

2024-
2025

Policies and Procedures Manual



TARBIYAH ELEMENTARY SCHOOL

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MISSION STATEMENT

Our mission at Tarbiyah Elementary School (TES) is to provide our students with quality teaching, a solid grounding in education based on Islam for life-long learning and extend the moral doctrine received at home.

PHILOSOPHY OF EDUCATION

Islamic education entails teaching children the basic concepts, values, and ethics of Islam, which serve as the foundation for all other human knowledge and sciences. The aim is to develop an Islamic personality so that an individual can choose to live his/her life in this world according to the guidance revealed in the Qur'an and exemplified in the life of Prophet Muhammad (peace and blessing be upon him).

OBJECTIVE

- Provide students the ability to acquire the academic knowledge and develop the learning skills necessary to succeed in higher education and work.
- Achieve in the context of acquiring respect for knowledge and the ability to function in a competitive international environment.
- Strive for excellence in all areas of education.
- Foster good conduct and etiquette based on Islamic principles.
- Integrate the principles of Islam across the curriculum.
- Provide a solid Islamic Studies program that nurtures balanced and progressive minds.



TES CODE OF CONDUCT

“The best among you are those who have the best behaviour.” (Al Bukhari)

Tarbiyah Elementary School actively promotes, supports, and recognizes appropriate Islamic student behaviour and sustains a safe learning and teaching environment that will allow all students to reach their full potential. Students are expected to uphold and demonstrate Islamic behavior at all times by:

- Displaying Islamic courtesies to all teachers, administrators, classmates, etc.
 - Learning and respecting classroom routines and rules.
 - Working and playing co-operatively.
 - Behaving as role models for other students (especially younger students)
 - Acting in a safe and helpful manner to each other.
 - Treating personal and school property with care and respect.
- Developing sense of community and to think of positive ways to make all areas safe for everyone.

Guiding Principles

At Tarbiyah Elementary School community members follow the **4 B's**:

BE KIND

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE



Conduct Expectations

Acceptable conduct supports a safe and positive learning environment.

Administration with the authority provided under the School Act, will take a leadership role by:

- **Acting with care and commitment to facilitate quality learning experiences and a safe environment**
- **Holding everyone under their authority accountable for their behaviours and actions**

Communicating regularly, meaningfully, and practicably with all members of the school community.

Teachers and School Staff, under the leadership of administration and within the bounds of their legal, professional, and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour. They accomplish this role by:

- **Helping students learn to their full potential**
- **Communicating regularly and meaningfully with parents and administration**
- **Demonstrating respect for everyone within the school community**
- **Maintaining consistent standards of behaviour as outlined within the Code of Conduct**

Model and provide guidance and skills for socially responsible conduct.

Parents play the most important role in the education of their children and have the responsibility to support school staff in maintaining a safe and positive learning environment for all members of the school community. Parents accomplish this role by:



- Monitoring and showing active interest in their child's work, progress, and conduct
- Communicating regularly with the school using the proper communication methods as shared by the school and respecting the confidentiality of matters of discipline
- Using the MyTES app for reporting absences, filling out forms and updating information; and ClassDojo app as the main means of communication with teachers. Parents should not give access to their ClassDojo parent account as this is for parents only. Students will have access to their own ClassDojo and Google Classroom accounts for all school and homework announcements.
- Providing necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress, and classroom materials
- Ensuring student punctuality and promptly reporting valid reasons for tardiness or absences
- Reviewing the Code of Conduct with their children
- Assisting school staff in dealing with issues of behaviour requiring intervention and discipline
- Demonstrating respect for all members in the school community
- Modeling expectations of conduct held for students

Students are to be treated with respect and dignity. We recognize the Human Rights Code and will not tolerate discrimination (i.e. when someone is treated differently and poorly because of their race, colour, ancestry, place of origin, etc.). Students must demonstrate an ability to know and follow the 4 B's of behaviour with diligent socially and personally responsible conduct. Acceptable behaviour is demonstrated when a student:

- Arrives at school on time, ready to learn to the best of their ability
- Is respectful of themselves, others, and those in authority



