

In the name of Allah, Most Gracious, Most Merciful

# Masjid Omar-Bin Abdul Aziz Islamic School

955 Harbins Road. Lilburn, GA 30093 - Phone: 770.279.8606

## APPLICATION FOR ADMISSION

Number: \_\_\_\_\_

**Enrollment for:** • Nazera (*Reading of Qura'n*) • Hifz (*Memorization of Qura'n*) - • Summer Islamic School - • Sunday Islamic School

### Student's Information:

1) Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_

• Male School Grade in: \_\_\_\_\_ Attended any of program at Masjid Omer: Yes: • No •

2) Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_

• Male School Grade in: \_\_\_\_\_ Attended any of program at Masjid Omer: Yes: • No •

3) Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_

Sex: • Male • Female. School Grade in: \_\_\_\_\_ Attended any of program at Masjid Omer: Yes: • No •

### Parent/Guardian Information:

Parent's or Guardian's: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Emergency Contact Information: (*Should be other than Parent/Guardian*)

Emergency Contact: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_

### DECLARATION:

(1) The information I have given on the form is true and accurate to the best of my knowledge. (2) I have read and agree with the rules and regulations of *Omar bin Abdul Aziz Islamic School*. I will abide by them, Insha'Allah. (3) I hereby authorize the *Omar bin Abdul Aziz Islamic School* to take suitable steps necessary for the medical care of my children in case of emergency.

Parent's or Guardian's signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

### FOR OFFICIAL USE ONLY

Date of Admission: \_\_/\_\_/\_\_\_\_ Teacher Name: \_\_\_\_\_ Class Assigned: \_\_\_\_\_

Admission Fees: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Receipt or Check # \_\_\_\_\_ Date: \_\_/\_\_/201\_\_

Balance to be paid: \_\_\_\_\_ Comments: \_\_\_\_\_

Signed Principal or Designate: \_\_\_\_\_

**POLICIES, RULES AND REGULATIONS OF**  
***.Masjid Omar bin Abdul Aziz***  
 Phone :— 770 279 8606

Respected parents

Assalamualaikum Warahmatullahi Wabarkatuhu

**MISSION STATEMENT:**

To create Allah-Conscious pupils, equipped with a sound understanding of the Quraan and teachings of our Beloved prophet, Muhammad (S.A.W.)

This form serves to foster a greater understanding of the rules and code of conduct we expect from our student. In this regard, we require and request your total co-operation in creating a difference to our environment.

**1.GROUND RULE:**

All thoughts, ideas and actions contrary to the fundamental teachings of Quraan and Hadith will not be tolerated by our institution. Parents give their daughters / sons into the care of the School an amanat. Therefore it is the sacred duty of the School to ensure, as far as possible, that all pupils are safe from harm of any kind, be it physical, emotional or spiritual.

**2. SCHOOL EXPECTATIONS**

**We expect:**

- 2.1. Students to show respect, devotion, dedication and commitment to their Deen and their studies. Anything that distracts them from this primary purpose will be regarded as “ harmful”.
- 2.2. Total co-operation from parents.
- 2.3. All students are expected to memorize / finish and turn in their homework on time.
- 2.4. Every link to knowledge must be respected . Respect must be shown for Teachers, books, classrooms and the Masjid.
- 2.5. Students are not allowed to disturb other students by their behavior.
- 2.6. No food or drinks are allowed in the classroom.
- 2.7. Parents should pack healthy, nutritious lunch for their children. Though we will provide snack .

**3. ATTENDANCE, ABSENTEEISM, LEAVE-TAKING**

- 3.1. Regular attendance is demanded of every students.
- 3.2. If a learner has been absent for 1-2 days, he / she must return to School with a letter from either parent.
- 3.3. All serious illness and injuries must be reported to the principal.
- 3.4. Leave will be granted for valid reason only. No student is to leave School premises without permission from the principal. Parents must sign the “Student Leave Book” kept in the office.
- 3.5. Request for leave: This must be presented in the form of a signed note in the morning. Parents are advised to make appointments after normal School hours.

**4. PERSONAL APPEARANCE**

Apart from being neatly and correctly attired at School , students are also responsible for their hygiene and appearance. Periodic inspections will be carried out.

- 4.1. **HAIR:** (For girls) Should be kept covered at all times.
- 4.2. **JEWELLERY:** ( for girls) The only items of jewellery that are permissible are: simple wristwatches, stud earrings and medical bracelets indicating diabetes, allergies etc.
- 4.3. **FINGER-NAILS:** ( for girls ) To be clean and short. No nail polish will be tolerated.
- 4.4. **UNIFORM:** Every learner is expected to arrive at School neatly and correctly attired. Modesty is an integral part of Islam. If pupils are not dressed in an Islamic manner appropriate measures will be taken to rectify the situation.

**5. CELL PHONE POLICY**

The cell phone is a necessary evil which should not be given to the children. Hence we strongly urge you to take our policy seriously.

- 5.1. No student is allowed to bring a cell phone to School under any circumstances.
- 5.2. The School will not take responsibility for the abuse of cell phones in or out of School.

**Violation of the above discipline policy will result in the following disciplinary actions:**

**1st OFFENCE:                    VERBAL WARNING { TO BE NOTED }**

**2nd OFFENCE:           DEFAULTERS' BOOK & WARNING LETTER**  
**3rd OFFENCE :         PARENT / PRINCIPAL CONFERENCE**

**6. NOTE TO THE PARENTS**

- 6.1. Islam is not only practiced during School / School hours, but is a life– long commitment.
- 6.2. The code of conduct will apply at all times and in all places.
- 6.3. You may discuss any aspect of the code of conduct with the principal.
- 6.4. Before enrolling your child in this institute, please study our code of conduct.
- 6.5. All misdemeanors will be handled according to the age level and maturity of pupils.

**Parents are requested to drop off their children not 15 Minutes earlier than class time and pick up not 15 Minutes later than class dismissal time. The staff and management of Masjid Omar Bin Abdul Aziz are not responsible for children before and after these times.**

Please sign and return to the School.

I \_\_\_\_\_ the parent of \_\_\_\_\_

have read and fully understand the policies of Masjid Omar Bin Abdul Aziz . I accept them and pledge to abide by them.