

As-Sadiq Islamic School

STUDENT-PARENT HANDBOOK

Casa to Grade 8

2018-2019

Mr. M. D'Agostino

Principal

Ms. Z. Rasool

Vice Principal (Grade 1 to 12)

Sr. Asma Panju

Vice Principal (Daycare and Montessori)

9000 Bathurst Street Thornhill, Ontario, L4J 8A7

Main Office: (905) 695-1588 Facsimile: (905) 695-1590

Website: www.as-sadiqschool.com

This agenda belongs to: _____

Parent Signature: _____

Date: _____

(Parent signature denotes that parent(s) have read and understood school policies)

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STAFFING FOR 2018-19

Administrative Staff

Principal - Mr. M. D'Agostino

Director of Religious Affairs - Sheikh Vinay Khetia

Vice Principal (Gr. 1 – 12) - Ms. Z. Rasool

Vice Principal (Daycare & Montessori) - Sr. Asma Panju

Office Administrator - *Sr. Tasnim Lakha*

Department Heads

Primary Division - Ms. J. Siquiera

Junior Division - Ms. F. Abbas

Intermediate/Senior Division – Br. Abbasali Walimohamed

Minor Heads - Sr. Nekaa Al-Waili (Arabic)

Toddlers, Preschool and Montessori

Toddlers

Sr. Shehla Syeda – Registered ECE
Sr. Haseeba Hussaini – Assistant Teacher
Sr. Sarah Saab - Assistant Teacher

Preschool 1

Sr. Zainab Rajani – Montessori Teacher
Sr. Zakia Rizvi – Assistant Teacher
Sr. Nabila Pirmohamed – Assistant Teacher

Preschool 2

Sr. Misriya Pardhan – Montessori Teacher
Sr. Fatema Jaffer – Assistant Teacher
Sr. Naznin Merchant – Assistant Teacher

Casa I

Sr. Asma Merchant – Montessori Teacher
Sr. Sanober Fatima – Assistant Teacher

Casa II

Sr. Taiba Sajan – Montessori Teacher
Sr. Shaeista Dattoo – Assistant Teacher

Casa III

Sr. Noorjehan Maklai – Montessori Teacher
Sr. Afshan Gulani – Assistant Teacher

Prep. I

Sr. Sukaina Sadiq – Montessori Teacher
Sr. Fatemah Jaffer – Assistant Teacher

Prep. II

Sr. Neeha Hussainali Dattoo – Montessori Teacher
Sr. Ismat Hasham – Assistant Teacher

Prep. III

Sr. Nilofar Currimbhoy – Montessori Teacher
Sr. Ateka Alidina – Assistant Teacher

Elementary

Grade 1

1a - Sr. Irum Shah
1b - Ms. S. Moosavi-Amarshi
1c - T. Chowdhury-Ahmed
EA - Ms. F. Khaki

Grade 2

2a – Ms. Z. Vazir
2b - Ms. S. Karim
2c - Ms. N. Karmali
EA – Ms. N. Najarali

Grade 3

3a - Ms. N. Noureddine
3b - Ms. B. Fazal
3c – Ms. J. Siqueira - D.H.

Grade 4

4a – Ms. Masooma Shah
4b - Ms. S. Dhalla
4c - Ms. K. Akbar

Grade 5

5a - Mr. J. Junaid
5b - Ms. F. Taki
5c - Ms. N. Hundal

Grade 6

6a - Mr. C. MacLennan
6b - Ms. M. Kureishy
6c – Ms. F. Abbas - D.H.

Grade 7

7a - Ms. J. Vitale
7b – Ms. Z. Ebrahim
7c - Ms. F. Raza

Grade 8

8a – Ms. Z. Hussain
8b – Ms. N. Wiltshire-Stockwell
8c - Ms. S. Hossain

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Secondary

Grade 9

9a - Ms. J. Habibullah

Grade 10

10a - Ms. Z. Rasool – V.P.

Grade 11

11a - Br. A. Walimohamed - D. H.

