



AHC ACADEMY
ABU HURAIRA CENTER

Abu Huraira Center Academy

2019/2020

Parent Handbook

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Educate. Activate. Illuminate



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Abu Huraira Center Academy Parent Handbook 2019-2020 Academic Year

“And say: `My Rab! Increase me in knowledge.” (20:114)

Welcome Message

Asalamu Alaikum Warahmatulahi Wabarakatu

Dear AHC Academy Families,

Bismillah! I would like to welcome everyone to the Abu Huraira Center Academy 2019-2020 school year. I am excited to begin the new school year, and look forward to meeting new students, parents, and community members at large inshallah. It is obvious that this school is a unique and dynamic institution and I am honored to be a part of it.

When it comes to leading in an educational environment, patience and perseverance is key. Encouraging students and giving positive reinforcement in and outside the classroom can make all the difference. My approach to leadership consists of three main characteristics; inclusiveness, respect, and honesty. No matter where the students or parents come from or what background they have, everyone should feel welcome and comfortable in the learning environment. Everyone should have mutual respect for one another and feel excited to learn every day. Lastly being open to ask questions, getting help, and making strides towards the path of learning should be welcomed. Leading a school should be about having fun with focus.

As the Abu Huraira Center Academy transitions into the new year, we are excited to offer innovative facilities and classrooms to help reflect the growing student population. Moreover, our focus on providing a top notch academic curriculum taught by a qualified instructors is key for our students success. Another aspect that sets our school apart is the emphasis on Arabic, Quran, and Islamic studies. Building a strong Islamic foundation is necessary for our children to navigate this world according to guidelines of the Quran and Sunnah.

On behalf of the Abu Huraira Center Academy I welcome you all and thank you for the continued support. Please feel free to contact me at any time, as communication is a key factor towards our schools success!

JazakAllah Khair

Deqa Farah

AHC ACADEMY NASHEED

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

With shining faces
From all the races
We come forth
We walk through open doors

Every day we stand in line
We are grateful all the time
For our health and our strong minds

Praying, playing, growing,
Goodness always flowing!
With all of our brothers,
With all of our sisters in Islam!
Together we work towards a better world

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

Allah is Great
Allah is Great
To Him is our fate
So let's win the race
To khair
Insha Allah

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

AHC Academy
Aiming for sincerity
Allah, Allah!
Increase our knowledge,
So that we can be
The best of all the Muslimeen

Rabbee,
Zidnee,
'Ilma!

Important Dates 2019-2020

First day of classes for all students is **Tuesday, September 3rd, 2019** inshallah. The last day of school for students is **Thursday, June 25th, 2019** inshallah.

The Abu Huraira Center Academy follows the same yearly calendar as the Toronto District School Board.

PA Days & Holidays 2019-2020

PA Days & Holidays	Date
Labour Day	September 2, 2019
Board-wide PA Day	October 11, 2019
Thanksgiving	October 14, 2019
Board-wide PA Day	November 15, 2019
Board-wide PA Day	December 6, 2019
Winter Break	December 23, 2019 to January 3, 2020 School resumes January 6, 2020
PA Day	January 17, 2020
PA Day	February 14, 2020
Family Day	February 17, 2020
March Break	March 16 to 20, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Victoria Day	May 18, 2020
PA Day	June 5, 2020
PA Day	June 26, 2020

*Note: Inshallah there will be a holiday period during the last 10 days of Ramadan and Eid.

EQAO Testing (Grades 3 & 6)

The Abu Huraira Center Academy administers yearly EQAO testing for both grades 3 and 6. The testing is optional, yet we highly recommend all students in both grades to participate.