- Adheres to the school uniform policy
- Refrains from bringing anything to school that detracts from their or others' learning, the privacy of others, or the safety of others (includes cell phones, iPod, cameras, or any other electronic device)
- Actively contributes to a safe, polite, caring, and orderly school learning environment
- Follows all cyber policies and procedures for using school Chromebooks, including using their TES student account only
- Follows established ethical and legal principles and rules established by society
- Acts in a responsible and safe manner
- Does not misuse school property
- Reports conduct concerns such as harassment, intimidation, threats, or violence immediately to a responsible adult
- Communicates honestly, attentively, and in a forthright manner
- Solves problems peacefully using strategies encouraged by the school that adhere to our Islamic principles
- Takes responsibility for his or her own actions and the interventions developed for inappropriate behaviours

Unacceptable Conduct

Unacceptable conduct is conduct that is in breach of the expectations held above. The school reserves the right to determine the acceptability of behaviours in relation to school as guided by this document.

Consequences and rising expectations

Age, experience, learning capacity, and maturity all play roles in determining a progression of expectations for members of the school community. As people grow and mature, they are more able to make appropriate decisions and take a greater responsibility for their conduct. Children progressing through the school system are expected to:



- Acquire greater knowledge and understanding of their behaviour and its impact on others
- Learn appropriate decision-making strategies
Increase their ability to demonstrate self-discipline
- Increase their ability to take personal responsibility for their actions and learning
- Be subject to increased consequences for inappropriate behaviour

Notification and Communication

Tarbiyah Elementary School believes communication is essential to the school-home and home-school relationship.

Communication may be with one or any combination of the following mechanisms as practicable and appropriate: by ClassDojo app (or any other app to be used by the school), in person, by phone, by e-mail, by newsletter, by group meeting, signage, student planner/agenda. All serious breaches of conduct will be communicated in person and by phone. Formal letters are provided for warnings of suspension, formal in-school suspensions, and suspensions as per district policy. It is expected that when reasonably requested, all parties will respond in a timely fashion to any received communication.

For all serious breaches of the Code of Conduct:

- Students will be notified in every instance
- Parents of student offenders and parents of student victims will be notified



- Police / Outside Agencies will be notified as required by law or for professional advice beyond the scope of school personnel
- All Parents will be notified when a need is determined by the school administration to reassure the school community that action or actions towards serious concerns are or were implemented

For all emerging patterns of minor breaches of the Code of Conduct:

- Students will be notified in every instance
Parents will be notified should patterns become serious

Consequence Continuum

TES takes great care to arrive at thoughtful, fair, and consistent consequences. Consequences are designed to prevent reoccurrence, teach socially and Islamically appropriate behaviour to the student who offends and to the school community, and to ultimately provide for a safe and positive learning environment.

Actions may be progressive, or they may require an appropriate immediate higher level of response. They may be utilized in combination or in isolation increasing or decreasing in seriousness as needed. Conduct is everyone's responsibility. Minor breaches are handled effectively in an informal manner on a daily basis and may not warrant documentation or communication. Interventions are handled at different levels depending on the seriousness of the breach of conduct and as guided by this document:

- At the classroom level by any staff member
- At the playground level by any staff member



- When warranted at the school level by administration

Other Unacceptable Behaviours

In addition to the breach of student expectation code of conduct, other unacceptable behaviours are those that interfere with the safety and the well-being of ALL Staff and students: they include all aspects of bullying and violent behaviour.

Bullying is defined as:

- When a person is a target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they cannot defend themselves.
- When a person, who is targeted, may feel embarrassed, hurt, scared, and/or angry.

Physical aggression

Pushing, grabbing, hitting, pinching, spitting, throwing dangerous items, tripping, etc.

Social Alienation

Gossiping, embarrassing others, spreading rumours, ethnic slurs, excluding from a group, etc.

Verbal aggression

Mocking put downs, name calling, threats, swearing at others, etc.

Intimidation

Pressuring someone to do something inappropriate, threatening with words, an object or weapon etc.



Sexual Harassment

Remarks, gestures or actions of a sexual nature.

Disregard of Property

Vandalism, graffiti, theft, damaging or breaking objects etc. Any school property that is damaged by a student must be fixed/replaced.