Grade 12

12a - Ms. I. Panju

International Languages

Sr. Neka Al-Waili (Arabic)

Sr. Thikra Al-Wasity(Arabic)

Sr. Hawraa Obeid (Arabic – Part Time)

Sr. Rana Ballouk (French)

Sr. Seja Kishmer (French – Part Time)

Support Staff

Coverage – Ms. F. Sotoudehfar

Office Admin. - Sr. Salma Muhashamy

Accounts - Sr. Rabab Mazhar and Sr. Qaisra Kazmi

Library - Sr. Riza Asghar

Uniforms - Sr. Fatima Khaki

Security - Br. Hamid and Br. Muslim

Custodian - Sr. Nadia

Afterschool Supervisors:

Sr. Maha

Sr. Fareeda

Sr. Ghazala

MISSION STATEMENT

As-Sadiq Islamic School will be an inviting academic institution where all individuals work harmoniously to achieve excellence in education while in a safe and healthy environment that is infused with Islamic values. It will promote the ongoing growth of students/staff as lifelong learners with the Ja'fari Islamic values, while upholding and appreciating our roles as Canadian Citizen. With the support of stakeholders, the students will be able to develop their religious, spiritual, intellectual, physical, and social potentials. The school environment will nurture a sense of self-worth and self-discipline while respecting the rights of all individuals.

THE GOALS

The goal of As-Sadiq Islamic School is to educate students with the best and religious values, while complying with the Ontario Ministry of Education.

Parents are encouraged to get involved with their children's education and to participate in the regular Parent-Teacher Association (PTA) meetings. As-Sadiq Islamic School is structured to allow the students to involve their parents in their school life and school work.

As-Sadiq Islamic School will impart religious and moral education, according to the principles of the Ja'fari Islamic faith, so as to inculcate in the students an integrated Islamic personality.

To meet this goal, students will receive instruction in Islamic Studies, Qur'an recitation and memorization, *salat* and remembrance of special Islamic events/holidays. The curriculum is fully integrated with Islamic perspectives, including knowledge, history, traditions and values, and the students receive daily reinforcement in Islamic personality traits and moral ethics.

The school will promote universally accepted values of tolerance, mutual understanding, peace, and good citizenship.

We believe that no two children are identical. An effective school program responds to this diversity with a curriculum that will meet individual differences and maximize each student's potential.

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SCHOOL TIMETABLES

TIMETABLE A September – November and March – June

SCHOOL TIMETABLE 2018-19 (Grades 1-12)

TIME	PERIOD	MONDAY – THURSDAY		TIME	PERIOD	FRIDAY
8:25-8:40	OE	Opening Exercises	Opening Exercises	8:30-8:50	OE	Opening Exercises
8:40 – 9:20	1			8:50-9:25	1	
9:20 -10:00	2			9:20-9:55	2	
10:00 – 10:15	RECESS			10:00-10:15	RECESS	
10:15-10:55	3			10:15-10:50	3	
10:55 – 11:35	4			10:50-11:25	4	
11:35-12:15	LUNCH			11:25-12:05	LUNCH	
12:15-12:55	5			12:0-12:40	5	
12:55-1:35	6			12:40-1:15	6	
1:35 – 2:05	SALAAT			1:15-2:15	SALAAT	
2:05 – 2:20	RECESS			2:15-2:30	SALAAT	
2:20-3:00	7			2:30-3:05	7	
3:00 – 3:40	8			3:05-3:40	8	

SCHOOL TIMETABLE
2018-19
(Grades 1-12)

TIMETABLE B - November – March Break

TIME	PERIOD	MONDAY – THURSDAY	TIME	PERIOD	FRIDAY
8:25-8:40	OE	Opening Exercises	8:30-8:50		Opening Exercises
8:40 – 9:20	1		8:50 – 9:25	1	
9:20 -10:00	2		9:25-10:00	2	
10:00 – 10:15	RECESS		10:00- 10:15	RECESS	
10:15-10:55	3		10:15-10:50	3	
10:55 – 11:35	4		10:50-11:25	4	
11:35 – 11:55	LUNCH		11:25-11:45	LUNCH	
11:55-12:15	LUNCH RECESS		11:45-12:05	LUNCH RECESS	
12:15-12:45	SALAAT		12:05-1:15	SALAAT	
12:45 – 1:25	5		1:20 – 1:55	5	
1:25 – 2:05	6		1:55-2:30	6	
2:05 – 2:20	RECESS		2:30 – 3:05	7	
2:20 – 3:00	7		3:05-3:40	8	
3:00 – 3:40	8				

SCHOOL CALENDARS 2018-19

ELEMENTARY SCHOOL YEAR CALENDAR 2018-19

Please note these dates in your calendar. The school year shall consist of 194 school days commencing September 4, 2018 and ending on June 27, 2019. The school year consists of 187 instructional days and 7 PA Days as per Ontario Ministry of Education guidelines.

