

# Ahmadiyya Elementary School Mississauga Admissions Policy & Student Conduct

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## **AES Philosophy**

We foster an environment where anybody who enters Ahmadiyya Elementary School, including students, parents, or staff should fully embrace love, peace, and respect. The staff at Ahmadiyya Elementary School has set goals for achieving a high standard for the academic, social and moral education of our students. It is our mission that our children will reach their maximum potential and become a positive part of the Jama'at and larger society, Inshallah Ta'la.

## **Mission Statement**

We, the staff at AES, are committed to contributing our earnest efforts to providing students with what is required to be successful academically and spiritually. We strive to focus on creating a culture of learning, creating leadership and promoting Islamic values that enrich and nourish our students to attain their full potential.

# Code of Ethics

## General Code of Ethics

All staff and faculty are expected to adhere to the values set by the Ahmadiyya Muslim Jama'at and promote an environment that strengthens the bond of all members of Ahmadiyya Elementary School with Allah, the Holy Prophet Mohammed<sup>sa</sup>, the Promised Messiah<sup>as</sup>, the institution of Khilafat and Nizam-e-Jama'at. As such, any members found to hinder this objective in any manner will undergo a remedial process.

## Expectations of Student Behaviour:

**Assemblies:** Every morning, we assemble in the main hall to begin our day with the recitation of the Holy Qur'an and Hadith. In addition, on Tuesdays, the students are provided with valuable opportunities to listen to the inspirational lectures of the local Murabi Silsila, who teaches students about important Islamic stories and stories of the Prophets that give children live lessons on how to live a life of a good Muslim. He also explains the recent Friday sermons by our beloved Imam: Hazrat Mirza Masroor Ahmad<sup>aa</sup> during the Friday Sermon.

## During the assemblies, students are expected to:

- Pay attention to the speaker
- Remain seated
- Maintain silence
- Be respectful
- Ask Questions during allocated times

Students are not permitted to leave assemblies unless it is an emergency

## Recess and Playground Expectations

### Students are expected to:

- Be respectful towards others (*including students, staff members, visitors, and volunteers*)
  - Keep their hands to themselves
  - Keep school property clean and tidy (littering and vandalism is not permitted)
  - Play in designated areas
  - Not to fight or use foul language.

## Safety and Behaviour Expectations

### All students are expected to observe the following rules:

- No running in classrooms, hallways, stairways, or on the stage
- No playing or hiding in restrooms
- Must stay on the right side while going up/down the stairs
- No bad language or name calling
- No horse playing on the stairs
- No hitting or hurting another person
- No bullying, teasing or threats
- Must use indoor voices in the classrooms and hallways
- No talking in the prayer area
- Must avoid playing fighting, piggybacks, pushing, spinning, tackling, and throwing objects at others.

**Any form of behaviour that causes physical harm to anyone will result in serious disciplinary action. The school may consider warning, suspension, or expulsion.**

## **Student Attendance Policy and Procedure**

Regular and punctual attendance is expected of all students. Students are required to attend school every day, arrive on time, and obtain authorization for absences. At AES, Parents/guardians and school staff work together to ensure regular attendance for student success.

### **Parents/guardians are expected to:**

- Notify the school if their child will be absent or late as soon as possible.
- Provide medical documentation to substantiate their child's illnesses if requested by the Principal.
- Provide a written permission for the child when they need to leave school for any reason before dismissal.
- Report to the office if they pick their child up from school during the school day.

Please note: A student with less than 85% attendance will require a case-by-case review. Re enrollment may be considered.

### **Late Arrivals**

If a student arrives at school after the entry bell, in the morning, or after lunch, they are considered late and must go to the office for an admit slip.

**Please note: A student with a consistent record of arriving late to school will require a case by-case review. Re-enrollment may be considered.**

## **Allergies/Medical Conditions**

Some students and staff members at AES have life-threatening allergies (i.e. nuts). If they smell or come into contact with certain foods, they may have an anaphylactic reaction. To help create an allergen-safe environment, we enforce a nut-free policy. Students and staff are not allowed to bring any food to school that contains nuts or traces of nuts.

If a student has a serious or severe allergy or medical condition, the parents must immediately communicate the information to the school. They must speak to the school office and complete the appropriate medical forms. If a student requires an EpiPen, the student must carry the pen with them, or the staff will store it at a place easily accessible by teachers and administrative staff. An extra EpiPen, may also be provided to the school office with completed medical forms.

## Uniforms and Dress Code

All students are expected to wear the following uniform all day while in school:

<b>Girls</b>	<b>Boys</b>
Black Pants (No jeans)	Black dress pants (No jeans)
White Long Sleeved Shirt	White Long Sleeved Shirt (with school's logo)
Black Tunic (with school's logo)	
Black Headscarf	Black Head Cap
Black Sweater/Hoodie	Black Sweater/Hoodie
Black or White Socks	Black or White Socks
Black Shoes	Black Shoes

## AES Admission Policies and Procedures

Due to the limited space available at AES, preference is given only to Ahmadi students for admissions. Presently, the enrollment number per class is limited to 25. If the number of applications exceeds the maximum available spots, each application will be evaluated on its merits as determined by the admission committee. The school's admission committee is comprised of the Principal and at least two staff members.

