

# Parent/Guardian Handbook

**Important**

*All parents are required to read this handbook and sign it (at the end).*

*Their 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

1. 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.
2. To foster a healthy self-identity of being Islamic in the Canadian setting.  
This will include items and areas such as:
  - Educating and reinforcing the Arabic language
  - Education and understanding of the Islamic culture
  - Providing an environment where questioning, understanding and informing of the Islamic faith and lifestyle is desired and trained for
  - Offering education of other cultures and languages to inform and educate so that goal #3 would be achieved
3. 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 have 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'.**



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## **Protocol for dealing with misbehavior**

**Discipline is training that develops self-control in children.**

The goal is to build self-control, to help the child learn to cooperate with others, to be considerate to others, to accept responsibilities for the choices they make.

We can use these methods:

1. **Redirection of the child before he/she creates a disturbance.**
2. **Removal from the situation:**  
If the child is misbehaving, he/she will be asked to sit away from the other children until they are able to participate in a socially acceptable way. Children in the playground may be sent inside.
3. **Removal of Privileges:**  
Continued misbehaviour may result in a related removal of privileges (e.g. not being allowed to go to the library if misbehaviour occurs there.)
4. **Additional assignment:**  
The child will be asked to write an essay on how to treat friends, or to write out rules that reinforce appropriate behaviour.
5. **Parental involvement:**  
Discuss with the parents if a difficult situation arises with the child.

**Criteria for giving Time out Sheets are:**

- Damage to school property.
- Fighting or acting in a violent manner.
- Use of inappropriate (foul) language or swearing
- Disrespectful to a teacher or any person of authority.

**Suspension:**

- Every three timeout sheets will result in suspension of the student for one day.
- The student may also be suspended for committing any act that the school deems to be severe or unacceptable.
- The student will be expelled from the school after three suspensions.
- Ahlul-Bayt Islamic School reserves the right to deny enrolment to any student who has been expelled from ABIS or any school.

**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.**

## **Withdrawal Procedure**

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

**The following withdrawal procedure applies at all times:**

Other than for the Junior and Senior Kindergarten classes, parents must give 60 days' notice of withdrawal from the school, in writing, to the principal. Fees for these two months must be paid in full.

Due to the waiting list for the Junior and Senior Kindergarten classes, full tuition for the remainder of the school year will be paid to the school if your child withdraws from these grades at any time during the school year.

Tuition fees paid prior to receiving a letter of dismissal will not be refunded for students leaving Ahlul-Bayt Islamic School.

**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.

**Returning Students:**

The above Withdrawal Procedure applies.

In addition, please read the School Year section (below).



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## **Tuition Fees**

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

## **Bus Program**

**School bus service is for the entire year, and parents are expected to pay for the full school year. It is definitely NOT a monthly service fee system.**

Students are expected to follow the rules when on the bus.

In consultation with the bus driver, there are consequences put in place for students not following the rules.

### These rules are:

- If the driver reports a student, he/she will lose their **morning recess** and spend time reading the bus rules. A **Bus Behavior Referral Form** will be sent home for you to sign and return to the school.
- If a student receives three **Bus Behavior Referral Form**, he/she will be removed from the bus for **one day**.
- If a student receives one more **Bus Behavior Referral Form**, he/she will be removed from the bus for **two days**.
- If a student receives another **Bus Behavior Referral Form**, the student will be removed from the bus for **three days** and the student and parents will meet with the principal before getting back on the bus.
- The fourth time, the student will be **permanently removed** from the bus.  
We have a wait list of students wanting the bus service.

## **Homework Policy**

You, as a parent, have an important role to play in the education of your child. Therefore, it is vital that communication between the home and school be consistent and open. Class homework policy and guidelines are explained, as well as the consequences for incomplete homework. In addition, included are some ideas to improve your child's habits and attitudes.

1. Homework helps students develop disciplined study habits that result in increased scholastic achievement.
2. Homework helps to reinforce concepts taught at school and is based on the goals and objectives of the curriculum.
3. Homework helps you (the parent) become aware of what your child is learning in school and provides an opportunity for you to be involved in your child's school work.
4. Homework helps students develop values such as: responsibility, independence, time management and perseverance.

**Generally, three types of homework may be assigned:**

### **1. Practice Assignments**

Practice assignments reinforce newly skills or knowledge and include completion of work not finished in school.

### **2. Preparation Assignments**

Preparation assignments are intended to provide background information and, can include reading text books, library research, collecting materials or gathering information.

### **3. Extension Assignments**

Extension assignments encourage individualized and creative learning by emphasizing student's initiative and research. Extension assignments are often long term and require students to apply previous learning.