IMPORTANT DATES & REPORTING PERIODS

School Year begins	September 4, 2018
Curriculum and Meet the Teacher Night/BBQ	September 7, 2018
Progress Report	November 22, 2018
First Term Report Card	February 1, 2019
Parent –Teacher Interviews	February 13 & 14, 2019, - 4-7 p.m.
Final Report Card	June 27, 2019
School Year Ends for Students	June 27, 2019

SCHOOL HOLIDAYS

Labour Day	September 3, 2018
Thanksgiving	October 8, 2018
Winter Break	December 24– Jan 4, 2019
Family Day	February 18, 2019
Spring Break	March 11-15, 2019
Good Friday	March 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019

PROFESSIONAL DEVELOPMENTS DAYS

1.	September 20, 2018 – Day of Ashura – Religious Holiday
2.	October 29, 2018- Arbaeen Religious Holiday
3.	November 30, 2018 – P.D. Day – Staff Religious Retreat
4.	February 15, 2019 - P. D. Day
5.	May 27, 2019 - Laylatul Qadr – 23 rd of Ramadhan – Religious Holiday
6.	June 4, 2019 – Eid Ul Fitr
7.	June 28, 2019 – P. D. Day

Please Note: - All religious holidays are subject to the sighting of the moon and therefore may change.

Note: All lates and absences will be recorded on the provincial report card.

ATTENDANCE POLICY

Signing-in

All students who arrive at school after the start of the school day, which begins at 8:30 a.m. with the morning exercises, must sign in at the Office before going to any classes.

Signing-Out

A student wishing to be dismissed early from school must come to the office. The student must present a dated note, signed by a parent/guardian and/or phone call stating the reason and time of the sign-out, to the Secretary before the beginning of morning assembly.

Students under the age of 18 cannot be released from the school for any reason without parental permission. We recommend that any scheduling routine doctor/dentist appointments or personal business be done at the end of the school day.

Late to School

School day begins at 8:30 a.m. If a student arrives any time after 8:30 a.m. then he/she is marked late. Students are expected to be on time and prepared for each period. They must be in class in complete uniform with all the required books and materials. Lateness is detrimental to the progress of the student who is late. Lateness also causes a disruption of the class and is disrespectful to the teacher and students in the classroom.

Interventions for students who are frequently late:

By the teacher:

- Initiate call to parent
- Parent conference
- Phone call home
- Second call to parent
- Referral to administration

By the Administration:

- Admin phone call home
- Parent conference
- Letter in the OSR
- All lates will be recorded in the official provincial report card

Absences

When a student is absent from school, it is the student's responsibility to complete all work missed due to their absence. A meeting with teachers upon a return from absence is encouraged.

Please call the school before 9:00 a.m. to inform of student's absence. For planned absences, please make arrangements with the teacher and the school in advance.

Procedure

A parent/guardian **MUST** contact the school if a student is to be absent.

If no phone call and/or note is provided to verify the student's absence, the student must report to the Office **before the start of period 1** to receive a "readmit" to class slip.

If a student has been absent without reason, a mark of zero may be assessed for incomplete work. Furthermore, the student may receive community service, a school detention or suspension from school for skipping a class.

Extended Absences

It is essential that our students attend all classes so that they do not fall behind. Please arrange your holidays to coincide with the school holidays outlined in the significant dates section. Students should not be withdrawn otherwise. It is the parents' and student's responsibility to obtain and complete all missed work from the teacher. Teachers are not responsible for re-teaching missed work or supplying homework to students who are on holiday outside the allotted time.

Skipping Classes/Truancy

An absence without a valid reason is considered a skip/truancy. Skipping classes is a very serious matter because it jeopardizes the academic success of the student and it contravenes the Ministry of Education mandate of compulsory attendance.

