to go through this process; however, all precautions must be made to ensure a safe environment for the faith education of children. These completed forms will be approved by the Board of Directors and maintained in the North American Muslim Foundation office indefinitely, confidentially and securely.

b. Staffing Guidelines

During all events in which children/youth are being supervised, it is mandatory that two approved adults be present at all times. An adult is defined as anyone over the age of 16 years. This basic rule will apply to all functions involving children under the age of 16 years.

c. Building and Property Guidelines

All events in which children/youth are being supervised or taught must occur in a room with a window in the door, excluding washrooms. The window must not be obstructed and allow a clear view within the room. All rooms within North American Muslim Foundation must have a window in the door to allow a clear view of the room, excluding washrooms. Classroom sessions held outside must be conducted in plain view of others and not within a concealed area.

Child Discipline Procedures

Under no circumstances shall a child be physically disciplined to maintain control within a class. Zero tolerance is required against any type of physical discipline. Verbal abuse is not an acceptable alternative. In all cases it is important to enhance the child's self esteem and groom a positive self image. If discipline is required then a child may be verbally corrected in a positive manner. If the child does not cooperate then a suitable alternative is to call the child's parents. It is always important to maintain a positive rapport with the child.

a. Parental Permission

At the discretion of the supervisor of an event, parental permission may be requested for a particular activity. Events such as off-property activities require group travel, and may fall into the category of requiring parental permission. If this is deemed necessary then written approval specifying the activity, date and other relevant details with approval signatures would be required.

Abuse Reporting Procedure

In view of the legal and moral responsibility of North American Muslim Foundation, a system of reporting procedures will be set up with the purpose of responding to and reporting of signs and symptoms of abuse which might occur in day to day workings of the organization.

a. Duty to Report Suspected Abuse by Non-Foundation Members

Where any School teacher, group leader, staff member, or any other member of North American Muslim Foundation suspects on reasonable grounds that a child is or may be suffering or may have suffered abuse, that person shall immediately report the suspicion and the information upon which it is based to a Children's Aid Society (hereafter, "CAS").

b. Duty to Report Suspected Abuse by Non-Foundation Members

When any North American Muslim Foundation member suspects on reasonable grounds that someone who is acting on behalf of the North American Muslim Foundation in a leadership role is behaving abusively towards a child, the person with the suspicion shall immediately report it to a CAS. The person with the suspicion shall also report it to the Executive Director or a member of the Board of Directors.

If a person who is eighteen years of age or older reports to a foundation member that he or she was abused as a child by someone acting on behalf of North American Muslim Foundation in a leadership role, that information cannot be reported to any other person without the consent of the alleged victim. The person receiving the information will encourage the alleged victim to report the matter to the local police.

Investigation Procedures

Where a report of suspected abuse is made to a CAS, the investigation of the matter will be under the direction of the CAS.

The Board of Directors will appoint a task force consisting of one or more Directors and one or more members of the staff to assess whether or not it is appropriate for the alleged perpetrator to continue in his or her role within the organization at that time. This process will be conducted in co-ordination with any investigation being carried out by the CAS.

Where the complaint of abuse is made by a person eighteen years of age or older, the Board of Directors will assess whether or not the alleged perpetrator should continue in his or her role within the Foundation at that time. The alleged victim will be informed of this procedure.



NAMF Islamic Academy

Elementary Division

STUDENT REGISTRATION FORM

STUDENT INFORMATION

STUDENT's NAME _____
First Name Middle Name Last Name

ADDRESS _____ / _____
No Street Apt #

_____/_____/_____
City/Town Province Postal Code

STUDENT's TELEPHONE (_____) _____ EMAIL _____
Home

DATE OF BIRTH ____/____/____ PLACE OF BIRTH ____/_____
dd mm yyyy City Country

GENDER: Male _____ Female _____ AGE AS OF SEPTEMBER 1st : _____ ENTRY GRADE: _____

STATUS IN CANADA: 1 Canadian Citizen _____ 2. Permanent Resident _____ 3. Refugee _____ 4. Other _____

LANGUAGES SPOKEN AT HOME: _____

PARENT AND/OR GUARDIANS INFORMATION

MOTHER's NAME _____
First Name Middle Name Last Name

If different from Student:

ADDRESS _____ / _____
No Street Apt #

_____/_____/_____
City/Town Province Postal Code

TELEPHONE (_____) _____ (_____) _____ (_____) _____
Home Business / Cell Fax

EMAIL _____ EMPLOYER _____

PARENT AND/OR GUARDIANS INFORMATION *Continue...*

FATHER's NAME _____
First Name Middle Name Last Name

If different from Student:

