

Parent/Guardian Handbook [Updated Annually]

Important

All parents are required to read this handbook and sign it in the Behaviour Policy page and at the end. Parents' signature means that they understood its contents and are responsible for the school rules and their consequences.

Mission Statement of Ahlul-Bayt Islamic School

Our mission is to offer academic excellence in an Islamic atmosphere and a quality learning environment to build and develop an integrated Islamic identity.

The school - who consists of students, teachers and parents - will promote the spiritual and moral values consistent with respect and good citizenship within the Canadian society.

Goals of Ahlul-Bayt Islamic School

To provide a well-balanced instructional program that will enable all children to reach their highest level of academic success using a curriculum meeting and going beyond the Ontario Ministry of Education academic goals and standards.

1. To foster a healthy self-identity of being Islamic in the Canadian setting.
This will include items and areas such as:
 - o Educating and reinforcing the Arabic language
 - o Education and understanding of the Islamic culture
 - o Providing an environment where questioning, understanding and informing of the Islamic faith and lifestyle is desired and trained for
 - o Offering education of other cultures and languages to inform and educate so that goal #3 would be achieved
2. To provide opportunities for the children to become self-directed, lifelong learners and help them to develop their social, emotional and physical potential.

School Procedures and Policy

Ahlul-Bayt Islamic School strives to maintain a peaceful school environment. In order to do this we developed a school policy that reinforces positive interaction and follows daily procedures to ensure that things run smoothly and safely.

The following is an outline of our policy and the protocol for dealing with misbehaviors. Staff and students all participated in the development of this policy.

Ahlul-Bayt Islamic School Rules

Students at Ahlul-Bayt Islamic School ...

1. **Listen to each other.**
2. **Use hands for helping not hurting.**
3. **Use language to show they care.**
4. **Care about each others' feelings.**
5. **Are responsible for what they say and do.**
6. **Greet each other with 'Assalaamu Alaikum'.**

Communication Channels

The teachers, principal, and school board welcome any constructive feedback and want to hear what the parents have to say. Parents have the following means of communication available to them:

1. **Parents are strongly encouraged to work with their child's teachers in order to address any issues related to their child. Kindly make an appointment to see the teacher and discuss any concerns.**
2. **If the parents' concerns are not resolved, then an appointment can be made with the principal.**
3. **The principal can also arrange for a board member to assist in addressing the parents' concerns.**



Ahlul-Bayt Islamic School
200 Baribeau Street, Ottawa, Ontario K1L 7R6
Tel: (613) 526-0774 info@abischool.com

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*Please read the monthly issue of the school newsletter.
It contains important news and information.*

Behaviour Policy

Responsible behaviour is encouraged when children are given opportunities to make choices and experience consequences.

Consistent with the Ontario Safe Schools Act, a progressive discipline approach is used to allow students opportunities to learn from the choices they make.

With these ideas in mind, the following steps will be taken:

- ☞ Each student shall be given the opportunity to understand and discuss the school's rules and guidelines.
- ☞ When a student repeatedly fails to follow school rules, one or more of the following consequences may be applied:

Possible Consequences:

The following consequences may or may not be applied in sequential order.

- ☞ **Verbal Warning** – a reminder that a behavior is inappropriate
- ☞ **Verbal Reprimand** - a more serious verbal reminder with consequences attached
- ☞ **Minor Detention** – loss of recess.
- ☞ **Major Detention** – loss of recess of one or more days
- ☞ **Phone Call Home** – used in conjunction with most consequences to ensure parents are informed and involved
- ☞ **Formal Interview with Student** – a scheduled meeting to discuss issues
- ☞ **Relocation** – students temporarily moved to a supervised location to complete work
- ☞ **Formal Removal** – removal from a class with re admittance based upon specific conditions
- ☞ **Volunteer Service to the School** – yard clean-up, repairing damaged property, etc.
- ☞ **Interview with Parents** – to ensure two-way communication, done at any stage
- ☞ **Referral to Counseling** – receive behavioral support, parent informed
- ☞ **Discipline Referral Form** – for dealing with negative behavior, incidents, work habits, or other areas of concern
- ☞ **Removal of privileges** – ineligible for extra-curricular groups, field trips, etc.
- ☞ **In-school Suspensions** – student does all required work in a supervised area away from other students
- ☞ **Suspension or Dismissal from School** – temporary removal from programs, class, or school property for a specified period; parents are notified and a meeting is held before return to school; terms for appropriate behavior are developed upon re-admittance.

Please Remember:

Violence is a look, a sign or an act that hurts a person's body, feelings or things.
Ahlul-Bayt Islamic School will not tolerate violence.

Please complete and sign.

I have read the Behaviour Policy and understood the school rules and their consequences.

Parent's Name

Parent's Signature

Date



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Withdrawal Procedure

The withdrawal procedure is stated on the last page of the student application form which is signed by the parents and thus constitutes a binding legal contract.

Clearance:

Before a student is cleared:

1. All books and school property must be returned.
2. Payment must be made for any school property that is missing or damaged.
3. All fees, including tuition fees, must be paid in full.