School interventions for skipping/truancy:

By the teacher:

- Phone call home
- Student/teacher meeting
- School detention
- Deprivation from participation in certain school activities
- Referral to administration

By Administration:

- Parent Conference
- Monitoring & Counselling
- Deprivation from some school privileges
- Suspension

**** If a student has been absent without reason or is truant, a mark of 0 may be given by the teacher for incomplete work, missed tests, assignments etc.**

OPENING EXERCISES & MORNING ASSEMBLIES

Opening exercises will be done over the PA in the classrooms Monday to Thursday. All students are expected to be in class by 8:20 a.m. and morning exercises will begin promptly at 8:30 a.m.

Morning assemblies will be held every Friday and during all special religious events in the gym at 8:30 a.m. Students are expected to be inside the gym by 8:20 a.m.

Opening exercises whether in the classrooms or gym will consist of recitation of Sura Al-Fatiha, Du'a for Imam Al-Mahdi (may Allah hasten his reappearance), the National Anthem and Important Announcements.

Attending School Assemblies

- Follow hall routines to designated Assembly Area (usually the gymnasium).
- Sit in assigned rows with legs crossed and hands in lap, no talking, and pay attention to teachers.
- During presentation, be attentive, show appreciation with *Salawat*.
- If you need to use the washroom during the presentation, ask your teacher before leaving. Return promptly.
- Leave only when it is your class' turn. Follow hall routines.

DRESS CODE AND UNIFORM POLICY 2018-19

Statement of Policy:

It is the policy of As-Sadiq Islamic School that all students wear a school uniform. The uniform must be worn while attending school, field trips and excursions, and all school events unless otherwise indicated by the administration. Hijab (scarves) are also mandatory for all girls during prayers and for girls eight years of age and older (grades 3 and up) during the school day.

Uniforms must be purchased from the school.

In order to maintain uniformity, all uniforms (including gym uniforms) must be purchased from our school supplier(s). (no exceptions) Sample sizes are available at the school.

Please ensure 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. Valuables and money should not be brought to school.

Please note: Exchanges will only be permitted within one week from date of pick up and must be returned in original condition. There will be no refunds.

Statement of Purpose:

The school has determined that reasonable regulation of school attire can further important educational interest, including:

- a) Providing an environment which promotes Islamic dress code;
- b) Creating a greater sense of community and school pride amongst students;
- c) Instilling discipline in students;
- d) Providing an environment where students can focus more on learning;
- e) Minimizing disruption from wearing inappropriate clothing;
- f) Reducing the cost of school clothing;
- g) Providing an environment where financial disparities between students, as reflected in clothing, are minimized;
- h) Creating an atmosphere reflecting Islamic principles and seriousness about purpose in education.

Parental Responsibility.

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents hold their child/children to the highest standard in regards to school attire. Parents should support the Board's and school's efforts to create a more Islamic educational environment that is conducive to learning and which helps to prepare As-Sadiq students for future success in their journey here and the Hereafter.

Staff Responsibilities.

School personnel, including supply teachers should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to As-Sadiq's Uniform Policy.

MANDATORY SCHOOL UNIFORM FOR AS-SADIQ ISLAMIC SCHOOL STUDENTS.

The following Uniform Policy is mandatory for all students.

Boys Uniform

Boys shall wear the following uniform during school hours:

PANTS

- a. Preschool, Casa, Prep, Grades 1-8: Navy blue pants with As-Sadiq logo.
- b. Grades 9-12: Gray pants with As-Sadiq logo.

SHIRTS

- c. Preschool to Grade 6: As-Sadiq's long sleeve blue polo shirt.

- d. Grades 7-12: As-Sadiq's long sleeves, solid white school shirt. Shirts must be buttoned down and tucked in at all times. No printed undershirts or t-shirts will be allowed. Undershirts must be white in color.

SHOES

- e. Non-marking soles are recommended to be worn indoors with laces to be tied.

SWEATERS

- f. Newly designed School Fleece Sweaters with the school logo are now available for purchase from our supplier. These fleece sweaters may be worn over the uniform. These sweaters are optional and are not mandatory.
- g. Outdoor attire such as sweaters (other than the school fleece sweater) hooded sweatshirts, coats, and jackets must be removed once inside the school. School Fleece Sweaters are optional but highly recommended. Sweaters must be the navy blue sweaters sold at school with school logo.

BOYS GYM UNIFORMS

- h. For all grades 4 and higher, gym uniform must be purchased from the school and worn during physical education classes with proper gym shoes.
- i. Gym uniforms must not be worn for any other classes except gym.