Primary/Junior EQAO: May 19-June 1, 2020

General Information & Policies

School Start Date: Tuesday, September, 3rd 2019

Pickup/Drop-off Location: Lab (Cafeteria), Abu Huraira Center Main Sisters Entrance

Hours: 8:50 am Morning Duaas – 9:00 am Class Start | 3:00 pm School Ends – 3:15 pm Latest Pickup

Morning & After School Programs: 7:15 am drop off | 5:00 pm pickup (\$100 fee per program)

Main Doors: Sisters Entrance (Fathers/Male Guardians are allowed to enter during school hours)

Transportation: Send all inquiries to Sr. Papia (647) 857-0991

Address: 270 Yorkland Blvd, North York, ON, M2J 5C9

Principal Contact: Deqa Farah | E-Mail: principal@abuhuraira.org | Phone: (416) 752-1200, Ext: 232

Timing/Morning & After School Program

The Abu Huraira Center Academy provides an early drop-off and late pickup program. Students can be dropped off at 7:15 am and can be picked up at 5:00 pm. The cost for the program is \$200 for both morning and afternoon, or \$100 for one session.

- **The earliest morning drop off time is at 8:30 am for all students.** School starts promptly at 8:50 am with the morning dua session and assembly, classes then begin at 9:00 am
- **If parents/guardians are late (Past 3:30pm mark), there will be a daily charge of \$5 per child.** This will be billed in the next months fee. This does not apply to those students already enrolled in the after school program.
- Parents will be given 3 emergency days per child during the year where no fee will be paid if they are picked up late.

Attendance

Regular attendance is very important to your child's school success and is a most necessary habit toward a productive life. Whenever your child is absent, please call the office, email, or use the ClassDOJO app to inform us. A written excuse must be sent to the office upon the student's return to school, stating why they were absent. Even if a phone call has been made to dismiss the child from school a note is required for written documentation. Without written documentation from a parent or guardian the absence will be marked as unexcused. Examples of excused absences: doctors visits, dental visits, etc. If a student has missed three consecutive days, a doctor's note is needed to excuse the absences.

- Student should be at school promptly by 8:50 AM for their morning assembly, and ready to start lessons by 9:00 AM. It is extremely disruptive for the teacher and the rest of the class when a child arrives late.
- When a child late/absent it is recorded in our attendance management system and a late slip will be written. An e-mail/text message notification will be sent to parents.
- When a pattern of lateness emerges the school is directed to contact the parents in order to resolve the situation.

Visitors/Leaving Early

All parents and guardians must first visit the office before picking up their children early.

Parents/Guardians must sign an early pick up form before leaving. We do not allow any visitors or any random individuals to enter the school property during school hours. Parents/Guardians must notify the administration if another person or relative will be picking up their child. If there is no communication then the student will not be allowed to leave without the consent of the Parent/Guardian.

- Safety gates close promptly at 9:00 am each day, and open at 3:00 pm.
- All students must have a Drop Off/Pick-Up authorization form on file in the office.
- All classroom visits by parents (legal guardians) must be scheduled through the office and/or by the teacher.
- All visitors are required to report directly to the office for a visitor's pass if required, before proceeding to the classroom. Once the appointment has concluded the parent or visitor must return to the office and sign out.

Tuition Payments

Tuition should be paid on time every month. A payment in the amount of \$300 must also be submitted for school supplies for the academic year. We advise that all parents switch to our convenient Pre-Authorized Payment Plan. This allows you to pay the exact amount – automatically from your bank account without having to remember to pay your child(s) school fees. Parents will be notified by administration if fees are not paid on time, with the potential of the child being withdrawn from the school.

1. Fees must be paid for the full month in which student(s) begin(s) school. Fees for the last month of the year should also be paid from the first withdrawal.
2. There will be an NSF charge of \$25 for payments that do not go through.
3. Failure to maintain regular payments will result in revoking enrollment of students.
4. Early Withdrawal Processing Fees: All parents would have to pay a \$200 fee if they decide to leave the school during the school year. This fee will be put in place in order for admin to necessitate the finalization of all student record files, along with the dispatch process to the next school.
5. Non-Refundable June Fees: In the beginning of the school year all parents must pay the first and last tuition payments (Sept and June) for the school year. If a parent chooses to withdraw their child mid-year, the June fee will not be refunded.
6. Temp Leave/Vacation: If a parent decides to temporarily remove their child from school or go on a vacation there will be no tuition breaks given. All monthly payments will be deducted as usual. Tuition breaks will only be given if a child is severely sick and parents provide a medical note from their family doctor.