ADDRESS _____ / _____
No Street Apt #

City/Town Province Postal Code

TELEPHONE (____) _____ (____) _____ (____) _____
Home Business / Cell Fax

EMAIL _____ EMPLOYER _____

MARITAL STATUS: Married _____ Divorced _____ Single _____ Separated _____ Widowed _____

PREVIOUS SCHOOL INFORMATION

1. NAME OF THE SCHOOL ATTENDED

ADDRESS

TEL: _____ Fax: _____

GRADE ATTENDED _____

EMERGENCY CONTACT INFORMATION

In the case of an emergency, the school will contact, or release the child to the following person(s) or the person signing this form:

NAME _____ TELEPHONE (____) _____ RELATIONSHIP _____

NAME _____ TELEPHONE (____) _____ RELATIONSHIP _____

MEDICAL INFORMATION

FAMILY DOCTOR's NAME _____ TEL(____) _____

Are there any particular medical problems your child may be experiencing which his/her teacher should be aware of?

Physical Disability _____ Learning Disability _____ Diabetes _____ Epilepsy _____ Allergy _____

Are there any restrictions that the school staff should be aware of? (E.g. food, activities to avoided?)

Other medical conditions such as a serious heart condition, blood disorder, immune system disorder or any other serious chronic conditions, which will need school staff attention:

STUDENT HEALTH CARD NO _____

DECLARATION

- I wish to submit my child's application for Registration to NAMF Islamic Academy.
- I am submitting a \$25.00 registration fee (non-refundable) with this application.
- I confirm that my child and I will abide by all the rules and regulations of the NAMF Islamic Academy and will complete all admission requirements.

Name of Parent/ Guardian Signature Date

FOR OFFICE USE ONLY

Date Application received: ____/____/____
 dd mm yyyy

Time Received: ____/____
 hh mm

Date Application Approved: ____/____/____
 dd mm yyyy

Registration fee: ____/____
 Cash Cheque

Grade admitted: _____

Authorized by _____
 Name Signature Date



NAMF Islamic Academy

Elementary Division

EMERGENCY INFORMATION

TEACHER _____ GRADE _____

STUDENT'S NAME _____
First Name Middle Name Last Name

HOME TELEPHONE _____ DATE OF BIRTH ____/____/____
dd mm yyyy

HOME ADDRESS _____/_____
No Street Apt #

MOTHER/ GUARDIAN _____/_____
First Name Last Name Bus #

FATHER GUARDIAN _____/_____
First Name Last Name Bus #

OTHER CONTACTS:

RELATIVE _____
Name Address Tel#

CHILD CARE/
BABYSITTER _____
Name Address Tel#

NEIGHBOUR _____
Name Address Tel#

FAMILY DOCTOR _____
Name Address Tel#

HEALTH CARD # _____

DOSE YOUR CHILD HAVE A HEALTH PROBLEM THAT WE SHOULD BE AWARE OF?

YES _____ NO _____

IF YES, PLEASE EXPLAIN _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Personal information collected on this card is protected by Freedom of Information and Protection of Privacy Act (1989). The legal authority for the collection is the Education Act (1980) and the Municipality of Metropolitan Toronto Act (1980). The information will be retained by the school for reference in case of an emergency and for administrative purpose.

TOTAL



NAMF Islamic Academy

Elementary Division

SCHOOL POLICY AND GUIDELINE AGREEMENT

I understand and agree to the policies and guidelines outlined in the Handbook and Code of Responsibility and Behavior for the NAMF Islamic Academy for the school year 2010/2011.

Name of child (ren)

Parent/Guardian Signature

Parent/ Guardian Name

Date: _____

Students Grade 4 to 8

My parents and I have discussed the school's policy and guidelines, especially the Code of Responsibility and Behavior, and I understand its meaning and agree to abide by it.

Student Name

Grade

Signature (Parent/Guardian)

Date: _____



NAMF Islamic Academy

Elementary Division

TRIPS AND EXCURSIONS

TRIPS AND EXCURSIONS for the school year _____.

I hereby give permission for my child to participate in trips and excursions with his/her class under the supervision of the teacher or a designated adult volunteer during the school year.