School uniform must be clean and worn appropriately. Tears and visible patches on school uniform are unacceptable.

Girls Uniform

Girls shall wear the following uniform during school hours:

PINAFORES

- a. Preschool, Casa, Prep, Grades 1-2: Navy Blue Pinafore with As-Sadiq logo (Optional)
- b. Pinafores are optional but they must be worn with As-Sadiq navy blue pants or with navy blue, black or white tights.

PANTS

- a. Preschool, Casa, Prep, Grades 1-8: Navy blue pants with As-Sadiq logo.
- b. Grades 9-10: Gray pants with As-Sadiq logo.

SHIRTS

- c. Preschool to Grade 2: blue, long sleeve polo shirt with As-Sadiq logo must be worn with As-Sadiq navy blue pants.

COATS/JACKETS

- d. Grades 3 and higher: Loose fitting Navy blue coat/jacket with As-Sadiq logo. Undershirt must be solid white, navy blue, gray or black.

HIJABS

- e. From grade 3 and higher: a head scarf which covers head/hair and reaches below the shoulders covering the chest, purchased from the school. A black headscarf may be worn during special occasions.
- f. Hijab (white scarves) are mandatory for all girls during prayers and for girls eight years of age and older (grades 3 and up) during the school day.

- g. High school students are to wear grey scarves

SHOES

- h. Non marking soles are recommended to be worn indoors and it is mandatory to wear socks. Laces must be tied.

SWEATERS

- i. Newly designed School Fleece Sweaters with the school logo are now available for purchase from our supplier. These fleece sweaters may be worn over the uniform. These fleece sweaters are optional and are not mandatory.
- j. Outdoor attire such as sweaters (other than the school fleece sweater) hooded sweatshirts, coats, and jackets must be removed once inside the school. School Fleece Sweaters are optional but highly recommended. Sweaters must be the navy blue sweaters sold at school with school logo.

GYM UNIFORM

- k. For all grades 4 and higher, gym uniform must be purchased from the school and worn during physical education classes with proper gym shoes.
- l. Gym uniforms must not be worn for any other classes except gym.

School uniform must be clean and worn appropriately. Tears and visible patches on school uniform are unacceptable. Hats are not to be worn indoors and in the classroom.

Compliance

All students are required to adhere to the school uniform policy. School administrators and teachers are expected to use positive reinforcement to obtain compliance. However, when a student fails to comply with the school uniform policy, disciplinary measures may be necessary. The following progressive disciplinary measures shall apply:

First offense: Teacher to note and record Incident. Verbal counseling with student.

Second offense: Teacher to refer incident to the Admin with written record of first incident. Admin to assess situation and call to parent for assistance and cooperation in the matter. Parents will be requested to bring in the appropriate clothing if possible.

Third Offense: Teacher to refer the incident to the Admin with records. At the principal's discretion, further disciplinary measures may be taken. (i.e. student may be withheld from classes until they have complete and proper uniform; attendance at special programs and activities may be forfeited or withheld)

Consequent Offenses: Teacher to refer the incident to the Principal/Admin. Disciplinary measures will be taken. Parents will be contacted and student will be withheld from classes until they comply with the school uniform policy. Student may be suspended for persistent opposition to authority and/or habitual neglect of duty and/or conduct injurious to the moral tone of the school.

Please Note: In certain circumstances, if a student's attire is deemed to be Islamically inappropriate (whether it is a first, second, third or consequent offence) a student may not be allowed to return to class until they are in appropriate wear. In these cases parents will be notified to make them aware of the situation and their assistance will be requested to resolve the problem immediately.

Non Uniform Days: Islamic Dress Code Mandatory.

The Non Uniform Day: Islamic Dress Code policy is as follows:

CASA- Grade 2: Jeans are not permitted for both boys and girls. Girls may wear dresses. Please note dresses must be knee length, with tights underneath, tights may not be transparent. Boys are allowed to wear shorts that are below their knees, however no sleeveless shirts.

Grade 3-Grade 12: Jeans are not permitted for both boys and girls. Boys are not allowed to wear shorts or sleeveless shirts. Girls must wear loose pants (tights or skinny pants are not permitted) and a long sleeve loose top that must be knee length (transparent tops are not permitted).

