



Al-Hijra Academy

# Student-Parent HANDBOOK



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## 1.

## THE PROGRAM

### 1.1. Philosophy

The mission of the Al-Hijra School Board is to create unique learning opportunities based upon the understanding and practice of Islamic principles that empower all students to achieve their highest levels of personal potential and participate actively in their community.

Al-Hijra School is a full-time school that was established to provide educational services to children of Muslim families residing in the Windsor and Essex County area who wish to study Islam, Qur'an, and the Arabic language in a supportive environment.

Al-Hijra School respects the dignity of the students as well as the students' right to an education in an Islamic school. It is operated on a non-discriminatory basis according to equal treatment and access to services without regard to race, religion, colour, or national origin.

Islamic education is an integral part of the school curriculum and is required of all students.

### 1.2 Goals

Our goals for our students include fostering a greater sense of self-worth, self-respect and responsibility, and making meaningful connections in the local, national, and global communities.

### 1.3 Curriculum

Al-Hijra School follows the educational standards outlined in the Ontario Curriculum guidelines using provincially adopted textbooks in addition to specialized Islamic Studies, Qur'an, and Arabic curricula and texts. Our elementary curriculum provides young learners with a solid educational foundation in the above listed locally developed courses as well as language arts, mathematics, science, social studies/ history/ geography, and French. Physical education, nasheed (Islamic music), art, and drama are also important aspects of the program. A strong emphasis is placed on the importance of critical thinking in all of the above areas. All classes are delivered through an Islamic perspective and students are encouraged to develop an Islamic world-view.

For more information on areas of standard academic study, please visit the Ontario Ministry of Education website at <http://www.edu.gov.on.ca/eng/document/curricul/elemcurric.html>.

### 1.4 Islamic Education

Al-Hijra School is dedicated to providing the best Islamic education, in light of the Qur'anic knowledge and the teachings and practices of Prophet Muhammad, peace be upon him.

### 1.5 Parents' Role in Education

Parents are encouraged to involve themselves in the educational processes of their children. Al-Hijra School holds regular parent-teacher conferences to exchange information and to work towards optimizing every child's development. Al-Hijra School also has an active Parents' Council. Parents are highly encouraged to join and actively participate in the different school activities that are available. It is imperative that the school and home settings work cooperatively in order to ensure the best education possible for all children.

### 1.6 Extra-curricular Activities

Al-Hijra School offers numerous extra-curricular activities that enhance the students' learning in challenging and recreational ways. Students have many opportunities to engage in healthy competition with their fellow schoolmates, discover their talents, and display their full potential.

### 1.7 Awards & Recognition

Each month, homeroom teachers choose students from their classes who best exemplify the value that serves as the theme for the month (i.e., honesty, respect for the environment, helpfulness, etc.). Qur'an teachers also choose students from their classes who have been working hard in memorizing Qur'an and those who have completed a Juzu'. At the end of each month, we hold a student of the month assembly, and these students receive certificates to celebrate their success.

The following awards are to be awarded to the qualifying students from each grade on a school-wide basis at the end of the year: Best Academic, Best Islamic Character, Most Improved.

Every year, one student from Grades 5-7 is chosen for the Student of the Year award. This award is based on the student's overall involvement and achievement in academics, respect, teamwork, and leadership and is based upon a points system reflecting this. In conjunction with the receipt of this award, the Student of the Year receives an iPad Mini.

Grade 8 graduation awards include the following:

- 100% Al-Hijra Award (students who have consistently attended Al-Hijra School every year since JK)
- Juzu' YaSeen Award
- Most Memorized Qur'an Award
- Valedictorian Award
- Athletic Award (top male and female athletes)
- Scholar's Award (80-89% overall average)
- Honours Award (90-100% overall average)
- Islamic Citizenship Award
- Principal's Award

## **2. ADMISSIONS**

### **2.1 Registration**

Applications must be filled out completely and returned to the school office along with a non-refundable registration fee. Applications will be screened on the basis of the application filling date, previous school performance/recommendation, and oral and/or written examinations to determine eligibility for admission to Al-Hijra School. You will be notified if entrance examinations will be needed.

### **2.2 Documents Required**

Copies of birth certificates/passports/identification documents; current immunization records; health cards; any previous school records including report cards, standardized test results, recommendation letters from principals and/or teachers of former school(s) attended and/or mosque authorities (if requested); notes taken from interviews with students and/or parents (if requested); and transportation applications (if necessary) will be needed upon registration.

### **2.3 Minimum Age Requirement**

A child must turn four years old by December 31 of the school year in which admittance is requested to Junior Kindergarten, five years old by December 31 of the school year in which admittance is requested for Senior Kindergarten, and six years old by December 31 of the school year in which admittance is requested for Grade 1. The usual and customary age for each grade level is considered for other grade levels. Students who previously were educated in areas other than Ontario will need to prove that they meet Ontario curriculum expectations for the grade level of their age. Preschool students must be 31 months old and potty trained at the time they start the program.

### **2.4 Re-enrolment & Tuition**

Re-enrolment is not automatic. Students presently enrolled at Al-Hijra School are given the first opportunity to re-enrol for the next school year. These students must be registered at the office when due (we will give ample notice in advance), and an annual registration fee (to reserve a place for the student in the school) must be made for the next academic year along with the first month's payment, and both are non-refundable.

Regular tuition is charged when the school is open, including holidays and family vacations, whether or not your child is in attendance. The tuition holds a place for your child in the school. All tuition must be paid each month from September to June. The only methods of payment are either 10 post-dated cheques at the time of registration made out to "Al-Hijra School" or Electronic Fund Transfers (EFTs) where parents must fill out a form and provide a void cheque. Credit card payments are NOT accepted.

Please note that any outstanding fees (i.e., tuition, damaged books, etc.) must be fully paid before the end of the school year.

