

Om Al-Qura School Code for Academic Year 2018 – 2019

Sep 7, 2019 to June 13, 2020

Arabic - 1:00 to 3:30 pm, IS - 3:30 - 5:00 pm

Visit us at <www.omalquraschool.ca>

Contact us at <info@omalquraschool.ca>



@omalquraschool

Date	Holidays	Date	Holidays
September 7	Registration & Student Evaluation (no classes)	January 18	Games, Sports and Activities Day
September 14		January 25	
September 21		February 1	
September 28		February 8	
October 5		February 15	Family Day– No Classes
October 12	Thanksgiving - No Classes	February 22	Review
October 19		February 29	Mid-Term Exam
October 26		March 7	
November 2	Games, Sports and Activities Day	March 14	PD Day – No Classes
November 9		March 21	March Break – No Classes
November 16		March 28	Feedback and Oral Conversation
November 23		April 4	Games, Sports and Activities Day
November 30		April 11	Easter Holiday – No Classes
December 7		April 18	
December 14		April 25	1st week of Ramadan
December 21	Christmas Break – No Classes	May 2	
December 28	Christmas Break – No Classes	May 9	
January 4	Christmas Break – No Classes	May 16	Victoria Day – No classes
January 11	Review through Oral Conversation	May 23	Eid – Optional Day off
Parents/ Guardians will be informed with any other closure dates		May 30	Review through Oral Conversation
		June 6	Spring BBQ subject to weather
		June 13	Graduation

ADMISSION

- Parents are required to fill in the registration forms for their children and provide all the required information **including a copy of the student report card.**
- Om Al-Qura is a non-profit organization that operates under Ottawa Muslim Association (OMA) and all the contributions collected from parents are used to cover school expenses.
- The contributions are \$150 for Islamic Studies. Payments can be made in cash or by check on first day of school. Books are available at extra cost.
- Additional \$10 for Ontario students or \$150 for Out of Province students to be paid to the conseil des ecoles catholiques (CECCE).
- **Late pick up charge after school hours will be \$10 every 15 minutes.**

CHANGE OF ADDRESS OR PHONE NUMBER

- The school must be notified of any changes in address, or emergency phone number to be able to contact the parents whenever necessary.

ATTENDANCE

- Students are expected to attend classes regularly and could only be absent from school in case of illness or family emergencies.
- Parents will sign a form at the front desk for late drop in or early pick up.
- In case of absence for more than three consecutive times, parents should inform the School in writing of the reason of the absence.

DROP OFF and PICK UP PROCEDURES

- Temporary parking is not allowed at the main entrance.
- **Students should be dropped at the front desk at 1:00 pm or at the earliest 12:50. Late students will be asked to share a donation or gift with the class.**
- Students to be picked up from the front desk by parents/Guardians at the end of school hours.
- **Parents are not allowed to enter classes or school washrooms unless they are volunteering.**

HEALTH AND SAFETY

- We expect parents to inform the administration of any allergy or medical conditions their children might have.
- If a child becomes ill during school, he/she will be cared for temporarily, and the parent will be notified.
- For serious illness or injuries, the student will be referred to a physician or hospital.

LUNCH BREAK

- Parents must ensure that their children have a light nutritious snack for the break time.
- All snacks must be nut-free.
- Children will have only 10 minutes to consume their snacks; so the snacks should be small and easy to handle especially for younger ones.
- Students are advised to bring a bottle of water

RESPONSIBILITIES

Student's Responsibilities

Students are expected to:

- Think, talk and act in accordance with the Canadian values and Islamic manners.
- Treat others with respect and dignity; in the way one would like to be treated.
- Show proper care of school property and other students' belongings.
- Wear indoor shoes inside the GYM
- Help out when needed; hold the door for others, help teachers in class and in GYM.
- Always walk quietly on the right side of the line in the hallway, on stairs or in the class.
- Have a positive attitude toward learning.
- Attend class regularly. Absence more than three consecutive times requires a written note.
- Share something (donation; \$, stickers, gifts, snacks) with the class on late arrival or when students forget their stuff.
- Participate in class discussions and complete the activities on time.
- Cleanup before leaving the class
- Stay in class with the teacher or alternatively in the office until their parents pick them up.

Don't:

- Engage in bullying behaviour or push other students on the stairs
- Gather in the lobby before or after school hours without accompanying teacher or parent
- Bring unsafe objects to school
- Use smart phones in class
- Play in the washrooms or in the canteen area
- Play with alarm or other Day school belongings
- Use smart boards without supervision
- Leave school alone or go outside school premises without a supervisor

Other Rules

Prayer Time Rules

- Sit properly and show due respect to the Prayers.
- Move in an orderly manner to and from the Gym with your teacher.

Classroom Rules

- Listen to teacher and/or other students without interruption.

- Follow directions delivered by teachers and administrators.
- Respect the learning environment and keep hands off the school property.

Bathroom Rules

- Bathroom visits before class hours, before and after GYM and not during class hours.
- Clean toilet seat and wash hands after use.
- Don't play or socialize inside the washroom.

Progressive Discipline:-

Early and ongoing strategies to address inappropriate behaviour may include:

- Oral reminders
- Time outs
- Contact parents
- Contract with student, teacher and parents

Further range of consequences may include:

- Withdrawal of privileges
- Withdrawal from class
- Dismissal from school

Parent's Responsibilities

- Being aware of and respect school policies and regulations.
- Provide medical information to the school and for children with life threatening allergies, provide an Anaphylaxis Emergency plan (Epipen or other auto injector)
- Provide home environment that supports and complements the aims and objectives of the program.
- Provide the children with healthy and nut-free snack and indoor footwear
- Help their children develop a positive attitude towards the school, encourage respectful behaviour at school and review school code with children.
- Ensure their child's punctual and regular attendance, communicate with the teacher in case of absence and follow up on school activities and homework.
- Help children keep their material organized and come to class prepared and confident.
- Follow up on their children's progress and assist their children in completing the assignments if required.
- Escort children to school and pick them up on time. A letter of consent is required if friends, neighbours or other adults are picking up the children.
- Be involved in school activities and events, communicate appreciation, concerns and expectations to the school staff
- Culturally enrich the program; volunteer to help and offer support to the program.
- Visit the school website regularly to learn about school activities and events.