### Procedure for Admission in Grade 1

1. AES will start accepting applications for Grade 1 admissions in January.
2. Parents will be required to fill out an online application form on the Ta`lim Website to register for the admission process in Grade 1.
3. The application's closing date will be March 31, each year. Late submissions will only be considered for the admission process if seats are still available after the first run of the admission process has been completed. Otherwise, the names of the applicants will be placed on the waiting list.
4. In April, the parent will receive an acknowledgment email confirming that the application is processed. The email will also provide the outline of the entrance test.
5. The admission/entrance test will be administered in the first week of May.
6. Applicants are required to complete the assessment prior to admission for AES.
7. If more applications are received than available spots, students will be ranked according to their assessment results.
8. All applicants with the top 25 highest marks will receive an Offer of Admission in the third week of May.
9. When deciding the final few seats for admission, if two applicants achieve identical test scores, preferential consideration will be given to an applicant who has a sibling enrolled in the school.
10. If two applicants do not have any siblings enrolled in the school achieve identical test scores, the applicant who applied first will be offered admission.

11. If a parent does not accept the Offer of Admission within the period specified, the spot will be offered to another applicant.
12. Applicants who have siblings who are already attending AES will be given priority consideration provided they pass the entrance test.

### **Age to Apply in Grade 1**

The minimum age to apply for admission at AES in Grade 1 is five turning six by December in the year of entry. However, upon a proper review of the case, a seven-year-old student (a Grade 2 student) will also be allowed to apply for admission in Grade 1.

### **Enrollment in Grades 2 to 8**

The names of the applicants who apply for Grades 2 to 8 will be placed on the waiting list and will only be contacted when a spot becomes available in the grade they applied for.

If a spot becomes available, candidates will be chosen from the top of the waiting list for the entrance test. No preference will be given to any candidate further down in the waiting list, unless an applicant has a sibling enrolled in the school.

Upon successfully passing the entrance test, admission will be offered to the selected candidates.

### **Required Documents Upon the Offer of Admission**

The following documents are required for enrollment to confirm admission at AES.

1. A copy of the applicant's birth certificate
2. A copy of the applicant's Health card
3. A copy of the applicant's Immunization Record
4. The most recent original School Report Card
5. Documents to prove the legal status in Canada
6. A copy of the adoption documentation if the child is adopted.
7. The legal document to show the foster relationship with the applicant, if the child is in foster care.
8. Documents to prove custody, if applicable
9. Registration Form (signed by both parents except where one parent is deceased)
10. In the case of divorced or separated parents, the parent who applied for admission must obtain a signed copy of the Registration Form from the other parent.

## **Factors Affecting Decision to Offer Admissions**

### **Admission of a Student with Special Needs**

Due to the absence of a Special Needs Education Program at AES and for the applicant's best interest, students with identified/diagnosed special needs as communicated by their parents can not be offered admission, as AES cannot fulfill or support their needs.

### **Admission of a Non-Resident**

Visiting student or those without legal status will not be granted admission into the school.

### **Readmission of Previous AES Students**

If previous students of AES wish to re-enroll and a vacant spot is available, they must undergo the entire admission process again. Those students who move to Hifz schools will be given re-admission to AES after completing their Hifz program.

## **School and Admission Fees**

The following fees are to be paid at the time of enrollment:

Registration Fee: \$100 (paid once upon registration)

First Month's Tuition Fee: \$200

School Bus (if applicable): \$100

NOTE: Effective September 1st, 2022 (i.e. new academic year) all Waqfeen students will be required to pay the Fees. They may apply for fee reimbursed to National Markaz.

## **Sibling Discount**

1. For two children of same family at the AES, there is no fee discount.
2. For three children of same family at the AES, the third child can get 50% Tuition Fee discount. Bus Fee is charged in full. \*
3. For four children of same family at the AES, fourth child can get 100% Tuition Fee discount. However, full bus fee is still charged. \*

\* Many families would still like to pay for their third or fourth child as they wish to support AES project.

NOTE: If a family is facing any financial hardship, let them know that they can contact National Ta`lim Office for bursaries that are available through auxiliaries.

## **School Bus Policy**

The bussing is provided for students of AES and students will be given priority. All those who take the bus are expected to behave in a safe and respectful manner and follow all instructions provided by the bus driver / AES.

Provided there is space available on the bus, staff are permitted to use the bus as well. Staff will be required to pay the bus fee if they choose to use the bus. If not spot is available, staff members will be required to arrange their own transportation.

**POLICY UPDATED: June 2022**

**POLICY APPROVED BY: National Department of Talim**

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