**If any of your personal information changes at any time (i.e., home or cellular phone number, address, etc.), you must inform the office immediately.**

### **2.5 Tuition & Fees**

Al-Hijra School is a private school, and as a result, the only means of financing the school's operations is to charge tuition and fees, receive donations, and conduct fundraising events. Tuition rates at Al-Hijra School are determined by taking into account the operating and building expenses and the cost of equipment and instructional supplies. The tuition rate is fixed

at a very minimal level in comparison to other private schools in North America. There is a discount in tuition for additional children enrolling from the same family in the same school year.

All students attending are required to pay full tuition up to and including the end of the term regardless of attendance.

## 2.6 Financial Aid

Al-Hijra School recognizes that education is vital. Insha'Allah, efforts will be made to waive part of the tuition according to a Zakat-based bursary system for those families who honestly have difficulty paying the full amount. Parents need to bear in mind that the sources of our financial aid are collectable from the Zakat Fund and as such are limited to the number of students that best qualify.

To apply for financial aid, a bursary form must be completed and at least one parent must volunteer to help in the school for a fixed number of hours in recompense for reduced monetary rates. Parents will be informed if they qualify for a bursary and the amount of aid to be given. A volunteer agreement between the parent and the school must be drafted and signed in order to complete the qualification process. A new application for financial aid must be filled out for each academic year.

## 3. POLICIES OF OPERATION

### 3.1 Office Hours

The school office will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Parents are welcome to contact the office during these times for any school related issues.

<i>Opening Exercises</i>	8:20 a.m.
Period 1	8:20 a.m. - 9:17 a.m.
Period 2	9:17 a.m. - 10:14 a.m.
<i>Recess Gr. 4-8/ Nutritional Break Gr. 1-3</i>	10:14 a.m. - 10:29 a.m.
<i>Nutritional Break Gr. 4-8/ Recess Gr. 1-3</i>	10:29 a.m. - 10:44 a.m.
Period 3	10:44 a.m. - 11:41 a.m.
Period 4	11:41 a.m. - 12:38 p.m.
<i>Lunch Gr. 1-3/ Recess Gr. 4-8</i>	12:38 p.m. - 12:58 p.m.
<i>Recess Gr. 1-3/ Lunch Gr. 4-8</i>	12:58 p.m. - 1:18 p.m.
Period 5	1:18 p.m. - 2:15 p.m.
<i>DhuhrPrayer</i>	2:15 p.m. - 2:35 p.m.
Period 6	2:35 p.m. - 3:32 p.m.
<i>Dismissal</i>	3:32 p.m.

### 3.2 Arrival & Dismissal

School hours are from 8:00 a.m. until 4:00 p.m. The parents of any students arriving at the school before 8:00 a.m. or remaining after 3:40 p.m. must understand that there will be no direct supervision of their child(ren) unless a Before & After School Care Program form is filled out in advance, and the fee per half hour, per child is paid (*see 3.2.1 below for more details*).

Loitering after school hours is discouraged, unless students are involved in a teacher-supervised activity. Students whose rides have arrived are to leave the grounds immediately.

### **3.2.1 Before & After School Care Program**

Al-Hijra Academy offers a before- and after-school child care program for our students. Children may be registered in the program by visiting the office and filling out the required form. Please note, there must be a minimum of five (5) students registered to operate this program.

The half-hourly fee applies for the first half hour, even if it is any less than half an hour. Fees are charged based on half-hour increments (i.e., 1 hour and 5 minutes up to 1 hour and 30 minutes would be charged the same). Only scheduled days are allowed; if a child is absent there are no makeup days. Parents need to notify the school in writing at least one week in advance of any schedule change or of known absences.

Parents are to send extra food and snacks for their children during this time.

Regular fees will be charged if parents fail to notify the school of any change in the schedule and attendance.

For morning child care, please escort your child to the main office and sign in; for child care after school, please pick your child up from the office and sign out. Failure to do so will result in loss of service to the family.

We understand that there are situations in which emergencies arise. If for any reason students cannot be picked up on time, please contact the office directly.

### **3.3 Early Release from School**

After arrival at school, a student will not be allowed to leave school without permission from the office. Please note that parents who arrive early to pick up their children Monday through Thursday or after Jumu'ah prayer (Friday) must wait for their child to be dismissed according to the above regular procedure. All Fridays, students are released after Jumu'ah prayer, which ends at 2:00 p.m.

Parents who need to pick up their child before the regular dismissal time must contact the school office to inform them of the early dismissal. Upon arrival at the school, parents must enter the school to pick up their children from office personnel who will have arranged for the children to be dismissed early from class. **Parents are NOT to pick up their child directly from the classroom.** PLEASE NOTE: Students will only be released to the persons listed on the **Authorized to Pick Up** form that all parents will fill out at the start of the year.

### **3.4 Recess**

Students are required to play outside daily at recess, weather permitting, and therefore must have their appropriate outdoor dress available at all times. If a student must remain indoors for the day because of illness, a doctor's note must be brought from the parent/guardian to the teacher explaining the situation. No students are to remain indoors without a note.

### **3.5 Holiday Celebrations**

Students of Al-Hijra School will enjoy festivities for Eid ul-Fitr and Eid ul-Adha. The school prohibits the celebration of non-Islamic holidays or birthdays at school. Invitations, birthday cakes, etc. are not permitted to be distributed in class or anywhere on school grounds.

### **3.6 Extended Leave Vacations**

The school calendar provides a generous vacation schedule; therefore, we strongly discourage family trips during regular weekdays, which result in students missing school. Such absences undermine the commitment to excellence and interrupt the students' work. Arrangements for such absences must be made in advance and the office must be notified as early as possible. Please note that retention is a possibility for students who miss more than 45 days of the academic year.

Regular tuition is charged when the school is open, including holidays and family vacations (no matter the duration), whether or not your child is in attendance. The tuition holds a place for your child in the school. We are unable to fill your child's space for a brief vacation period while our operating expenses remain constant.

Students who will be leaving for any reason prior to the end of the year must inform the principal to verify academic standing and promotion for the following year.

### **3.7 Transportation**

Al-Hijra School does not provide transportation.