Disrespect

Yelling, getting physical or showing any type of disrespect towards school personnel.

Prohibited Items

Weapons (or toys resembling weapons), pocketknives, laser pointers, electronic devices without school authorization, lighters/matches, firecrackers/caps etc.

The use of smart phones and iPods are also prohibited without school authorization. If a student is found using a smart phone or any electronic device without authorization, the item(s) may be confiscated.

Actions to be taken as required

The administration will impose consequences for behaviour based on the severity and/or repetitive nature of the behaviour as well as the circumstances of the situation.

The consequences may include but are not limited to:

- Verbal reminder



- Student removed from situation
- Recess suspension
- Written reflection/apology
- Student calls home to explain the situation
- Principal involvement
- Parents informed by phone, e-mail, or ClassDojo app
- Paying for damage incurred
- Loss of privileges such as extracurricular activities, school outings, etc.
- Out of school suspension
- Police involvement
- Expulsion from school

Students will always be informed of any misbehaviour in a verbal manner. Any student failing to abide to proper conduct and recurring in misbehaviour will be taken to the principal's office for further counselling and action as required.

Factors that are considered when determining an intervention or disciplinary action for a breach of conduct may include:

- Maintenance of safety and order
- Degree of impact on the victim and the community at large
- Degree of impact on learning to the individual in question or more importantly the learning of others
- Actions/activities prior to a breach that create a larger context of concern
- History of previous interventions
- Ability (or inability) to use peaceful problem solving and decision-making strategies
- Frequency, severity, or seriousness of breach. Serious breaches will result in suspension options
- Accountability of the student and assistance from the home
- Degree of active participation of the student in their own consequence



CLASSROOM RULES

Teachers will establish their own individual classroom rules, procedures, rewards and consequences in line with the TES Code of Conduct and our safe and caring school environment.

It is necessary for parents to instil the importance of respecting and obeying School Rules, which will, in future, help our students become law abiding citizens and good Muslim role models.

A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

STUDENTS' EXPECTED BEHAVIOURS AND ROUTINES

Upon Entry

- Arrive on time and follow all the communicated safety guidelines and protocols.
- Enter building; quietly, **walking** on the right-hand side
- Carry backpack in the school (including ones on wheels)
- Say the dua'a for entering the home
- Greet the school community with the Islamic greeting
- Remove your shoes and orderly place in your designated shoe section
- Wear clean non marking indoor shoes
- Hang up clothes (labeled with your name) in designated area
- Place lunch box (labeled with your name) in designated area
- During assembly, quietly and orderly join your class and give your full attention



In the Classroom and in the Activity Room

- Have necessary books and materials
- Wear proper school uniform and indoor shoes
- Have homework completed
- Follow class & computer rules and ***Be Positive about Learning***
- Follow all hygiene rules

In Common Areas

- Don't run, walk
- Stay on the right side and keep distance following school signage
- Place garbage in garbage cans
- Be polite

Outside

- Follow all safety and distancing rules
- Place garbage in garbage cans
- Wear outdoor shoes or boots depending on weather conditions
- Wear outdoor clothing appropriate for weather conditions
- Never throw objects at others; rocks, snowballs etc.

Dress

- Cleanliness and neatness in appearance is a duty incumbent upon all Muslims, TES observes a uniform policy.
- The school uniform must be worn properly by all students and school staff except during authorized times.

This policy will be in effect from the first day of school and applies to all students and staff members.

***Please refer to Uniform Policy at the end of the manual**



Field Trips

- At TES we plan a field every season. These are great learning experiences that encourage both practical learning and a sense of community.
- Students are representatives of TES and are expected to behave accordingly on field trips.

General

- Gum chewing is not permitted anywhere inside the school.
- School is not a place for valuables – items such as family heirlooms, electronics, large amounts of money etc. should be left at home.

Tardiness

- Students are required to be punctual unless circumstances beyond their control have played a role.
- Please refer to our late policy provided upon registration for procedures.

