

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

# Maritime Muslim Academy

Founded in 1984



## Operation Manual 2007-2008

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## 1. POLICY INTENT

For clarification purposes, “Parents” includes “Guardians”.

At the Maritime Muslim Academy, students are expected to exhibit a commitment to learning and to achieving success. We have guidelines for appropriate student behavior which reflect the school’s philosophy of openness and mutual respect. The guidelines show that one is expected to take personal responsibility for his/her behavior. This responsibility applies not only to academic duties, but also to the moral and attitudinal behavior of the student, use and care of school facilities, equipment, textbooks and supplies.

This document should be read in conjunction with the MMA Discipline Policy.

## 2. REQUIREMENTS FOR ADMISSION

1. Application form
2. Registration fees are \$100/family for returning students (enrolled in the previous year) and \$150/family for new students.
3. Original proof of birth date (birth certificate or passport) will be copied at the school and returned to the parents.
4. Last report card from previous schools and, where applicable, to sign MMA form for the transfer of student record and release of information.
5. Prior admission, placement tests will be given to all new students who are transferring from countries other than Canada and US.
6. Interview with the principal.
7. New students are placed in grades in accordance with their age, previous school records and placement tests.
8. Children applying to enter Grade Primary must be five years old before December 31<sup>st</sup>.
9. Due to lack of resources and specialized staff, MMA regrets its inability to provide services for special needs students.

### 3. TUITION

Please note that Tuition fees are annual (for the whole year), not on a month by month basis.

The school year is divided into three terms, (September to December, January to March, April to June). Before report cards are issued for any term, the fees for that term have to be paid in full.

For students who enroll in the school in the middle of any term, tuition fees for the entire term have to be paid in full.

If parents choose to pay fees on a monthly basis, the monthly payment must be made no later than the third of each month. There will be a flat administrative cost of \$5 for each late payment.

The cost of field trips and additional items such as uniforms, school supplies, certain workbooks etc., are not included in the tuition fees.

MMA cannot issue any refunds.

Tuition fees can be paid in full at the beginning of the school year, or on a monthly basis by giving post-dated checks. Charges of insufficient funds will be invoiced to the parents. After an N.S.F. cheque, the school will require the tuition to be paid in cash or certified cheque.

MMA will not issue report cards or release records until all tuition fees and other charges are paid in full.

Delaying the payment of the tuition fees may cause the parent to pay late payment fees and that any failure of paying the full due amount may result in the suspension or dismissal of the children.

### 4. DRESS CODE: UNIFORM

School uniform policy is to be implemented by parents and enforced by staff. Uniform information is to be supplied by the School office at the time of registration. Students are expected to comply with the uniform in the first week of school.

The uniform policy is for the benefit of the student, the family and the school.

Socks must be worn at all times in all seasons.

We expect standard haircuts with NO half shaves or half shaven designs.

### **Girls Uniform Grades 7 to 12:**

Navy blue long blazer  
Navy blue pants  
White hijab (one or two pieces hijab)

### **Girls Uniform Grades Primary to Gr. 6**

Navy blue jumper  
White long sleeve blouse  
Navy blue or white tights / or navy blue pants  
(Optional) Navy blue V-neck sweater or cardigan

### **Boys Uniform for all Grades**

Navy blue dress pants  
White dress shirt  
(Optional) V-neck navy blue sweater or cardigan

It is the responsibility of the teachers to enforce the dress code. In addition teachers are expected to be good examples.

## **5. EXAMINATION**

During the course of an academic year, students from Grade Primary to 9 will be assessed academically. Report Cards must be signed by the parents. Grade 2-12 will write their exams on dates set by the school. Students from Grades 7 - 12 on receiving an overall average of 85% or above (with no mark below 70%) will receive an Honors Certificate. Parents are requested not to make any traveling plans prior to end of final exams. Parents should endeavor to attend designated Teacher/Parent interviews so as to discuss their children's progress.

Students who are absent from examination, without valid reason, will incur a "zero" grade. In case of illness, upon returning to the school, a student must provide a written note for the absence from a physician.

## **6. ATTENDANCE/TARDINESS**

Please call the school office each day by 9:00 am, if your child or children are going to be absent.

Students are expected to be at the school by 8:45 AM. The school assembly starts at 8:50 AM sharp. At which time the main entrance of the school will be locked. Students arriving late will be issued late slips by their teacher. Upon receiving a 3<sup>rd</sup> late slip in a month, a late fine will be imposed.

## 7. SUPERVISION

The morning supervision starts at 8:30 am. The school will not accept responsibility for children left unattended before this time. After 3:40 PM, any children remaining on the school premises will be charged a minimum of \$5/child per 5 minutes.

## 8. TRANSPORTATION

Parents are responsible for their children's transportation to the school. It is the responsibility of the parents whose children are taking a taxi, or private van, to make financial arrangements with the drivers. The school takes no responsibility regarding the safety of these vehicles.

The school (when operating) will not convey messages for the drivers; parents must communicate any change of plans directly to their children or the driver.

Since the parents are not allowed in school during school hours, any one wishing to see his/her child **MUST COME TO THE OFFICE.**

Parents are required to pick up their children at 3:20 PM and for safety reasons, present themselves at the school door.

Parents are not allowed to enter classrooms to pick up their children, as this interferes with the routine of the class. Parents must wait for their children outside the building except for parent of grade primary to 4.

## 9. VISITORS-COMPLAINTS-TELEPHONES

All parents, who wish to enter the school, must use the main entrance. They must present themselves at the office and inform the administration of the purpose of their visit. Any parent, who wishes to speak to his/her child or bring them something, must also inform the office. You may also leave the message at the office.

If your child has to leave school during the day, please inform the school in advance, in writing, telling us the hour of departure. At that time the teacher will send your child to the office where the student will await you.

Please do not go directly to the classroom as this disrupts the routine of the entire class.

Parents, who have a complaint, should first discuss it with the teacher. If not satisfied, the issue will be referred to the Principal. UNDER NO CIRCUMSTANCES, ARE THE PARENTS AUTHORIZED TO INTERRUPT THE TEACHER IN THE CLASSROOM. For discussion with the teachers or Principal, appointments should be made in advance.

Students are not allowed to use the telephone except in case of emergency, and after permission from a member of the office staff.

## 10. PARKING

The driveway in front of the school is not a parking area. Parents are requested to use the parking spaces as marked on the parking lot.

## 11. WEATHER

Weather permitting, all students must go out at recess and lunch times. Sick children, who wish to remain indoors, must bring a written request from their family doctor. In case of rain, snow, bad weather or extreme cold, children will use the indoor play area where they may play quietly. Playing with a ball or other unauthorized objects is strictly forbidden.

Should MMA Board decide to close the school the following procedure will be observed:

The school answering machine will play a recorded message at 7:30 am.  
The teacher of the oldest sibling will call the family to inform them of school closing.  
If no call is received, parents may call before sending their children to the Academy

## 12. DISCIPLINE CODE

Please refer to the Maritime Muslim Academy Discipline Policy.

## 14. SCHOOL BOARD

The Maritime Muslim Academy has a Board, which is responsible for formulating policies and regulations. Anyone wishing to contact the board can do so through the office manager or Principal.