## **4. ACADEMIC POLICIES**

### **4.1 Textbooks & Materials**

Textbooks are the property of Al-Hijra School and are on loan to students for the duration of the course/school year. Children are held responsible for the condition of all textbooks. All textbooks must be returned in good condition at the end of the year. The fine for damaged or lost books depends on the cost of the book. Al-Hijra School reserves the right to withhold the student's report card until charges are paid.

There is a one-time fee for students' resources and supplies for the school year. This fee includes the cost of consumable workbooks, novels, supplies, and other instructional resources.

#### 4.2 Students' Responsibilities & Achievements

Students are to bring their own school supplies as listed in the teachers' supply lists. Teachers may request additional materials during the year on an as-needed basis for particular assignments or projects.

Students' achievements will be assessed and evaluated by their teachers. Any work that does not meet subject expectations or displays a lack of effort will not be accepted and will be returned to be signed by the parent, and the work must be redone.

#### 4.3 Homework

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school and a way to help your child develop essential skills and study habits. Submitted homework assignments must be neat and reflect careful attention to detail, and quality work. If a student fails to meet the identified standards, he/she will be asked to have the assignment redone. Homework assignments should not be completed during other classes, or during arrival or dismissal time and are expected to be completed as independently as possible by the student. If assignments are not completed by a given date, parents may be notified, detention may be enforced, and/or students may be given a percentage deduction or zero mark.

#### 4.4 Grading System

Throughout each term, teachers use a variety of assessment strategies to determine students' knowledge and skills outlined as expectations in the Ontario Ministry of Education Curriculum documents. Teachers examine the work a student has completed in a given term to determine the HIGHEST, MOST CONSISTENT, MOST RECENT LEVEL of performance.

Level 1	Level 2	Level 3	Level 4
Student performance is below the provincial standard.  Few of the required knowledge and skills are demonstrated.	Student performance is approaching the provincial standard.  Some of the required knowledge and skills are demonstrated.	This is the provincial standard.  Most of the required knowledge and skills are demonstrated.	Student performance exceeds the provincial standard for grade level expectations.  All or almost all of the knowledge and skills are consistently demonstrated with thorough understanding.
<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
<b>50-59</b>	<b>60-69</b>	<b>70-79</b>	<b>80-100</b>

#### 4.5 Report Card

Achievement is reported formally three times a year: a Progress Report in November, and terms one and two report cards in February and June). Report cards are taken home and signed by parents/guardians. Reports describe student progress for every term individually since each term addresses a different set of learning expectations.

Levels of performance (levels 1, 2, 3 or 4), are used to describe student achievement in each subject or strand. For Grades 1 through 6, the levels are reported as letter grades; for Grades 7 and 8, the levels are reported as percentage marks.

#### 4.6 Placement & Evaluation

All students will be assessed and evaluated by their teachers in each subject area according to the guidelines and achievement charts of the new Ontario curriculum. Based on the achievement and effort the students demonstrate, students will be promoted to the next grade level.



Generally, approximately seventy percent (70%) of the evaluation is based on classroom work and may be determined through a variety of methods according to KICA-Knowledge/Understanding, Inquiry, Communication and Application. Approximately, thirty percent (30%) of the evaluation is based on a summative or final evaluation that may be determined through a variety of methods such as tests, quizzes, projects, and final demonstrations. Students who do not meet the expectations of a subject will receive a failing grade in the particular subject.

#### **4.7 Promotion & Retention**

Promotion from one grade to another normally occurs at the end of the school year. It is based upon the student's achievement and performance in the current grade level.

Retention will be considered if the student earns three or more R's for the year in major subjects (one of which must be language arts or math). Parents of students who are struggling to stay at level D or R will be contacted to discuss ways to improve the student's work. If, after careful observation in the first two terms, a teacher feels retention is a possibility, he/she shall consult with the principal. The teacher will then schedule a parent conference to discuss the student's academic progress. At this conference the possibility of retention will be presented as well as specific plans for progress. Depending on the student's progress, a recommendation for retention will be made by the homeroom teacher with the principal's approval. A conference will be scheduled with the parents at the earliest time possible during the third term. The principal will make the final recommendation for retention.

#### **4.8 Ontario Student Records (OSR)**

Every school in Ontario keeps an official record for each student. It contains achievement results and other information important to the education of the student. Students and their parents (if under the legal age of 18) may examine the contents of the OSR. These records are protected under the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

#### **4.9 Field Trips**

Al-Hijra School students enjoy field trips every year to numerous places that enrich and link the curriculum expectations of one or more subjects. Students are responsible for attending these field trips as a part of the achievement of curriculum expectation(s).

On these trips students are responsible for their own behaviour. No compromises will be made regarding the standards of behaviour expected of Al-Hijra School students either on or off of school property. Students in violation of these standards will be dealt with accordingly.

Parents may sign up to volunteer on these trips to help supervise the students when required.

#### **4.10 Library Services**

Our library is designed to complement classroom studies and to offer a variety of educational materials to students and teachers that include fiction, non-fiction, reference books, magazines, and audio-visual resources to enrich the school curriculum. The library also provides a variety of Islamic and Arabic books.

### **LIBRARY POLICIES AND PROCEDURES**

#### **Hours of Operation**

- The Library Media Centre is open Monday-Thursday from 8:00 a.m.-4:00 p.m.. Friday: 8:00 a.m.-1:45 p.m.
- Students in Grades 1-8 may come to the library during their OPEN LIBRARY periods if they have a library pass from their homeroom teacher.
- Whole classes are welcome to use the library with teacher supervision when library class is not in session.

#### **Circulation**

- JK (Term 2): 1 book may be borrowed for one week.
- SK-Grade 2: 2 books may be borrowed for two weeks.
- Grade 3-Grade 8: 3 books may be borrowed for two weeks.
- All students are allowed to check out one extra book the week before Winter and Spring Break.