Uniform

The Abu Huraira Academy encourages the adherence of uniform. The uniform policy is in place to ensure the students develop organizational skills as well as disciplinary skills. The uniform teaches the students be mindful of cleanliness and presentation. Students are expected to come to school with neat, presentable clothes. Any appearance that violates the uniform policy is considered a violation of Abu Huraira Academy school policy. Teachers and other Abu Huraira Academy will routinely monitor student uniforms.

- It is necessary for all children to have a pair of indoor shoes for their own health and safety. Indoor shoes can be left at the school overnight outside every classroom.
- Please make sure students wear appropriate and warm clothing during the winter months.
- **Uniforms can be purchased at:** Wal-Mart, The Children's Place, and Old Navy

Abu Huraira Center Academy Girls Uniform

White polo/shirt- long sleeved	All year
Navy Blue Sweater/Cardigan	Fall/Winter/Spring
Navy Blue dress	All year
Navy Blue pants	All year
White socks	All year
White hijab	All year
Closed Indoor shoes	All year

Abu Huraira Center Academy Boys Uniform

White polo/shirt- long sleeved	All year
Navy Blue Sweater/Cardigan	Fall/Winter/Spring
Navy Blue pants	All year
White socks	All year
Closed Indoor shoes	All year



Dress Code Violation Rules:

It is the Parents/ Guardians responsibility to send their child(ren) to school in clean tidy clothes; property dress in the school’s uniform attire and colors.

1st Violation: Student will receive a reminder to wear their uniform to school.

2nd Violation: Parents will receive a phone call from the office administrator requesting the parent to bring the proper uniform to school for the student to put on.

3rd Violation: Parents/Guardians will be requested to pick-up his/her child and attend a conference with the principal.

Behaviour Policy

“The most beloved of you to Allah is the best of you in character” – (Bukhari)

“Nothing will be heavier on the Day of Resurrection in the Scale of the believer than good manners”
- (Tirmidhi)

All children deserve to feel safe and happy while learning at school every day. The AHC Academy follows the guidelines provided by the authentic Quran and Sunnah and we try to embody these principals in the classroom and in the halls of the masjid. Students must abide by school, and masjid rules at all times and be respectful towards staff and their fellow classmates. The AHC Academy has a zero tolerance policy against bullying, harassment, assault, racism, abusive language etc.

Rules/Code of Conduct

To create a positive and productive school environment students are expected to:

Arrive at school on time	Wear our school uniform
Show respect to everyone in school;	Be truthful, well mannered and kind
Take care of the school building/masjid	Walk properly and quietly in the halls
Keep our school litter free	Set a good example to others
Exercise self-control	Line up quickly and quietly

The code of conduct along with school/classroom/lunchtime rules will be displayed around the school in order to remind students at all time. We feel the best way to get students to remember the school rules are through Acronyms and rhyming patterns.

SMART	THINK	RULES	LEARN
Say please and thank you	Is it True ?	Raise your hands	Listen to instructions
Make friends and be thoughtful	Is it Helpful ?	Use proper language	Enter and Exit prepared
Arrive on time	Is it Inspiring ?	Listen and follow all directions	Always try your best
Respect yourself and others	Is it Necessary	Express respect	Respect yourself and others
Try your best	Is it Kind ?	Stay in class	No excuses

Levels of Misbehaviour

Low Level	Moderate Level	Serious Level
<ul style="list-style-type: none"> • Dropping Litter • Noisy e.g. talking • Failing to keep on task • Leaving seats/class without permission • Unkind remarks • Leaving work area untidy • Running in the halls • Pushing in line • Borrowing without permission 	<ul style="list-style-type: none"> • Fighting • Telling lies • Shouting • Distracting others • Poor attendance • Continuously unprepared for work • No uniform • Disregarding Supervisors 	<ul style="list-style-type: none"> • Assault • Swearing • Threatening/Aggression • Stealing • Vandalism • Physical / verbal threats • Violent outbursts (verbal or physical) • Leaving school without permission

If student fails to act appropriately at school then a series of actions will take place in order to ensure that their actions are not repeated again.