Parental Responsibility

Please make sure you read the policy carefully and fully understand the dress requirements for the day. If you have any questions or need further clarification, please do not hesitate to call the teacher or the main office. We ask parents for your cooperation and assistance by explaining the policy to your child and making sure your child is in conformity with the policy on the non-uniform day. We will also go around to every class to explain the policy to the children ahead of time.

Compliance Procedure – Non Uniform Day

- The homeroom teacher will screen their students and make a determination as to whether or not the children are compliant.
- They will address the issue and try to rectify it.
- It may be an excellent idea for students to bring their school uniform with them for the day, just in case.
- If the teacher cannot resolve the issue they will refer the matter to the main office for further direction and action.
- Depending on the circumstance parents may be notified and asked to bring in proper attire.
- As a last resort a child may be excluded from participating in activities.

Lost Articles

Every year students lose many articles of clothing. This could be dramatically decreased if all clothing (i.e., boots, indoor shoes, running shoes, bags, gym clothing, shirts, blouses, pants, cardigans, coats, lunch kits, etc...were marked clearly with the child's name.

A "lost and found" box is available, however, any clothes that are left after a certain period of time and goes unclaimed will be donated to charity.

Miscellaneous Items

- When paying for uniforms – you can pay with PayPal, Credit Card - no cheques and/or cash will be accepted.
- At the time of publication, the colour of the girl's scarves (grade 3-8) was still not determined due to confirmation of availability of supply. The scarves are going to be either Light Blue or remain White depending on availability and quality of supply.
- To keep the school cleaner and safer, students must have a pair of indoor shoes to change into when they come into the classroom rather than wearing outdoor shoes.
- No outdoor shoes will be allowed in morning assembly.

Disclaimer Clause

The School, and the School Board, are not responsible for damage or loss of any article that is brought to school by the student.

The Uniform Policy may be subject to change as deemed necessary by the Board and/or principal.

INTERNET POLICY

Students are responsible for good behaviour on school computers and computer networks just as they are expected to in person at the school. Communications on the network are often public in nature. General school rules for behaviour and communication apply. The computer network is provided for students to conduct research, and for academic and educational purposes. Access to network services is given to students who in turn agree to act in a considerate and responsible manner.

Network storage areas should be treated like school lockers. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. The following are not permitted:

- Sending or displaying hateful, obscene, or pornographic messages or pictures;
- Using obscene language and profanity;
- Harassing, insulting or attacking others;
- Engaging in or promoting violence;
- Engaging in racial, gender or other slurs;
- Damaging computers, computer systems or computer networks, physically or through software, or keyboard commands;
- Violating copyright laws (e.g. illegally copying or distributing software, video, audio, etc.);
- Hacking passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;

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- Transmitting personal information without parental and teacher's consent;
- Accessing areas considered borderline without written parental consent;
- Visiting inappropriate websites;
- Accessing personal e-mail sites;
- Installing or downloading 3rd party software without administration's approval;
- Using or installing any peer-to-peer file sharing software is not allowed (e.g. BitTorrent, Limewire, etc.); and
- Accessing social networking websites without teacher's consent.

Violations may result in loss of access as well as other disciplinary or legal actions.

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Use of Electronic Devices

All personal communications devices, such as cell phones **for Grade 1 to 8 are not to be brought to school. Failure to comply with this policy will result in the devices being confiscated and returned at the discretion of the school's Administration.** Every effort will be made to relay important messages received from parents to students at appropriate times during the day. In emergencies, students are to call parents from the main office.

HOMEWORK The staff, parents, and students of As-Sadiq Islamic School believe that homework is an important component of a child's education. It enhances communication between home and school, and provides opportunities for students to review concepts learnt during the day, diagnose weaknesses, reward strengths and enhance skills. The responsibility for homework is shared among students, teachers, and parents, but it is the students' and parents' responsibility to ensure quality and on-time completion and submission of homework.

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Homework is defined as: Those learning activities that are associated with the in-school program and which are complete outside the normal classroom time.

"Pursue knowledge that it may bestow honour upon you." Imam Ali ibn Abu Talib (a.s.)

CODE OF CONDUCT & DEPARTMENT

General Conduct

We ask that parents support our concern for orderly department by our students on the grounds of OASIS and anywhere we may visit on a field trip. All students should consider themselves

representatives of OASIS, Islam, and Muslims and it is expected that their behaviour will reflect positively on themselves, their school, and their community.

