

Student – Parent Handbook 2017-2018



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Principal: Sr. Waheeda Khan

FAMILY: _____

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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

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ADMISSIONS

2.1 Registration

Applications must be filled out completely and returned to the school office along with a non-refundable application fee of \$100. 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 first opportunity to re-enrol for the next school year. These students must be registered at the office before the end of April and an annual, non-refundable pre-paid fee of \$100 (to reserve a place for the student in the school) must be made for the next academic year.

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 preferred methods of payment are either 10 post-dated cheques at the time of registration for Electronic Fund Transfers (EFTs), or cash for which the office will issue receipts.

Please note that any outstanding fees (i.e., tuition, lunches, 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 are discounts in tuition depending on the number of children enrolling from the same family in the same school year.

Timely payment of tuition is essential. Payments are to be made by cash for which a receipt will be issued or cheque made out to “Al-Hijra School” and submitted to the school office during regular office hours. 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.-4:00 p.m., Monday through Friday. Parents are welcomed to contact the office during these times for any school related issues.

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 4:00 p.m. must understand that there will be no direct supervision of their child(ren) unless a Latchkey Program form is filled out in advance, and the \$8 per 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 Latchkey Program

Al-Hijra Academy offers a before- and after-school child care Latchkey program for our students. Children may be registered in the program by visiting the office and filling out the required form.

The full hourly fee of \$8.00 applies for the first hour, even if it is any less than an hour. After the first 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 \$8.00 + \$4.00). 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 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 on Monday-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 to 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**

<i>Opening Exercises:</i> 8:20 a.m.
Period 1: 8:20 a.m.- 9:02 a.m.
Period 2: 9:02 a.m.- 9:44 a.m.
<i>Recess:</i> 9:44 a.m.- 9:59 a.m.
Period 3: 9:59 a.m.- 10:41 a.m.
Period 4: 10:41 a.m.- 11: 23 a.m.
<i>Lunch:</i> 11:23 a.m.- 11:43 a.m.
<i>Recess:</i> 11:43 a.m.- 12:03 p.m.
Period 5: 12:03 p.m.- 12:45 p.m.
Period 6: 12:45 p.m.- 1:27 p.m.
<i>Prayer/Break:</i> 1:27 p.m.- 2:02 p.m.
Period 7: 2:02 p.m.- 2:44 p.m.
Period 8: 2:44 p.m.- 3:26 p.m.
<i>Dismissal:</i> 3:28 p.m.

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

All Al-Hijra School students are expected to conduct themselves in an appropriate manner while on regular bus routes and during field trips. Students utilizing the transportation system must follow all rules, including no eating or drinking, nor standing up on the bus. Continued disruption on the buses may result in expulsion from receiving such services.

3.8 School Year Calendar

See Appendix I.

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 usually ranges from \$30 to \$90 depending on the cost of the book. Al-Hijra School reserves the right to withhold the student's report card until charges are paid. It is not the practice of Al-Hijra School to sell or lend textbooks or materials to parents outside the regular expectations of the class.

Some workbooks are purchased for various subjects are considered consumable unless otherwise indicated.

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.
D	C	B	A
50-59	60-69	70-79	80-100

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 a 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 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 compliment 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 Center is open Monday-Thursday from 8:00-4:00. Friday: 8:00-1:45.
- 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 (2nd semester): 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 1 extra book the week before Winter and Spring Break.

Renewals

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

Overdue Books

- At this time, there will be no charge for overdue (late) books; however, student 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, color, 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. Drop this slip into the attendance folder.

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. 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, located at 1276 Ottawa Street, Windsor, ON N8X 2E6. All the items required below are available at this location.

PLEASE NOTE: School logos MUST be visible on all tops. **LOGOS ARE NOT SOLD AT OUR SCHOOL** and must be embroidered at the T-Shirt Company, named above.

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 consider carefully 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 insure 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.

OFFENSES 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 OFFENSES

Violation of general school and /or class rules
 Excessive arguing with a teacher
 Being in an area that is off limits
 Tardiness
 Balls in the classroom
 Playing and loitering in the bathroom or hallways

Pretend violence
 Gum chewing
 Bringing toys
 Uniform violations
 Unsafe activity

POSSIBLE CONSEQUENCES FOR MINOR OFFENSES

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

MAJOR OFFENSES

Repeated minor offences

Throwing harmful objects

Profanity and obscenity

POSSIBLE CONSEQUENCES FOR MAJOR OFFENSES

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

SEVERE OFFENSES

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 OFFENSES

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 counseled 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, high-sugared items, and carbonated beverages.

Students are NOT permitted to bring ANY food outdoors.

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

We do provide the Healthy Lunches Program where parents may pre-order food on any school day for their children. A form will be sent with each student every school month. More details are on the form itself. The monthly forms will be posted on our website.