SCHOOL TUITION

- Annual supply fee is due upon registration and is non-refundable. Except in case TES does not accept a student prior to the academic school year a refund will be given less \$100 administration charges.
- Upon acceptance parents are committing to pay the annual tuition. Parents may choose to pay the annual tuition in 11 equal monthly instalments through pre-authorized withdrawals from their account.
- Supply fee will apply each year as it covers the costs of textbooks and other academic material.
- There is no concession in tuition if a child is on leave of absence; withdrawal policy will apply.



WITHDRAWAL POLICY

- Parents must note, registration in the school is on annual basis and is a binding agreement.

TERMINATION OF REGISTRATION

TES reserves the right to terminate the registration of any student as pertaining necessary. TES reserves the right to refuse any admission.

PICK AND DROP

- Parents are expected to arrive on time and drop off/pick up their children in an orderly manner and without stopping in non-parking zones in order to avoid an overload of traffic within the school premises.
- Parents, late students, visitors, will only be allowed to enter if their arrival is scheduled. Possible scenario – Someone wants to bring a treat for students/teachers – date and time must first be approved by the principal, so the learning process is not disturbed.
- Parents are to drop their children, following kiss and ride procedures to keep traffic flowing.
- No parents are to come in to escort their child to class as this will disrupt the morning routine.



- Regular school attendance and punctuality are essential for a successful school experience. School attendance is required by law
- Parents are to follow the kiss and ride procedures for pick up (shared in the beginning of the year), be respectful and follow instructions given by the kiss and ride staff
- There is no student pick-up between the hours of 2:30-3:15 pm (Mon-Thurs.) and between 1:30-2:15 pm (Friday)

LUNCHESES

Students are required to bring a **nut-free** snack and lunch, and a reusable water bottle labelled with their name.

TES offers a Hot Lunch program throughout the year. Details on the program is shared with parents at the beginning of the school year.

HEALTH POLICY

a) Illness

Because we want to make our school program as successful as possible, we must ask that children who are sick be kept home. A child may not attend school with a fever (100 degrees/ 37.5 or higher) and must be fever free for at least 24 hours before returning to school. Lengthy illness may require a doctor's notification.

b) Head lice

Students diagnosed with live head lice will be sent home immediately from school. They have to be treated and return to



school after appropriate treatment has begun. Students are required to bring a doctor's note verifying exemption of head lice

c) Communicable Disease

Although other communicable diseases do not require a medical certificate for return to school, these following guidelines are to be enforced.

Illness Absence Guideline

CHICKEN POX	For 5 days after the rash begins, or until all blisters have crusted, whichever is shorter.
DIARRHEA	Until diarrhea stops.
IMPETIGO	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
MEASLES	For at least 4 days after the rash begins.
MUMPS	For at least nine days after the swollen glands appear.
PINK-EYE	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
RINGWORM	Until treatment has started.
RUBELLA	Until at least 7 days after the rash first appears.
SCARLET FEVER	Until antibiotic treatment has been taken for one full day.
STREPT THROAT	Until antibiotic treatment has been taken for one full day.



WHOOPIŦG COUGH

Until antibiotic treatment has been taken for at least 5 days. If no treatment is given, for three weeks from when the cough began.

ABSENCES

- Parents must notify the school by using the **TES app** in case of any daily absences.
- For extended absences, parents must notify the school administration by email (**admin@tarbiyah.ca**) If the parents request work for the child, the homeroom teacher can provide a guideline with the units of study.
- The principal will decide by the length of the trip whether a child will receive a report card or not for that term.
- Excessive tardiness and/absences will be evaluated by the school principal and outcome will be at principal's discretion

EARLY DISMISSAL POLICY

- After arrival at school, a student will not be allowed to leave school without the written permission of the main office staff via email or through the TES app.
- Parents who need to pick up their child before the regular dismissal time must:
 1. Call the school office **289-270-5306** for grades 3-8 and **289-270-5217** for preschool to grade 2
 2. Send the request through the TES app for early dismissal



3. Pick up their child from the front desk
- If any student is to be picked up by any other than the parent/guardian, the office must be notified before the student is released.
 - In the event, a student is to be absent from school, the office must be notified
 - There is no student pick-up between the hours of 2:30-3:15 pm (Mon-Thurs.) and between 1:30-2:15 pm (Friday)