#### **Renewals**

- Students may renew a book for up to one (1) week at the Circulation Desk

#### **Overdue Books**

- At this time, there will be no charge for overdue (late) books; however, students cannot borrow another book until the overdue book is renewed or returned.

#### Book Care Rules

- Rule #1: Keep books away from food and liquids (especially leaky water bottles).
- Rule #2: Store books in a proper place (desk or a bookshelf). Never leave books outside or on the floor, and make sure they don't get squished in your backpack or locker. Transport books in a gallon-size Ziploc bag.
- Rule #3: Keep books away from babies and pets and never write in, colour, or cut library books.
- Rule #4: Wash your hands before reading your books and turn the pages gently!
- Rule #5: Use bookmarks and never "dog-ear" the pages or lay books face down on the table to save your page.

#### Damaged or Lost Books

- Any book damage should be reported to the librarian as soon as possible so we can attempt repairs.
- If a book is lost or damaged, payment toward a replacement will be required from the parents. Report cards will be held until fees are paid.

#### Content Appropriateness

- As this library serves students from Preschool to Grade 8, not all books are appropriate for every student. The librarian will guide students to check out books that are appropriate for their age and reading ability.
- As it is impossible for the librarian to thoroughly read every book in the library to check for inappropriate content, students are reminded not to check out any book that they think their parents might object to due to mature themes or un-Islamic content.
- If a student, staff member, or parent discovers something inappropriate in a book, they are encouraged to report the book to the librarian, who will evaluate it for appropriateness. If necessary, the challenged book will go through the Book Challenge Procedure and will be referred to the Library Advisory Committee.

## 5. RESPECT POLICIES

### 5.1 Attendance

#### *Tardiness (Lates)*

Education is to be taken seriously at the elementary level, and time is of the utmost value. School starts at 8:20 a.m. Any students arriving after 8:20 a.m. are considered late and must report to the office for a late slip before going to the classroom. Please expect a late slip from the student issued by the office.

Students' constant lateness will not be tolerated. Without a legitimate reason, habitually late-coming students will be issued a warning, and parents will be contacted. **FIVE lates** in a calendar month will result in an out-of-school suspension for a full day. Each late thereafter within the same month will also result in an out-of-school suspension for a full day. If students are consistently late for three months, parents will be called in for a conference with a possible expulsion from the school.

#### *Absences & Appointments*

If a student is ill and will not be attending school, a parent is to call the school before 8:15 a.m. to notify the office. Students who must be excused during the day are to bring a note from their parent or guardian stating the reason, and submit it to the office with the morning attendance. Please try to avoid medical or dental appointments during school hours. If medical appointments are regularly scheduled during school time, a doctor's note must be given to the office. Students who leave class without permission will be considered truant. In the event of illness during school hours, a student must see a member of the office personnel before leaving the school.

#### *Truancy (Unexcused Absences)*

Truancy is unacceptable. Students who are truant will not receive marks for assignments that are missed on those days in which an assignment or schoolwork is due. Teachers WILL NOT be expected to help students who are truant with missed lessons. If students are consistently truant, parents will be called in for a conference with a possible expulsion from the school.

### 5.2 Dress Code

### 5.2.1 Uniforms

The school uniform is available at a local store, The T-Shirt Company.

PLEASE NOTE: School logos MUST be visible on all tops and must be embroidered at the T-Shirt Company, named above. Makeshift logos printed in any other manner are NOT permitted.

Students are expected to dress Islamically appropriately, using conventions of modesty and good taste, as well as acknowledge weather conditions as guidelines. All students must wear proper uniform at all times while on school property and on school sponsored field trips unless otherwise indicated.

**Girls JK-Grade 3:** Royal blue polo shirt, navy blue uniform pants (NOT JEANS OR LEGGINGS); navy blue jumper that must have a logo sewn onto it; hijab is required for Grades 1-3 for prayer in the masjid.

**Girls Grades 4-8:** Below knee-length, long-sleeved navy blue tunic with logo sewn onto it, and **loose navy blue pants**; or plain navy blue abaya with logo sewn onto it, and navy blue pants underneath.

Plain white, royal blue, or navy blue hijabs that are **not decorated** are required to be worn properly at all times.

**Boys Grades JK-8:** Royal blue polo with logo sewn onto it, navy blue uniform pants; plain navy blue sweater vest is optional, but must have a logo sewn onto it.

All students may wear a sweater indoors, especially during cold weather. The sweater must be plain navy blue, without any symbols, name brands, or logos displayed, other than the school logo sewn onto it, and without a hood or drawstrings anywhere.

Especially during damp weather in the fall and winter seasons, students should bring two pairs of shoes to school: one for indoor use and one for outdoor use. Students must not wear slippers/sandals in school for health reasons.

**JEANS, LEGGINGS, AND CARGO-STYLE PANTS ARE NOT PERMITTED!**

### 5.2.2 Parents & Visitors

We require all our parents and visitors to report to the office when visiting, and to dress Islamically appropriately on school premises. Sisters must cover their hair in the building and in external school events as required.

### 5.3 Hair Styles

A student's hair (all boys from JK to Grade 8 and girls up to Grade 3) is to be clean and neatly maintained. Extreme hairstyles are forbidden at school in light of the prohibition of Prophet Muhammad, peace be upon him. 'Abdullah ibn 'Umar, may Allah be pleased with them both, narrates in many authentic hadith sources, including Sahih Bukhari (See Book of Dress, hadith no. 5921) and Sahih Muslim (See Book of Clothes and Adornment 37, hadith no.169), that the Prophet, peace be upon him, has forbidden "al-qaza" which is explained to mean removing part of the hair and leaving a part. Hairstyles for males known as "mohawks", "fauxhawks or fohawks", "fades", "mushroom" cuts, or any other extreme haircuts are not permitted at school. Parents of students with such haircuts will be notified, and an Islamically appropriate haircut must be given.