Student Records: Student records will be held until the student is cleared and all fees, including tuition fees, are paid in full. When the student records are released, all such records will be mailed to the new school.

Tuition Fees

[IMPORTANT] **Tuition is for the entire year, and parents are expected to pay for the full school year.**

[IMPORTANT] **It is definitely NOT a monthly tuition system.**

For your convenience, however, we offer a monthly payment option as follows:

1. Payments may be made in monthly post-dated cheques that are due on the first of each month, payable to "Ahlul-Bayt Islamic School".
2. Payments can also be made in cash and are due on the first of each month.

Uniform, field trips, supply fees, and books fees are not included in the tuition fees.

A non-refundable registration fee of \$150 per student is required for new and returning students upon registration completion.

Bullying Policy

The Ministry of Education formally defines bullying as follows:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Definition of bullying from Policy/Program Memorandum 144, Ministry of Education

How are schools responding to bullying?

Students who bully others, whether it happens in person or online, can face different consequences.

Ontario's progressive discipline policy allows a principal to choose from a range of options to address the behaviour and help the student learn from his or her choices. Some examples include: an apology for a hurtful or disrespectful comment, a review of the expectations for the student or a meeting with parents. Students can also get suspended from school. These rules apply to both elementary and secondary students.

Progressive discipline helps to prevent inappropriate behaviour from escalating by promoting positive student behaviour and preventing unsafe or inappropriate behaviors at school and school-related activities.

How can I help my child deal with bullying?

By working with the school to help your child or teen handle the bullying problem, you are leading by example and giving a clear message that bullying is wrong.

Regardless of age, you can help by encouraging your child to talk to you about it and by giving the following advice:

- Walk away from the situation.
- Don't hit back, don't talk back, don't reply back.
- Tell an adult whom you trust – a teacher, the principal, or the recess supervisor – about what happened.
- Talk about it with your brothers or sisters or with friends, so that you don't feel you're alone.
- Find a friend to be within the places where you don't feel safe.



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Homework

Estimated amount of time to be spent on homework assignments is:

Grade	Homeroom Teacher (homework time)	Specialist Teachers (combined homework time)	Daily Reading Recommendation
Junior Kindergarten	15 minutes	10 minutes	10 minutes
Senior Kindergarten	15 minutes	10 minutes	10 minutes
Grade One	20 minutes	10 minutes	15 minutes
Grade Two	25 minutes	10 minutes	15 minutes
Grade Three	30 minutes	15 minutes	15 minutes
Grade Four	40 minutes	15 minutes	20 minutes
Grade Five	50 minutes	20 minutes	20 minutes
Grade Six	60 minutes	20 minutes	20 minutes
Grade Seven	75 minutes	20 minutes	30 minutes
Grade Eight	80 minutes	20 minutes	30 minutes

Note:

Time allotted for homework will be cut in half during the holy month of Ramadan.

Absences / Attendance / Punctuality

The Ontario Ministry of Education monitors daily attendance of students.

The school is required to report student attendance to the ministry.

Distractions caused by a late student walking into the classroom are disruptive for the whole class.

First class starts when the first morning bell rings at 8:15.

Last class ends when the last afternoon bell rings at 3:00.

If you know in advance:

- If you are aware that your child will be absent or late on a particular day, please phone and leave a message at the school office **613-526-0774** before the morning bell. Otherwise, someone from the school must find out the reason for your child's absence as part of our **Safe School Arrival Program**.
- If a student needs to leave early or arrive late, for medical or urgent reasons, parents should, if possible, notify the office on the day before.

Lateness:

- Students must be in class by 8:15 as learning begins at that time. A child is considered late if he/she arrives to class after 8:15. Please ensure that your child is on time for classes so that instruction is not interrupted.
- Arriving late hinders student progress, interrupts teachers and peers, and complicates the attendance procedures.
- Students who arrive late in the morning or after break must first report to the office. Late students will be tracked and recorded on the student report card.
- Parents are not allowed in the classroom after the morning bell rings.

Late Drop-offs and Early Pickups [NEW]

You **MUST** report to the office when dropping off after the morning bell, or picking up before the final bell.

- Due to an excess of interruptions during class time: Students will no longer be called to the office.
- The homeroom teacher needs to know ahead of time that a student will be leaving early. This is needed so that the child can be ready to go at the specified time with as few interruptions to instructional time as possible.

For the benefit and welfare of our students, extended absences from school are strongly discouraged.

If an extended absence becomes necessary, plans should be discussed with the classroom teacher and Principal at least 2 weeks in advance.

Students are responsible to catch up on any work missed during their absence from school or when they are late.

Play Care

All students in school after 3:20pm will be taken to the Playcare room where they are supervised by a teacher. Parents are required to pay for this service, per family, as follows:

3:20 - 3:30	\$2.50
After 3:30	\$5 every 15 minutes
After 4:00	\$10 every 15 minutes



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Medication

Should a child require prescription or over-the-counter medication while at school, a Consent Form must be completed, signed, and received at the office. The office will retain the medication and administer it as directed by the physician. **For over-the-counter medication**, such as Tylenol, cough medicine, etc., must have the child's name on the ORIGINAL container and a note signed by the parent/guardian containing name of medicine, dosage, and administration instructions.