SCHOOL HOURS

MAIN CAMPUS				
ADDRESS	GRADES	START TIME	END TIME (Mon To Thurs)	END TIME (Friday)
89 Ontario	3-8	8:15 AM	3:15 PM	2:15 PM
DERRY CAMPUS				
6911 Derry Road	JK-SK	8:30 AM	2:15 PM	2:15 PM
6911 Derry Road	1-2	8:15 AM	3:15 PM	2:30 PM

TES reserves the right to change school hours as required. TES implements a slight change in hours during the month of Ramadan

HOMEWORK POLICY



TES believes that homework is an integral part of the learning process. While we recognize that students learn in many ways and by doing many activities, homework provides opportunities for school learning to extend to the home and allows parents to be aware of and become involved with their student's learning.

Homework provides both immediate and long-term academic benefits. Students who successfully complete homework have improved achievement and show greater responsibility and ownership for learning. Homework also provides non-academic benefits by helping students develop time management and organizational skills and positive work habits. Students are expected to review their class notes and prepare for their next lessons. Parents are informed of daily homework through the ClassDojo app. All homework assignments and instructions are posted on Google Classroom for students. It is the student's responsibility to review their homework posts daily.

REPORT CARDS

A progress report and two report cards are issued in each academic year. Formal parent/teacher interviews are held after the first and second reports are distributed.

ACADEMIC VISION

We are sincerely committed to providing excellence in education at our school by implementing the following:

- Achieving beyond the Ontario curriculum expectation in every grade
- Using effective methods through the teaching process
- Utilizing technology effectively where necessary



- Utilizing online resources and e- learning to compliment the use of worksheets, textbooks and workbooks
- Teaching Quran, Tajweed, Arabic, Tafseer & word for word translation of the Quran, Islamic studies, Seerah and Islamic Manners
- Managing the goals of every grade in order to connect them through the ongoing education process, so we will attain the Ontario provincial testing standards
- Conducting periodic workshops for our teachers to enhance their teaching and spiritual potentials
- Performing evaluations for both teachers and students
- Seeking the best for every student learning potential individually
- Performing a variety of learning assessments on regular basis
- Maintaining solid communication channels between the teachers and parents
- Running the Tutoring /(LSS) Learning Support Service to develop educational plans to provide every student with direct support in curricular areas
- Assisting students in acquiring the knowledge and skills required to learn effective

ASSESSMENT POLICY

As part of our ongoing commitment to enhancing the learning experience for our students we provide a variety of learning assessments to encourage engagement and depth of understanding.

We believe that a comprehensive assessment approach is crucial for supporting our students' progress. To ensure clarity and transparency, we have outlined the various assessment tasks and terminology that we will be using in our classes:



Definition of Assessment Tasks:

Classwork: This includes a variety of assessment and observation tools, such as worksheets, performance tasks, or rubrics, completed individually or in groups during class time.

Homework: Any work completed at home to reinforce what students have learned in class, such as worksheets, questions, or performance tasks.

Class Participation: To evaluate students' participation, we actively observe students during class activities, discussions, group work, and other interactive sessions. Take note of their level of engagement, participation, contributions, and interactions with others.

Exit Passes: A form of formative assessment used to evaluate students' understanding of a lesson or unit at the conclusion of a class session. It typically consists of a brief activity, question, or task that students complete independently before leaving the classroom. The purpose of an exit pass is to provide teachers with immediate feedback on student learning, identify areas of strength and weakness, and inform future instruction.

Projects: Performance assessment tasks assigned to students to complete individually or in groups, with provided guidelines and assessment rubrics.

Quizzes: Short assessments, announced or unannounced, covering material taught during one class period, with a time limit of 15-20 minutes.

Tests: Administered after completing a chapter or unit, taken during one or two class sessions, with advance notice.

Glossary of Assessment Terminology:

Formative Assessment: Checks for understanding and progress during instruction.



Summative Assessment: Evaluation after instruction is complete, such as at the end of a chapter or unit.

Performance Assessment: Involves skill-building activities rather than written questions.

Rubric: Evaluation tool used to measure student performance against set criteria.