Should any one student persist in acting in an inappropriate manner, the Principal reserves the right to withdraw the student from the school program and school fees would be forfeited. Students and parents will be given ample advance notice.

School Interventions for general deoportment and behaviour:

By the teacher:

- Student/teacher conference
- Written reflection signed parent/guardian
- Phone call home
- Detention
- Referral to administration

By the Administration:

- Parent conference
- Monitoring/Counselling
- Suspension
- Expulsion

Every person in the school has the right to be safe and respected. Each individual is expected to be responsible, respectful, reasonable, and religious under the auspices of Islamic law and the Ontario Ministry of Education and Training's statutes and policies.

Recess Rules

Daily outdoor play is an important part of the regular school program. We expect that every child will participate in this opportunity for vigorous exercise, fresh air, and social interaction. Please make sure that your child is properly dressed to enjoy daily recess breaks.

Warm clothes and boots are necessary in the winter and waterproof footwear is needed when the ground is wet. At least two staff members at all times supervise the playground. In the event of rain and extreme cold weather, we will have an indoor recess.

Students are expected to:

- Move to assigned area of schoolyard immediately.
- Do not loiter in the school building.
- Use appropriate language and respectful behaviour at all times.
- Zero tolerance for violence.
- Try to solve problems positively. Ask Duty Teacher for help when needed.

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- Follow instruction from Duty Teacher at all times.
- Do not climb trees or the ladder leading to the roof.
- Stay within the assigned yard area at all times.
- Use washrooms for emergencies only.
- Obtain permission from Duty Teacher before entering school.
- Ensure safety at all times.
- No toys, cards, or electronics (iPods, cell phones, cameras, video games, MP3 players, etc.) from home.
- Immediately stop playing or eating and line up when the bell rings.
- Return school balls and skipping ropes in ball bin upon entering class. 13. Inform Duty Teacher if help is needed in retrieving "roofed" balls.
- Do not litter. Pick up litter if you see it.
- If we have indoor recess due to bad weather, it will be announced beforehand.
- For indoor recess, stay in class. Eat and play quiet games. Do not run around the class. Do not leave the class without permission.
- If you are well enough to attend school, you are well enough to enjoy recess.
- All students will be expected to go out for recess unless they have a medical note from a doctor stating otherwise.
- A parental note will not exempt a child from going out for recess

Student Behaviour in the Yard

Students are expected to act appropriately. The following guidelines will facilitate a happier and healthier playground atmosphere:

- Play safely and cooperatively.
- Play in assigned areas.
- Students can use the washroom with permission from the Duty teacher.
- Students are to stay within the school boundary at all times.
- Out of bounds areas include: bush and long grass area; the main parking lot by Al-Zahra Door; the main road.
- All litter is to be put in the garbage cans provided. OASIS recycles.
- Video games, trading cards, and face cards are not allowed.
- Students will be advised on other allowable playground items during P.E. class.
- Students are to follow the instructions of all teachers, school personnel, at all times.
- Students are encouraged to be polite, considerate, kind, and cooperative.

Hallway Comportment

Students are expected to:

- Walk at all times, No running.
- Do not bounce or play with balls or other sports equipment.
- Wear shoes at all times when walking the halls or in class (exception: Salaat Rooms).
- Keep hands and feet to yourselves.

- Stop to allow an adult to pass through their lines and in or out of the doorways.
- Say *Assalaam Alaikum* when meeting adults in the hallway.
- First student into a door hands it open for the class, and then joins class at the end of the line.
- Line up in the hallway and wait to be invited into the classroom.
- Knock and be invited into a closed classroom before entering.
- Don't tamper with locks or lockers.
- Do not touch student work/displays placed in hallways.
- Objects found in hallway to be put in Lost & Found bin. If expensive object or money is found, take it to the office.
- Don't litter in the hallway. If litter is seen, pick it up. Keep the school clean.

Water Fountain, Washroom, Lockers

Students are expected to:

Water Fountain

- Use water bottles in class. Fountains are to be used during lunchtime.
- Do not put your mouth on the fountain tap.
- Do not wash your hands or things in the fountain. Do not waste water.
- Do not loiter in the hallway.