### 5.4 Discipline

Discipline is considered a direct consequence of a personal choice on the part of an individual. Students are taught that they have the ultimate responsibility for controlling behaviour and they should always carefully consider the consequences before they act. Students know clearly that they will be held accountable for their actions at all times and the standards are clear. The ability to act responsibly, independent of adult direction, is considered the greatest achievement.

Courtesy, self-control, and personal development are desired goals of good discipline. In addition, good discipline will provide a classroom situation conducive to learning for all. Discipline is considered as an aspect of moral guidance and not a form of punishment.

A safe and orderly environment is crucial to an optimum learning situation for all the children. Our school believes in a positive discipline approach where school, playground, and classroom expectations are discussed and reviewed with the students. Our primary expectation is respect for all involved in the school programs: staff, students, and parents.

#### The Parents' Responsibilities

- Reviewing school rules with students to ensure that everyone is familiar with the standards that are expected by the school.

- Cooperating with school staff in enforcing the school's disciplinary measures when necessary.
- Reinforcing appropriate behaviour by students in the home.
- Developing an interest in the student's academic and other school-related activities.

### **The Students' Responsibilities**

- Behaving in the classroom and in the school in a manner that does not disturb or interfere with the rights of others.
- Respecting the authority of teachers and other school personnel to enforce school policies and rules.
- The appropriate care and use of school property.

### **The Teachers' Responsibilities**

- Establishing classroom norms and agreements and a classroom management atmosphere that encourages proper behaviour and gives each student the chance to learn.
- Assisting in the development and enforcement of school rules.
- Communicating with parents and students, regarding students' performance, recognition of progress and excellence, as well as generating possible solutions for negative behaviour.

### **The Administration's Responsibilities**

- Enforcing the discipline policy within the existing school policies.
- Supporting teachers by holding conferences with disruptive students and, when necessary, with their parents to obtain commitments to improve behaviour.
- Advising students and parents of possible consequences for continued violation of school rules and policies.
- Ensuring that the due process rights of students are observed.

## **EXPECTATIONS FOR STUDENT BEHAVIOUR**

### **GENERAL**

1. All students are expected to show respect and follow directions given by any teacher.
2. Hands, feet and objects are to be kept to oneself.
3. Appropriate language must be used at all times. Teasing or name-calling is inappropriate.
4. Respect for school property must be shown; littering and /or defacing school property in any way is not allowed.
5. Gum, candy, sunflower seeds, carbonated beverages and toys are not to be brought to school without express written permission of a teacher.
6. Uniform guidelines (*see section 5.2*) must be followed on a daily basis. Make-up, nail polish, extreme hairstyles, and excessive jewellery are not permitted.
7. Student voices must maintain a tone and manner that demonstrates respect for others in the listening vicinity.

**Students are expected to follow these general school rules in all subsequent areas:**

### **PLAYGROUND**

1. Follow rules for the safe use of all playground equipment.
2. Show respect for others; wait your turn, avoid interfering in the games of others, etc.
3. Follow the rules of the game.
4. Gain permission of a teacher to leave the playground.
5. Refrain from bringing food or beverages outdoors at recess.

### **LUNCHTIME**

1. Clean your lunch area before being excused to play.

### **MASJID RULES**

1. Follow the lead of the classroom teacher as you are escorted to and from the masjid.
2. Enter and leave the masjid quietly and respectfully.
3. Sit down and remain quiet in the masjid.
4. Be timely, prepared, and attentive to the prayer leader.
5. Concentrate on your prayer.

### **HALLWAYS**

1. Walk inside the school.
2. Keep backpacks hung neatly in their designated areas.
3. Touch only your own belongings.

## **DISMISSAL**

1. Be ready for dismissal on time.
2. Keep backpacks and lunch boxes closed during dismissal time.

## **CLASSROOM RULES**

1. Follow the expectations established by each teacher in the classroom.
2. Refrain from loitering in classrooms and hallways during recess and lunch periods, and when a teacher is not present.

## **OFFENCES AND CONSEQUENCES**

The rules and discipline procedures at Al-Hijra School have been established for the protection of all students. Students are expected to respect the rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for his/her own actions.

School-wide rules at Al-Hijra School are divided into three categories. Students are disciplined in a progressive manner according to the seriousness of the offence and the frequency and number of referrals to the office. Teachers normally handle minor offences. Major offences and severe offences will be referred to the office. A Student Behaviour Referral form and/or a Behaviour Report submitted by a staff member will specify the action which took place and recommendations to correct the student's behaviour. Parents will be notified when students have been referred to the school office for repeated minor offences and major or severe offences.

### **MINOR OFFENCES**

Violation of general school and /or class rules	Pretend violence
Excessive arguing with a teacher	Gum chewing
Being in an area that is off limits	Bringing toys
Tardiness	Uniform violations
Balls in the classroom	Unsafe activity
Playing and loitering in the bathroom or hallways	

### **POSSIBLE CONSEQUENCES FOR MINOR OFFENCES**

Warning, student conference, time out, notice home, parent conference

### **MAJOR OFFENCES**

Repeated minor offences	Throwing harmful objects
Profanity and obscenity	

### **POSSIBLE CONSEQUENCES FOR MAJOR OFFENCES**

Referral to the office (behaviour report to be completed), parent conference and/or suspension

### **SEVERE OFFENCES**

Repeated major offences	Failure to respect authority of adults
Physical contact with others	Continued willful disobedience
Fighting	Bullying
Theft/Stealing	Meanness and name-calling
Lying	Plagiarism
Direct physical threat	
Habitual profanity or vulgarity	
Severe defacing or destruction of school property (including textbooks)	
Bringing a controlled substance or weapon to school	
Any action deemed detrimental to the physical and spiritual welfare of other students	

### **POSSIBLE CONSEQUENCES FOR SEVERE OFFENCES**

Referral to the office, (discipline report to be completed), restitution for damage, suspension and/or expulsion.

A suspension from school for one or more days (or expulsion) may be administered immediately at the discretion of the principal. During a suspension, the student should be supervised and counselled by the parents about responsibility to improve behaviour.