UNIFORM POLICY

1. Statement of Policy:

It is the policy of Tarbiyah Elementary School (TES) that all students wear a school uniform. It is expected that all students arrive at school adhering to the following policy and that the uniforms are clean and tidy, and students are well groomed.

2. Statement of Purpose:

The school has determined that a reasonable regulation of school attire can further help improve educational interest, for some of the following reasons:

- Providing an environment which promotes Islamic dress code;
- Creating a greater sense of community and school pride amongst students;
- Instilling discipline in students;
- Providing an environment where students can focus more on learning;
- Minimizing disruption from wearing inappropriate clothing;
- Reducing the cost of school clothing;
- Providing an environment where financial disparities between students, as reflected in clothing, are minimized;



- Creating an atmosphere reflecting Islamic principles and seriousness about purpose in education.

3. Parental Responsibility:

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents hold their child/children to the highest standard in regards to school attire. Parents should support the school's efforts to create a proper Islamic educational environment that is conducive to learning and which helps to prepare TES students for future success in their journey here and the Hereafter. If a student does not conform to school uniform as is required by this policy, it is the parent's responsibility to ensure that this is immediately corrected at any point in the school day. Failure to comply by the parent will result in the removal of the student from class for the remainder of the day or until compliance of this policy occurs.

4. Staff Responsibility:

School personnel should serve as role models for proper attire in the educational setting as well as to ensure that all students adhere to the School Uniform Policy.

5. Mandatory School Uniform for TES students.

- The following Uniform Policy is mandatory for all students
- **Uniforms must be purchased from McCarthy Uniforms. Maxi dress (option for girls 6-8) and mandatory hijabs which are to be purchased directly from TES.**



Boys JK-Grade 8

- Gray dress pants
- Long sleeve burgundy polo shirt with school logo
- Black belt
- Black indoor shoes

Gym Attire: Full length black track pants with logo, long sleeve school logo burgundy T- shirt and sneakers.

Girls JK-Grade 5

- Gray dress pants
- Long sleeve burgundy polo with school logo
- Gray tunic with logo
- Burgundy hijab
- Black indoor shoes

Gym Attire: Full length black track pants with logo, long sleeve school logo burgundy T-shirt and sneakers.

Girls Grade 6 to Grade 8

- Gray maxi dress with school logo or maxi skirt and blouse
- Burgundy hijab
- Black indoor shoes

Gym Attire: Full length gray track pants, long sleeve school logo burgundy T-shirt and sneakers.



All uniforms are to be purchased at McCarthy's. For girls grade 6-8 maxi dress and hijab are available at TES.

6. Exceptions for Designated Days or Events.

The school principal may periodically designate specific days or events during which deviations from the approved uniform will be permitted, provided the attire continues to follow an Islamic dress code.

ADMISSION AGREEMENT

After final admission is granted the parent(s)/guardian agree to the following:

1. I/we agree to pay the student tuition fees for the 2023-2024 school year in 11 installments from August 2024 to June 2024 with a **non-refundable registration/ material fee**.
2. \$100 registration fee is due upon registration and balance \$250 annual material fee is due on July 1st, 2023.
3. 10 tuition installments will be withdrawn from your Bank account though pre-authorized withdrawal from September to June 2024 between 1st and 5th of each month.
4. **I acknowledge that admission in the school is based on academic year commitment. Students taking extended leave or withdrawing from School in the middle of the academic year must pay the full tuition for the academic year.**
5. I/we understand that failure to pay the tuition fees in arrears may result in revocation of student's placement in the school and assigned to another student.
6. I/we agree to pay the student's full month tuition fees (including month the student begins enrollment), whether the student is present or absent (either for any period, due to illness, travel, etc.) if the student is considered registered with or continuing with the school upon his/her return.
7. I/we agree to pay any indebtedness (e.g., lost textbooks, damage to school property etc.) incurred by the student within five business days upon receiving written notification of its occurrence.