For LIFE-THREATENING ALLERGIES, parents are asked to sign a release form granting permission for their child's picture and name to be posted in the Staff Room and classroom. This is required for quick identification in the event of an emergency.

Sometimes students carry their own medications (inhaler). The Consent Form for Self Administration MUST be completed, and must indicate that students have been trained in the proper administration.

Please Note: school staff will administer medication ONLY to a student from whom the **COMPLETED** and **SIGNED** medical form is RECEIVED in the school office. Your co-operation will ensure that we can meet your child's needs. These forms must be completed at the BEGINNING OF EACH SCHOOL YEAR.

Dress Code, Hair and the Uniform

- School uniform is mandatory for all students attending Ahlul-Bayt Islamic School.
- To keep our school clean and safe, students need a pair of indoor running shoes, to change into, when they come into the classroom rather than wearing their general outdoor shoes. Two pairs of shoes are necessary at all times.
- Students should wear Navy Blue Pants. These pants must be free of writing, slogans, stripes, or any decorations.
- Jeans pants are NOT allowed at any time. Graphic T-shirts are NOT permitted.
- Students should not wear slippers in school.
- Please ensure that all personal articles are clearly marked with your child's name; i.e., boots, indoor shoes, running shoes, bags, gym clothing, shirts, blouses, pants, cardigans, coats, lunch kits, etc.
- For safety reasons, please do not allow your child to wear high-heeled shoes, sandals, flip-flops or slippers.
- Students must have regular haircuts. Hair must not be grown longer than normal wear.
- No designs or layer haircuts will be allowed. Hair length and styles must meet expectations of the school administration.

Girls' Uniform (JK - grade 8):

- Navy/white hijab is mandatory for all girls in grade four and above during the school day.
- Navy dress pants ONLY, white polo shirt, long navy tunic (at or below knees level).
- Hijab is mandatory for all girls in grade four and above during the school day.
- No make-up, nail polish or nail decorations.

Boys' Uniform (JK - grade 8):

- Navy dress pants ONLY (no jeans pants), navy polo shirt.

Drop-off and Pick-up of Students

DROP-OFF:

- The first class starts when the first morning bell rings at 8:15.
- The back door of the building will be used for dropping off students in the morning before the first class starts.
- Upon arrival, students must report directly to their classroom.

PICK-UP:

- The last class ends when the last afternoon bell rings at 3:00.
- Student pickup from the school starts at 3:00 and ends at 3:20.
- All students will be picked up at the school entrance that is designated for pick-up.
- Parents and drivers are requested to follow the established loading routine.
- Parents arriving after pickup time must report to Playcare. Please see Playcare section (below).

Laptop Computers

- Laptop computers are allowed for certain grades. They may be allowed in the classroom at the teacher's discretion.
- Laptops may be used for educational purposes ONLY. No games, downloads, music, or headphones are allowed.
- Violation or inappropriate use of laptops can cause the student to lose the privilege of bringing the laptop to school.



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Nutrition and Lunch

Scientific research has proven the advantages of limiting sugar consumption in young children.

- Students are expected to bring healthy and nutritious lunches and snacks to school each day.
- As a general rule: We do not allow the students to bring snacks where **sugar is listed as the first or second ingredient**.
- Chips and dry noodles are not allowed in the school.
- Please note that Ahlul-Bayt Islamic School is a **nut and gelatin free** school.

Visitors to the School

Teachers are busy supervising their students or with other duties during learning hours between 8:15 and 3:00.

The presence of visiting adults in the classroom is distracting to the students and can violate the teacher-student-parent confidentiality for other students.

- No parents or visitors are allowed in the classroom during learning hours.
- All visitors to the school during learning hours, including parents, must first report to the office.
- Please do not walk into the child's classroom unannounced.

Appointments to See Teachers:

Teachers are not able to discuss your child's progress between classes, in the hallway, or at the end of the day as they are responsible for the supervision of students. **Please make an appointment through the Office Administrator.**

Items and Articles Prohibited at School

Students are NOT allowed to bring any articles to school that are not related to the educational experience.

Items that are deemed to be unsafe OR considered to be a distraction by the school are also prohibited.

If such items are impounded, they will ONLY be returned to the parent OR at the request of the parents OR at the discretion of the administration. Items may be picked up in the office. The school will not be responsible for items left after 30 days.

- **Valuables and jewelry should NOT be brought to school.**
- **Personal electronics are NOT allowed in school.** That includes ALL digital/electronic devices.
- **Cell phone use is NOT permitted by students while at school.** If students are required to bring a cell phone with them to school for use after school hours, they must leave their cell phone in the school office at the beginning of the day and pick it up again after the school day is finished.

Please complete and sign.

I have read the Parent/Guardian Handbook and understood the school rules and their consequences.

Parent's Name

Parent's Signature

Date



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