## 5.5 Respect for School Grounds

Students and their families will be held financially responsible for any deliberate destruction or defacing of school property. This includes but is not limited to desks, chairs, books, etc. Any item that is distracting to learning, such as toys, music, and electronic devices, or is haraam is not allowed on school property. If the item is disruptive to the teacher, it will be taken from the student and returned at a later time.

## 5.6 Good Neighbour Policy

Our school is located near other houses and buildings. People judge the school based on what they hear us say and what they see us do, even more so because we are Muslims. Therefore, we need to accept the responsibility of portraying a positive image for Islam first of all and for the school as well. We request that students and parents act in an Islamic manner and display a positive image which reflects who we are and what we believe in when we go and come from the school. Included in this is respecting nature and other people's property by not littering or loitering.

## 6. HEALTH & SAFETY POLICIES

### 6.1 Nutrition & Lunch

Students are expected to bring a healthy, nutritious lunch and snack to school each day. Scientific research has proven the advantages of limiting sugar consumption in young children. Concentration is improved, and children are physically calmer and more willing to learn. Accordingly, Al-Hijra School has a "no candy" policy discouraging any candy, chocolate bars, items high in sugar, and carbonated beverages. **Students are NOT allowed to trade or share food at lunch or during snack times.**

Students remaining for lunch must eat in their classrooms. The teacher in the classroom prior to lunchtime supervises that class during lunch.

Encourage students to keep plastic bags and wrappers in the school garbage cans. Students are NOT permitted to bring ANY food outdoors. It attracts yellow jacket bees in September and October.

Please note that students may not use the microwave to prepare or heat food items.

### 6.2 Smoke-Free Environment

Seeking a healthy environment for the students is one of Al-Hijra School's top priorities. The Ontario Ministry of Health has passed a policy that bans smoking from all school buildings and school grounds at all times. Our school board is in agreement with this policy and stands firm with it. Please note that this policy includes all parents, visitors, and volunteers at our school.

### 6.3 Illness & Lice

We want to make our school program as successful as possible, and so we ask that children who are sick be kept home. A child with a fever (over 100°F) may not attend school. Any child previously suffering from a fever must be fever-free for 24 hours before returning to school. Lengthy illnesses may require doctor notification. Parents will be required to pick up their child if they are in an ill state of health.

If any case of head lice or nits is noticed, Al-Hijra School Board has clearly directed to continue to follow the school procedure of informing parents to pick up the child(ren), asking them to check the hair, provide proper treatment, and keep the child(ren) home until hair is clean and all lice, lice eggs, and egg cases have been removed.

### 6.4 Communicable Disease

If your child has a communicable disease such as lice, chicken pox, measles, mumps, etc. a parent of the child should notify the school immediately. Children with communicable diseases must stay home from school, until written approval from a physician is submitted.

### 6.5 Emergencies

If your child should become ill or injured while at school you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that records may be updated.

If any of your personal information changes at any time (i.e., home or cellular phone number, address, etc.), you must inform the office immediately.

## **6.6 Fire/Tornado/Lockdown**

Fire, tornado, and lockdown drill procedures will be taught to all students and practiced in case of an emergency.

## **6.7 Administering Medication**

Medication in the hands of students poses a potential health risk, not only to those who require the medication, but also to others in the school. Therefore, students are not permitted to bring any medication to school. Please note that if a student has prescription medicine to take on the advice of a physician, it is important that it be administered by a parent only, as the school staff does not administer medication.

In the case of students who have emergency health risks (e.g. need an EpiPen or Allerject to counteract life-threatening allergies), appropriate medication may be brought to school to be administered by trained staff, but must be labelled with the student's name, date of purchase, and instructions for administration, and must be kept in a lock box in the main office.

## **6.8 Severe Weather**

Al-Hijra School generally follows the guidelines for Windsor schools bus service concerning road conditions. **When the local school buses are not running because of poor road conditions, Al-Hijra School generally closes.** If the roads are unfit for buses to run, they are unfit for parents and staff to drive, as our school is located outside of the main city's borders.

We do check buskids.ca to see the status of CITY buses, NOT COUNTY BUSES, and the day's weather forecast to decide as administration and board whether or not to close.

The decision to close the school is made as early as possible, usually before 6:30 a.m., or later if there is a sudden change in weather.

**A staff member will call you to tell you that school is closed.** The school will also notify the families by text and through social media (Remind texting app, and ClassDojo). Please do not call the principal or teachers. If local schools call for an emergency weather closing while students are in school, we will do our best to call and notify each family.

If any of your personal information changes at any time (i.e., home or cellular phone number, address, etc.), you must inform the office immediately.

## **6.9 Sports Equipment Before/After School**

School equipment may only be used during physical education classes. They may not be taken out for recess or for personal use of students outside of teacher-supervised class times.

Although students may NOT bring toys to school, they may bring certain sports equipment to play with at recess time, such as skipping ropes, skipping balls, soccer balls, basket balls, and foot balls. Soccer balls and footballs are only to be used in the field when the field is available for use. All sports equipment brought to school by the students will be the sole responsibility of the student. The school will not be held responsible for lost or stolen items. Because the school parking lot maintains heavy traffic before and after school with vehicles going and coming, Al-Hijra School restricts the use of sports equipment such as balls to recess time only for the safety of all students. These items may be confiscated and returned at a later time at the discretion of the supervising staff member if students behave irresponsibly with them or other toys in the parking lot during drop-off and/or pick-up times.

For safety reasons, skateboards, roller blades and the like are not permissible on school property.

## **6.10 Fingernails**

It is the responsibility of each student to cut his/her fingernails every Thursday after Maghrib (Jumu'ah) in accordance with the practice of Prophet Muhammad (peace be upon him). Students with uncut nails should be sent to the office to have their name recorded. Three weeks in a row with uncut nails results in a call home. Nail polish is not permitted.

## **6.11 Personal Electronics**

ANY electronic devices (phones, laptops, tablets, watches capable of connecting to WIFI or those that are used to play games, iPods, mp3 players, electronic games, any device capable of WIFI reception, capable of taking photos or voice

recording, etc.) are NOT allowed in school. They will immediately be confiscated and only returned to parents from the office.