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/Tornadoes

Fire and tornado 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 follows the guidelines for Windsor schools concerning school closing. When the local schools are closed due to severe weather conditions, Al-Hijra School is closed. 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. Parents must listen to the local TV or radio stations to determine when Al-Hijra School is closed. 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 (Facebook page, Twitter, website). 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, bicycles, 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.

7

LEADERSHIP POLICIES

7.1 Computer Lab & 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. 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 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 [@alhi to 289-271-0221](tel:289-271-0221); 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 and posted on our website. We also constantly send memos home with students, so please check your 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.

7.4 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. See APPENDIX I for our School Year Calendar.

7.5 School Council

School 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 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 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.

7.6 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 and request to see the Volunteer Handbook.

7.7 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.

7.8 Consent Forms

Please fill out all consent forms in Appendix II, detach, and return to the school office.

APPENDIX I: School Year Calendar

Holidays and Breaks	Dates
Public Holiday - No School	Monday, September 4, 2017
Classes Commence	Tuesday, September 5, 2017
P.A. Day	Friday, September 22, 2017
Al-Hijra Annual Fun Day	Saturday, September 23, 2017
Student of the Month Assembly	Friday, September 29, 2017
Meet the Teachers- School Open House- PTA Elections	Friday, September 29, 2017
Public Holiday - No School	Monday, October 9, 2017
Book Fair & Literacy Week	Monday, October 16, 2017 to Friday, October 20, 2017
Family Literacy Night	Wednesday, Oct 18, 2017
Student of the Month Assembly	Tuesday, October 31, 2017
Progress Reports	Wednesday, November 15, 2017
Parent Teacher Interviews	Thursday, November 16, 2017
P.A. Day	Friday, November 17, 2017
Public Speaking (4-8) / Storytelling (JK-3)- In-class	Monday, November 20, 2017- Tuesday, November 21, 2017
Student of the Month Assembly	Thursday, November 30, 2017
Public Speaking- All school (4-8)	Monday, December 4, 2017
Writing Contest (4-8)	Monday, December 4, 2017 to Monday, December 18, 2017
Student of the Month Assembly	Friday, December 22, 2017
Winter Break	Monday, December 25, 2017 – Friday, January 5, 2018
P.A. Day	Friday, January 19, 2018
Islamic Heritage Day	Friday, January 26, 2018
Student of the Month Assembly	Wednesday, January 31, 2018
Term 1 Report Cards sent home	Wednesday, February 14, 2018
Parent Teacher Interviews	Thursday, February 15, 2018
P.A. Day	Friday, February 16, 2018
Annual Quran Competition – All school	Monday, February 12, 2018 – Friday, February 16, 2018
Annual Quran Competition – Tahfeeth	Tuesday, February 20 to Thursday, February 22, 2018
Public Holiday - No School	Monday, February 19, 2018
Student of the Month Assembly	Wednesday, February 28, 2018
Annual Al-Hijra Academy Science & Technology Fair	Thursday, March 1, 2018
Book Fair	Monday, March 5 to Friday, March 9, 2018
March Break	Monday, March 12, 2018 – Friday, March 16, 2018
P.A. Day	Friday, March 23, 2018
Student of the Month Assembly	Thursday, March 29, 2018
Public Holidays - No School	Friday, March 30, 2018 and Monday, April 2, 2018
Annual Spring Mix	Friday, April 20, 2018
Student of the Month Assembly	Monday, April 30, 2018
Track and Field Day	Wednesday, May 3 with rain date Wednesday, May 10, 2018
PTA Moon Sighting BBQ	Tuesday, May 15, 2018
Ramadan Begins	Wednesday, May 16, 2018 – Late arrival @10:00 a.m.
Public Holiday - No School	Monday, May 21, 2018
Standardized Testing EQAO & CAT-4	Tuesday, May 22- Monday, June 4, 2018
Book Fair	Monday, June 4, 2018 to Friday, June 8, 2018
P.A. Day	Friday, June 8, 2018
Grade 8 Graduation Trip	Monday, June 18, 2018
Grade 8 Graduation Ceremony	Thursday, June 21, 2018
SK Graduation Event	Thursday, June 21, 2018
Eid Al Fitr Holiday- No School	Friday, June 15, 2018 (depends on moon sighting)
Students of the Month/Final Awards Assembly –Term 2 Report Cards	Thursday, June 28, 2018 – Last day of school for students
P.A. Day	Friday, June 29, 2018

APPENDIX II: Consent Forms

a) Parent Handbook Receipt and Acknowledgment

I, _____ the parent/guardian of the following Al-Hijra School student(s),

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

have received a copy of the Al-Hijra School Student-Parent Handbook and acknowledge that I have read, understood, and consented to the information contained within it. I have also reviewed this handbook with my child(ren).

Parent/Guardian Signature

Date

b) Internet Use Policy

I, _____

- give permission
- do not give permission

for my child(ren) to obtain Internet privileges at school and have completed an acceptable use agreement for each child listed above in part a).

Parent/Guardian Signature

Date

Note: Please detach this sheet and submit to Al-Hijra School's office by Monday, September 25, 2017.