Course of Action

- 1) Reminder (Reiterate rules)
 - a. First occurrence by teacher/supervisor.
- 2) Oral warning
 - a. Second occurrence by principal/admin.
- 3) Decreased Play time/Time Out
- 4) Written memo in behavioral log (Pink Slip)
 - a. The Pink Slip folder will document behavioral problems and incidents that occur with each student.
- 5) A phone call to the Parent/Guardian
 - a. The principal and teacher will have a conversation with the parent of the student .
- 6) Suspension
 - a. If the student fails to cooperate and/or takes part in an incident that severely affects themselves or other students they will be suspended.
- 7) Expulsion
 - a. The Principal may expel a student if he/she deems such action necessary for the student or the well being of the other students and school as a whole.
 - b. Parents (legal guardians) will be notified and given the opportunity to schedule an appeals hearing.
 - c. The request must be in writing, and delivered to the Principal within five school days after receiving the Notice of Expulsion.

Encouraging Positive Behavior in School

The goal at the Abu Huraira Center Academy is not only promote and teach positive behavior, attitudes, and akhlaaq, but also to show that we greatly value them and thus reward them as well. Positive reinforcement is essential in creating well mannered students and encouraging atmosphere at school. The following strategies have been put in place to encourage students at the AHC Academy.

General Praise

All teachers and staff should recognize and celebrate positive behavior and attitudes at all times around the school through informal and formal praise. This includes:

- 1) Smiling at children (Smile its Sunnah!)
- 2) Saying thank you or JazakAllah khair at good actions
- 3) Giving stickers, stamps, or certificates for good behavior
- 4) Written comments to parents
- 5) More privileges in class e.g. (Extra play time)

Akhkhaaq Cup

In order to improve and motivate akhlaaq in the school as a whole we have introduced the AHC Academy Akhlaaq Cup. This trophy will be awarded weekly to the class that has demonstrated the best akhlaaq as a whole. Students in the winning class will also receive a small prize or in school benefits!

Peanut/Nut Policy

The AHC Academy is a nut free school, meaning that we are a school in which we encourage everyone to be aware of allergies and take the appropriate precautions. We ask our families not to send nuts or peanut butter as we have students with severe allergies. In the case of other severe allergies, parents will be notified of the allergy and asked to respect the student's life-threatening issue, for example, sesame seeds. We sincerely appreciate your cooperation in avoiding the use of these products to assist in our continued efforts to create a safe, caring and inclusive learning environment for all students.

Student Health/Illness

The Abu Huraira Center Academy does not have a nurse on the premises. Therefore our office will only provide general first aid to students as needed. Calling 911(emergency) is required for any and all medical emergencies beyond general first aid.

For the protection of everyone do not send your child(ren) to school if he/she has any of the following symptoms:

- High fever
- Nausea or vomiting
- Evidence of a communicable disease
- Severe headache and/or stomach ache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes or Pink Eye
- Head or Body Lice

There will be cases when parents must show proof in writing that their child has actually received medical attention from a physician and indicating the student's date of return to school.

Office Phone/Cell Phone Policy

The Abu Huraira Center Academy allows all students to use the office phone to call parents at times of need. Cell phones are not allowed to be used in class and outside of class during school hours. Students may keep their cell phones in their bags and use them after school or before school hours to contact parents at times of need and for emergencies.

Lost & Found

Lost articles of clothing and other personal items belonging to students may be claimed in the box near the wudu room. In order to identify your child's lost items, please write your child's or children's name on the inside of his/her jackets, sweaters, book bags, lunch boxes, scarves etc. NOTE: All items remaining in the school's lost and found at the end of the school term will be donated to a charity.

Extreme Weather/School Cancellations

If in case there are any storms or dangerous weather occurrences we will be sure to contact parents through email, ClassDOJO, and through our social media streams. We hope to avoid school cancellations, but we also take student safety seriously and will only do so during extreme weather conditions.