In the event that any device is required for a particular class (i.e., laptop, camera, phone, etc.), the assigning teacher must inform the office first and then the student must submit the device to the office until the teacher is supervising the student using the device.

## 7. LEADERSHIP POLICIES

### 7.1 Computer & Internet Use Policy

Al-Hijra School provides computer and Internet services to all students. The Internet can be very useful and educational when used properly. It can help students quickly and easily study, learn new concepts, and collect information for projects. The Internet at school is for teaching and learning purposes only! The Internet is to be used for projects, assignments, etc. and is not for personal use under any circumstances. E-mail, chat lines, and non-educational surfing of the net are NOT ALLOWED.

Any student found surfing the net, chatting, or checking e-mail messages will have their Internet privileges taken away immediately. If you would like your child(ren) to obtain Internet privileges at school, please sign the form that is provided to you.

### 7.2 Internet Photos Policy

You can access Al-Hijra School's website at [www.alhijraacademy.com](http://www.alhijraacademy.com). This website contains information about the school and its community and can be visited by anyone in any part of the world who has access to the Internet. As a result students are required to have an information release form on file in the office. Students will only be required to submit this form once during their time at Al-Hijra School. Should you wish to change the status of your child's information release or have questions regarding the school's web site policy, please contact the office.

### 7.3 Notebooks and Note-Making

#### Cover

- Every notebook shall have a cover.
- Every notebook shall indicate on the cover the student's name, the teacher, the subject, and the grade.
- Absolutely no drawings, writing, or printing on the cover (except for the name, teacher, subject, and grade).

#### Note-Making

- Main title is underlined twice with straight lines (red preferred).
- Subtitle is underlined once with a straight line (red preferred).
- Leave one line between the title and the beginning of the note.
- Leave two lines between each new note
- Title page for new topic.
- The date is put on all new work on the left side of the page starting in the margin.
- Write on both sides of the paper.

#### Grade Four, Five

- All work shall be done in pencil.

#### Grade Six, Seven, and Eight

- Mathematics must be done in pencil.
- Rough work done in margin drawn on the right hand side of paper.
- Rough work in composition, spelling and grammar must be done in pencil.
- Final work to be done in pen in good legible writing
- Notes must be written in blue or black ink.
- Pencils are used for maps.
- Pencils are used for drawings.

#### Maps (printed)

- Title – printed in capital letters, and underlined twice with straight lines (red preferred)
- Name of cities, towns, provinces and countries printed on straight lines (first letter is capital)
- Names of rivers – follow the rivers
- Every map must have a directional sign.



- Every map which uses a key must have straight lines.
- Every map must be coloured in pencil crayon only.

#### Drawings

- Title: printed in capital letters, and underlined twice with straight lines (red preferred)
- Names: printed on straight lines, and in small letters (unless the first letter must be capitalized)
- Coloured with pencil crayon

### **7.4 School – Parent – Teacher Communication**

Al-Hijra School recognizes how important it is for parents to know about what is happening at school with their children. Open communication is the foundation of a harmonious school. Our website contains information about our school, including teachers' websites, the school calendar for the year, and other relevant information. You may also receive instant text messaging of information by texting @ahanew to (709) 800-8931; this is one of the best ways to receive urgent information, such as school closings because of snow storms, reminders for holidays and P.A. Days, and other important information. Newsletters are emailed to parents directly. We also constantly send memos home with students, so please check your youngest child's backpack each evening.

We care about your concerns for your children. We have found that when such concerns arise, a scheduled conference time works best for sharing between parent and teacher. If you desire a conference, please schedule one with your child's teacher through the office. In order for teachers to give their undivided attention to your questions and/or concerns, dismissal time is not an appropriate time to meet with the teacher unless you have scheduled an appointment. You may request the Principal's presence at any scheduled meeting, or, if the need arises, you may schedule a conference with the Principal individually for continued discussion. Please note that for the most efficient resolution of a problem, it is important that a concern raised about a teacher or classroom situation be first addressed directly with the teacher involved before bringing it to the attention of other office or board personnel.

### **7.5 Parent Involvement**

Parents are the most important people in a child's life. Their love, affection, support and approval are a fundamental need of all children. Because parents are first in importance, they are also first in the ability to influence and motivate their children. Programs designed with strong parent-involvement components produce students who perform better. We encourage our parents to participate in our school events and be an active part of our community.

### **7.6 School Parent Council**

School parent councils play a vital role in the education system in Ontario. They provide a forum through which parents and other members of school communities can contribute to improving student achievement and school performance.

As a school parent council member, you can help your council discover new and exciting ways to contribute to the education of students in your school. Education is a partnership involving parents, students, teachers, principals, school boards, government, and the community. Your involvement in the council gives you the opportunity to strengthen that partnership, and to be part of a dedicated team working to ensure a high quality of education and an accountable education system for the children of Ontario. Your participation can make a difference!

School parent council elections are to be held annually within the first thirty days of the start of the school year, according to the regulations governing the school council set by the Ontario Ministry of Education. Meetings are held once a month.

### **7.7 Volunteers**

Volunteers are considered a definite asset to our school. Their roles are both greatly needed and appreciated by Al-Hijra School staff, administration, and students. Volunteers may assist in different areas of the school upon approval by the principal. The determining factors in the selection of volunteers may include, but are not limited to personal suitability, experience, performance, demonstrated responsibility, and/or skills beneficial to the assignment. If you would like to volunteer, please contact the office.

### **7.8 Appeal Process**

Parents who are concerned with one or more of the policies and/or procedures listed above and want to appeal a decision made by school on a particular situation may do so in the form of written communication with a signature and contact information of the parties appealing a decision. This letter must be handed into the office and seen by the Principal. It will then either be addressed by the Principal or be forwarded on to the board. Al-Hijra School reserves the right to discard the concern if this procedure is not followed.