CHILD'S NAME: _____ GRADE: _____

TEACHER'S NAME: _____

Signature of Parent/ Guardian

Parent/ Guardian Name

Date: _____



NAMF Islamic Academy

Elementary Division

Waiver of Liability

As parent/guardian of _____, Grade _____
(Child's Name)

I (we) understand and agree that the North American Muslim Foundation and NAMF Islamic Academy directors, Management and staff, while taking all reasonable precautions to ensure the safety of students, will not be held liable by me (us) in the event of any personal injury or accident caused to my child(ren) while he/she is at school at any time on a school day (including before 8:30 a.m. or after 3:45 p.m.), on a school trip, or at any excursion.

Signature of Parent/Guardian

Parent/Guardian Name

Date

The school staff will do the utmost to protect the safety of all children by implementing all precautions and measures to prevent an accident.



NAMF Islamic Academy

Elementary Division

INTERNET POLICY

Our Internet access is a shared and limited resource. As such, students must restrict their use of the Internet for educational purposes only. It is imperative that students conduct themselves in a responsible, ethical, and polite manner while using the Internet. Following is a list of student responsibility and guidelines for Internet use at NAMF Islamic Academy:

General Use Guidelines

1. Our Internet access is a publicly shared resource, and should be used in moderation.
2. Using a school Internet account for illegal, inappropriate or obscene purposes or in support of such activities is prohibited. This includes accessing, communication or downloading such material.
3. Student's use of the Internet is restricted to research related to their curricular studies.
4. Students are not permitted to play games, download files or print files that are not related to a specific school project.
5. Any use of a school Internet account for product and/or service advertisement or political lobbying is strictly prohibited.

IF A STUDENT INTENTIONALLY ATTEMPTS TO ACCESS OR SUCCESSFULLY ACCESSES, DOWNLOADS OR PRINTS AN INAPPROPRIATE INTERNET SITE, THEN HIS/HER INTERNET USE PRIVILEGES WILL BE SUSPENDED FOR ONE SCHOOL YEAR.

I understand and agree to abide by the responsibilities and guidelines outlined above when using Internet at NAMF Islamic Academy.

Signature of Parent

Name of Parent

Date

Students signature

Name of Student

Grade





NAMF Islamic Academy

Elementary Division

VOLUNTEER/COMMUNITY RESOURCE INVENTORY

The school needs the support of parents and community. If you are interested in involving yourself or know of someone who may help, please indicate areas of interest in the appropriate sections below and return the information to the school office as soon as possible.

	Please Information Check	Day(s) when available a.m./ p.m.	Addition
Assisting the teacher with small Students (e.g. listening to children read, Playing, educational, games, etc.)			
Occasional guest in the classroom as an informed person in some area of knowledge and/or skills (Name area of knowledge: _____) i.e. dentist, art, and crafts, computer expert, Scientist, etc.			
Snack program - preparing snacks Morning 9:00 – 10:00 a.m (Mon, Tue, Wed, Thu, Fri.)			
Other (i.e. bake sale, Eid celebrations, etc.)			

Name: _____ Tel. No. _____

Other community member _____ Tel. No. _____

I suggest you contact _____ Tel. No. _____

[illegible]

CANADIAN NATIONAL ANTHEM

O Canada!
Our home and native land!
True patriot love in all thy sons command.

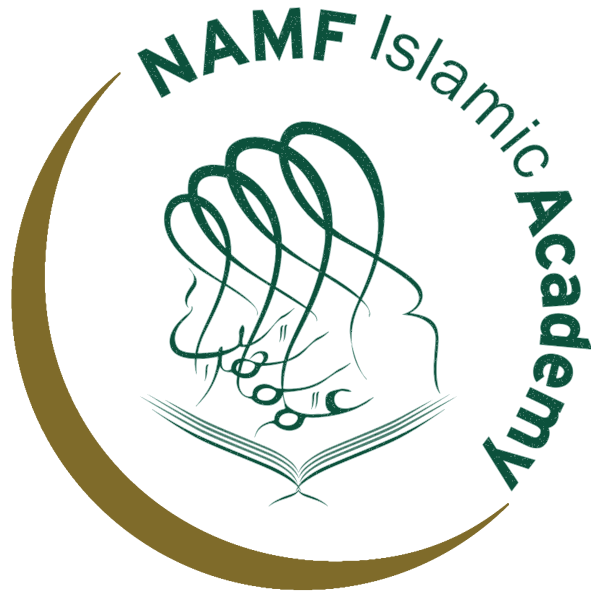
With glowing hearts we see thee rise,
The True North strong and free!

From far and wide,
O Canada, we stand on guard for thee.

God keep our land glorious and free!
O Canada, we stand on guard for thee.

O Canada, we stand on guard for thee.





Education That Matters

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Email: info@namf.ca Website: www.namf.ca