8. I/we understand that failure to fulfill the above points will result in some or all the following consequences.
 - a. The student not receiving texts and/or workbooks and/or supplies,
 - b. Student will remain at home until payment is received and/or
 - c. Student will be withdrawn from the school with 4 months' tuition penalty.
9. I/we agree to update the main office of any change of address, phone number or information deemed pertinent/relevant to the school, i.e., any information on the application form, within one business day of the change.
10. I/we have reviewed the "Tarbiyah Elementary School Policies & Procedures Manual" and agree to all its tenets (available online at tarbiyah.ca) which I/we acknowledge may be amended from time to time by the principal and understand that I/we may at any time, upon written request by me/us, obtain an updated electronic copy, so amended.
11. I/we understand that there are always risks of student personal injury and/or death and damage to personal property. I/we acknowledge, accept, and assume all these risks while the student is in the care of the school (either while on the premises or on a field trip), its employees and agents. I/we indemnify the school, its employees, and agents of all such risks, injury and/or death or damage to personal property.
12. I/we agree to have the student arrive at school no earlier than 15 minutes prior to their respective start time and be picked up no later than 15 minutes after their respective.
13. Dismissal time (on days which school is in session) and indemnify the school of any hurt and/or damages caused to the student who is on the premises before 8:00am and present after 3:30pm. (after school Quran students 4:15 PM)
14. I/we agree that the school authority reserves the right to conduct a hygiene and lice check without formal notice to the parents.
15. I/we agree that the school authority has my/our consent to take my child outdoor on School property and neighboring parks & establishments.
16. I/we agree that the school authority reserves the right to excuse the student from the school on a permanent basis at any time during the 2024-2025 academic school year if he/she believes it would be in the best interest of the school and/or the student (e.g. of violations (a) constant breaking of Islamic/school rules - please refer to "Tarbiyah Elementary School Policies & Procedure Manual" for the school's expectations, (b) behaviour that harms him/herself, others, the school etc., (c) poor academic achievement, primarily marks below 65% in Islamic studies, English and mathematics, (d) parents/guardians evidently not working in tandem with the school for the student's behavioral and/or academic success etc.), without contest/complaint from myself or any other entity.
17. I/we hereby authorize, appoint and empower Tarbiyah Elementary School to act as (my/our) agent to furnish on (my/our) behalf any oral or written authorization as may be required by a properly licensed authority person if (my/our) (child/ward) needs medical or surgical services as soon as reasonably possible after the need arises which requires (my/our) authorization or consent before the same can be supplied by the undersigned. (I/we) release Tarbiyah Elementary School from all liability which might arise from giving such authorization.



18. During the above student’s enrollment at the school, I/we consent to my child being filmed, interviewed, audio-taped, videotaped, or photographed by employees, agents, or servants of the school during the academic school year to be placed in the student’s Ontario Student Record (OSR), website, and/or school media. This use of these media will be done without compensation.
19. I/we understand that enrollment for any academic school year does not automatically enroll the student for any future academic school year and I/we must complete the **re-registration form along with \$100 (partial annual material fee) within the required deadline, to secure the student’s spot for the next academic year.**
20. I/we understand that this agreement is valid if circumstances change and schooling is provided online or hybrid.
21. I/we understand that if school closures result due to any circumstances during the academic year, full tuition is to be paid monthly and 40% of the bus fee is to be paid if bus service is provided during the 2024-25 academic year
22. I/we agree to continue paying tuition if classes are cancelled due to severe weather conditions, pandemics, or any other unplanned circumstances that are outside of the school’s control.
23. **This agreement is so enacted for all academic years the student is enrolled in the Tarbiyah Elementary School.**
24. I/we have carefully read over all the points of the registration agreement, and understand the terms and conditions and agree to abide by it.

SCHOOL CONTACT INFORMATION

School Contact Information			
	Main Campus	reception@tarbiyah.ca	289-270-5306
	Campus 2	campus_2@tarbiyah.ca	289-270-5217
	TES Admissions Department	admin@tarbiyah.ca	289-971-8376
	Human Resources Department	careers@tarbiyah.ca	289-971-8376
School Administration Contact Information			
School Director	Muzzammil Younus	muzzammil@tarbiyah.ca	
School Principal	Jannah Sauders	principal@tarbiyah.ca	



School Administrator	Ayeshah Ahmed	ayeshah@tarbiyah.ca admin@tarbiyah.ca
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**TES reserves the right to at any time add, remove, or make any changes to this manual as pertaining necessary without notice.*