## **Parental Agreement Form Academic Year 2024-2025**

In consideration for the enrollment of my child/children in Al-Hijra Academy (AHA),

1. I agree to pay, on the specified times, all tuition fees, dues, accounts, and other indebtedness incurred by the student.
2. I agree, once the student is granted admission to AHA, none of the paid fees are refundable.
3. In the case of absence, withdrawal, or removal from the school or any of its services, I am still obliged to notify the school one month in advance via email and pay all applicable fees up until the month of removal.
4. I understand that I am responsible to pay the whole month's school fees, even if my child is admitted in the middle or end of the month (fees will not be prorated).
5. I further understand that:
  - a) If tuition fees are outstanding, the student will not be eligible to resume classes until the outstanding amounts have been cleared.
  - b) In the event that any school related fees, textbooks, library books, or any other material belonging to AHA are outstanding, report cards will not be issued until the outstanding fees have been cleared.
  - c) Textbooks are loaned to students for the duration of the school and are to be returned at the end of the school year.
6. I understand that a probation period of three (3) months will be applied to all new students.
7. I agree to uphold all the school rules, policies, and procedures; including uniform requirements, Islamically appropriate haircuts/styles (not Qaza' as described by our Prophet Muhammad, peace be upon him); and any other Islam-based requirement of Al-Hijra Academy as outlined in our policies.
8. Especially because I willingly enrolled my child(ren) in an Islamic school, I agree that any un-Islamic behaviours, actions, or words used on the school's premises by myself or my child(ren) that are deemed Haraam based on the teachings of the Qur'an and Sunnah, as guided in principle by our Imam, will not be tolerated.
9. I agree that AHA reserves the right to reconsider a student's enrollment or re-enrollment at AHA
  - a) When, in the view of AHA, it is unable to meet the educational or social/emotional needs of a student;
  - b) When there is lack of parental support for the teachers' work that risks progress and healthy development of the students. For example, persistent non-attendance at parent/teacher meetings, non-support of homework, persistent lateness and/or unacceptable levels of absence, disregard of school rules, persistent non-compliance with recommendations, etc.

10. I agree to provide all supporting documentations required on the Registration Form in the registration process.
11. I allow my child(ren) to use all the play equipment and to participate in all school activities.
12. I understand that AHA does not have the resources or facilities to accommodate special needs students, gifted students, or students with learning and physical disabilities.
13. I understand that the students must arrive at school by 8:15 a.m., and that a student who arrives at school after 8:20 a.m. will be marked late. Five (5) lates in a month will result in a one-day suspension; any lates thereafter in the same month will also result in a one-day suspension. If a student has persistent/chronic lates, further disciplinary action will be taken.
14. I understand that students do not arrive before 8:00 a.m. nor stay after 3:30 p.m. I understand that times outside of these times are subject to charges as per the school's after-school policy.
15. As the parent along with my child(ren), we agree to use the internet and other related technology with responsibility by
- a) Not posting on the internet or texting anything that maybe embarrassing or hurtful to others and the school;
  - b) Respecting the privacy of others;
  - c) Abiding by all the laws and regulations related to cyber use.
16. I understand that no person at our school (or anywhere, for that matter)—student or staff—should be harmed by the words or actions of others at school or online; all members of our school community should feel safe and included at school.
17. a) I understand that the following will not be tolerated at Al-Hijra Academy:
- discrimination;
  - harassment and bullying;
  - the proliferation of hate;
  - the use of the n-word;
  - the use of any hateful slurs or epithets; and
  - reprisal (retaliation) for trying to have an incident addressed.
- b) I understand that students are not allowed to say, write, or read out any version of the n-word (including with the “a” ending) and are not allowed to ask for a “pass” from Black students to use the n-word, nor from any student from any cultural background to use other racist comments.
- c) I understand that the above conduct is also prohibited on social media or in any other context that can negatively impact the school environment.
- d) I understand that all students have a right to safe, respectful, and non-discriminatory learning environments.
- e) I understand that if my child(ren) hear(s) or learn(s) about hateful or discriminatory acts or language, my child(ren) is/are strongly advised to report it to the school principal or another staff member right

away, because when these incidents happen and are reported, they are treated seriously and addressed by the school administration and, if necessary, the school board.

18. I understand and agree that AHA will not be responsible for anything that may happen as a result of false information given or information withheld at the time of enrollment and any such false information may lead to my child's dismissal from the school.

19. I understand that a positive and constructive relationship between AHA and me (parent/student guardian) is essential to the school's educational purpose and responsibilities to its students. Any serious concerns, grievances, and suggestions must be brought to the school administration.

20. I understand if I engage in behaviour, communications, or interactions on or off campus, that is disruptive, intimidating, aggressive, or reflects a loss of confidence in or disagreement with the school's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities, without formally presenting the concerns to the administration will automatically make me liable against the school regulations and school by-laws.

23. I agree to assume all costs, responsibilities, liabilities and risks in connection with the child's enrollment as a student of AHA, including—without limitation—damage to school property, furniture, computers, etc.; and the child's use of play and sports equipment and participation in school activities.

24. I further release, remise, and discharge Al-Hijra Academy, its administrators, directors, officers and teachers and their respective heirs, executors, successors and assigns, of and from all claims, demands, damages, actions or causes of action arising or to arise by reason of the child's participation in the activities and programs of Al-Hijra Academy as aforesaid, and from all claims and demands whatsoever in law or in equity which, I, my heirs, executors, administrators, successors or assigns can or shall or may have for or by reason of the child's participation in the activities and programs of Al-Hijra Academy.

**25. I have read this Parental Agreement Form in its entirety, and agree to comply with it all, understanding fully that my child(ren)'s enrollment at Al-Hijra Academy depends on my own and my child(ren)'s compliance.**

Parent #1 Name: \_\_\_\_\_ Parent #2 Name: \_\_\_\_\_

Parent #1 Signature: \_\_\_\_\_ Parent #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

All AHA Students' Names: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_