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

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

Note:

*The time allotted for homework will be cut in half during the holy month of Ramadan.*

### General Homework Guidelines for Parents

1. Provide a quiet place where your child can do their homework.
2. Oversee your child's homework, give assistance as necessary.
3. Ensure that homework is done as neatly and accurately as possible.
4. Write any comments/problems encountered in your child's student agenda.
5. If your child is unable to complete a homework assignment for a valid reason, write a note of explanation to your teacher.
6. Contact your teacher if your child has an on-going problem with homework:  
e.g. too difficult, doesn't bring books home, takes too long to complete homework.

The following consequences are in place for students who choose not to do their homework:

- Students will lose points for missing class homework and for demerits on their organization chart. This will prevent them from becoming "Student of the Week" for that week in the Primary level.
- Students will lose marks in the related course for the Elementary level.

#### NEW POLICY:

1. A **Parent Alert Form** will be sent home in the student's agenda after the student misses his/her homework three times. A phone call may also be made for the Primary and Elementary levels as a consequence for the third occurrence.
2. After two Parent Alert Forms, in any one subject, the parent will be called to meet with the Principal.
3. The student's school agenda must be signed daily by the parent. This signature will indicate the parent's knowledge of the student's homework and any messages written by the teacher.

### Absences/Attendance

**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.**  
**The first class starts when the first morning bell rings at 8:15.**  
**The 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 who arrive after the morning bell must first report to the office.
- Parents are not allowed in the classroom after the morning bell rings.



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### Other Rules:

- When you are picking your child before the final bell up or dropping them off after the morning bell, you must report to the office. The student will be called to the office to be signed in or out.
- For the 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 two weeks in advance.
- Students are responsible to catch up on any work missed during their absence from school or when they are late.

### **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.

### **Dress Code and the Uniform**

#### All Students:

- School uniform is mandatory for all students attending Ahlul-Bayt Islamic School.
- To keep our school cleaner and safer, students need a pair of shoes, to change into, when they come into the classroom rather than wearing their outdoor shoes.
- Students are not to wear outdoor clothing (jackets, coats, hats, gloves, and boots) inside the classrooms.
- Students should wear Navy Blue Pants. These pants must be free of writing, slogans, stripes, or any decorations.
- No jeans pants are allowed at any time.
- Students should not wear jogging pants or 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.
- No high heels and no flip-flops.

#### Girls' Uniform:

- Navy/orange hijab is mandatory for all girls in grade four and above during the school day.
- Navy dress pants, orange polo shirt, long navy tunic (at or below knees level), orange fleece.

#### Boys' Uniform:

- Navy dress pants (no jeans pants), navy/orange polo shirt, orange fleece.

### **Drop-off / 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 front entrance starts at 3:00 and ends at 3:20.
- All students will be picked up at the main entrance on Baribeau Street.
- 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).

### **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 as follows:**

**From 3:20 - 3:30 : \$ 2.50 per family**

**After 3:30 : \$ 5 every 15 minutes per family**

No students can stay later than 4:00 pm.

### **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.



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## 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.**

## Birthday Policy

**The school does NOT allow birthday parties or passing birthday invitation cards in the school.**

However, every month the teachers in the JK and SK classes ONLY will recognize students' birthdays for that specific month, and the school will provide cupcakes so that birthday celebrations can be held in the classroom.

## Items/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.
- Only prescription sunglasses may be worn in the classroom, NO sunglasses.
- **Personal electronics are NOT allowed in school.** That includes still & video cameras, MP3 players, audio recorders, cell phones, gaming & touch screen devices (DSi, PSP, iPods, etc), and tablets (iPad, PlayBook, Touchpad, Androids, etc).

## Laptop Computers

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

## Daily Schedules

Period	Primary [JK - Grade 3]
8:15 - 8:55	Period One
8:55 - 9:35	Period Two
9:35 - 9:45	Eating Recess
9:45 - 10:05	Outdoor Recess
10:05 - 10:45	Period Three
10:45 - 11:25	Period Four
11:25 - 12:05	Period Five
12:05 - 12:20	Eating Recess
12:20 - 1:00	Period six
1:00 - 1:25	Outdoor Recess
1:25 - 2:05	Period Seven
2:05 - 2:45	Period Eight
2:45 - 3:00	Homeroom Wrap-up

Period	Elementary [Grades 4 - 10]
8:15 - 8:55	Period One
8:55 - 9:35	Period Two
9:35 - 9:45	Eating Recess
9:45 - 10:05	Outdoor Recess
10:05 - 10:45	Period Three
10:45 - 11:25	Period Four
11:25 - 12:05	Period Five
12:05 - 12:20	Eating Recess
12:20 - 1:00	Period six
1:00 - 1:25	Outdoor Recess
1:25 - 1:40	Prayers
1:40 - 2:20	Period Seven
2:20 - 3:00	Period Eight

*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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