



STUDENT'S GUIDE
2017/2018 SESSION

As salam alaykum and welcome to ICICE AL-NOOR ACADEMY,

We wish to see you blossom and grow in school this session and have put this guide together as a means of information and a guide to achieving excellence in all facets of school life, comprising the academic, social, physical, emotional and spiritual.

OUR VISION

Our vision is to be at the forefront of dissemination of science and Islamic knowledge for the benefit of humanity.

OUR MISSION

“To reform society through an effective, sound, moral, life changing purposeful education, to stand the test of time and reduce moral decadence of the global village; while producing confident, proactive and solution oriented entrepreneurial alumni, creative enough to find applicable ethical solutions to the challenges of modern life”

CORE VALUES

- **INTEGRITY AND WILL TO SUCCEED**
- **POSITIVE ATTITUDE AND ENTREPRENEURSHIP**
- **GOODWILL AND SERVICE TO HUMANITY**
- **CONFIDENCE AND OBJECTIVITY**
- **GLOBAL AWARENESS AND COMPETITIVENESS**

DAILY ROUTINE

	Procedure
7.15-7.30	Drop off, place bags in cubby
7.30-9.00	Qur'an
7.35-8.00	Assembly on Fridays
9.00-10.20	Classes
10.20-10.40	Breakfast
10.40-13.20	Classes
13.20- 14.00	Salat and Lunch
14.00-15.15	Classes
15.15	Pick up
15.15-16.00	Clubs (Thursday)

CODE OF CONDUCT

- Attendance is key to achieving the best, truancy shall not be condoned.
- Punctuality ensures maximum benefit for all students
- Participation in all school activities is mandatory
- Greeting- Spreading the salaam is a way of engendering harmony in the society
- Respect- yourself, colleagues, staff and property
- Safety and Security- Personal and collective safety requires awareness and consciousness of implications of behaviour at all times
- Leadership roles- These shall be assigned to build character and responsibility and should be carried out diligently.
- Comportment should be of the highest standards-avoid cutting in lines, loitering, running, noisemaking, disruption, littering and fighting.
- Language should be polite and appropriate for the school environment
- Salat times and other co-curricular activities must be adhered to strictly.
- Criminal Acts such as theft, vandalism and drug abuse are grievous offences and shall be treated as such.

HOMEWORK AND EXAMINATIONS

- Copyright Issues and Resource Referencing - Plagiarism and copying are not acceptable. All references should be cited.
- Late submission without a valid reason may lead to sanctions.
- Incomplete work will not be accepted and failure to do assignments is a punishable offense.
- Cheating in exams will result in removal of the candidate from the hall or cancellation of the result.

DRESS CODE

- Correct school uniform with tie and black shoes with black socks.
- Sportswear with white socks and white canvass shoes.
- white, sealed hijab
- Clean haircuts and simple, neat hair styles gathered at the nape.
- Neatness in appearance- well ironed uniforms, polished shoes, short and clean nails.
- All students are encouraged to wear wrist watches.

BULLYING POLICY

- Bullying is deliberate, unwanted, aggressive behaviour.
- Bullying or harassment of any form (verbal or physical) shall not be condoned.
- Examples include:
 - name calling and teasing
 - unwelcome touching, dragging or pulling
 - hitting
 - ostracizing
 - tribalism
 - gender harassment
- Students who are victims or witnesses of bullying are encouraged to report to a member of staff.
- Consequences shall vary based on severity and will include counselling, punishment, suspension and expulsion.

LIST OF CONTRABAND

- Money
- Fizzy drinks and gum.
- Jewellery- rings, bracelets, chains etc.
- Mobile phones and other electronics.
- Make up- lipstick, eyeliners, eye shadow, blushers, henna etc.
- Inappropriate visuals
- Dangerous materials- weapons

DISCIPLINARY ACTION

- Level 1 (Low level misbehaviour, disrupting others, forgetting class rules)
 - On-the-spot redirection
 - Restitution
 - Restorative Justice
 - Community service
- Level 2 (Hurtful/conflict generating behaviour, rudeness, foul behaviour)
 - Detention
 - Counselling sessions
 - Referral to administration
 - Letter to parents
- Level 3 (Chronic or dangerous behaviour, unsolved behaviour from level 2)
 - Meeting with Parents
 - Suspension
 - Expulsion

Declaration

I _____ hereby declare that I will abide by all school rules and regulations, while doing my utmost to ensure my personal growth and the growth of those around me.

I will also be willing to face the consequences of all my actions or/and inactions.

Date: _____

Signature: _____

Parent's Signature: _____