Washroom

- Ask permission when needing the washroom at class or recess time.
- Walk to the washroom and immediately return to class when done.
- Follow Islamic etiquette when using the washroom: use the toilet sitting down, wash yourself with water, flush the toilet, wash hands with soap and water after going to the toilet.

Lockers

- Keep your locker locked at all times.
- Keep lockers clean.
- Do not open or tamper with lockers that are not yours.
- Do not change your locker lock without giving a copy of the key or combination to your homeroom teacher.
- Do not use the area on top of lockers to store things or in the kitchen area.

Treat school property and others' property with respect.

Salat

- Students in grades five and up are expected to head to the Mosque at the time of Salat and join in the congregational prayers.
- Students are expected to have Wudhu and are encouraged to perform it before the Salat period so that they do not arrive late for Salat.

- Students in grades four and under must follow directions of their teachers to pray at the back of the Mosque or in the classrooms/areas designated by their teachers.
- All students will attend Salaat.
- Absence from Salaat requires special permission.

Lunch Time

Students are expected to:

- Take jacket and lunch bag with you to the Lunch Room.
- Follow hall routine to lunch room.
- Sit in designated areas during lunch.
- Recite Dua' before eating.
- Eat with proper Islamic etiquette.
- Talk quietly.
- Ask for permission from Lunch Teacher if you need to use the washroom.
- Recite Dua' after eating.
- Clean up after yourselves and encourage others to do so also.

Exiting the School

- Follow hall routines appropriately.
- Exit from doors number 5 & 6 only.
- Bus students to be ready by 3:45 p.m
- Bus students may exit from door # 1.
- When entering the bus, students will fill seats from front to back.
- Stay in schoolyard until your parent picks you up.
- Be cautious of cars when going to spot where your car is parked.
- Play in designated supervised areas of yard only.
- No loitering in school building. (It is unsupervised)
- Any student not picked up by 4:00 p.m. must attend the After-school program, and a charge will be incurred.

Physical Safety

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

- A student who assaults or threatens another may be forbidden to return to school if the victim has good reason to fear that student.
- The onus will be on the Principal to consider first and foremost the needs of the victim. However, self-defence and provocation are considered to be mitigating factors.

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Violent Incident Forms recording violent behaviour, which results in a suspension or report to police, shall be retained in the student's OSR for a period of three years. Violent Incident Forms recording violent behaviour, which results in a recommendation for expulsion, shall be retained in the student's OSR for a period of five

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Suspension

Under subsection 306 (1) of the *Education Act*, a principal shall consider whether or not to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described above, the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days. In considering how long the suspension should be, a principal will take into account any mitigating or other factors prescribed by the regulations. Under clause 306 (1) 7 of the

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Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;
7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs;
10. Sexual harassment;
11. Racial harassment; 12. Fighting;
13. Possession or misuse of any harmful substances; 14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Mitigating Factors

Pursuant to the Suspension and Expulsion of Pupils Regulation, the following mitigating factors shall be taken into account:

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

GENERAL SAFETY RULES

Parents and Visitors

All visitors and parents to our school are required to check in at the office during the school day. With the exception of our Casa children, parents should pick up or drop off students at the main entrance. No parents are allowed on the second floor without permission from the office.

Security Guards

- We have 2 security guards on staff from 7:30 a.m. until 6:30 p.m..
- Their purpose is to protect and keep the children safe.
- They maintain a constant presence and circulate the school to make ensure the children are safe and secure.
- They also are in charge of the student drop area and parking rules.
- Please follow the instructions of our security guards at all times.

Cameras

- As-Sadiq Islamic School has access to 24 hour surveillance cameras.
- This helps us keep a more watchful eye on our school throughout the day.

Doors & Stairs

- For security reasons, outside doors will remain locked for most of the school day.
- Parents should enter the building through door number 6 – As-Sadiq.
- Please do not pry doors open. It makes us vulnerable to outside intruders.
- Students are not allowed to use the center stairs outside the main lobby unless they are accompanied by an adult.

Extreme Weather Alerts and School Closures

- In the event of extreme inclement weather and notifications of school closures please check our website www.as-sadiqschool.com after 7:00 a.m. for alerts and notifications.
- In the event that we need to close the school, it will be posted on the website, we will send all families an email and a push notification on the PTA App will also be sent.

BUS CANCELLATIONS

- If buses are cancelled the bus company will contact all families directly.
- Often, even if the buses are cancelled the school will remain open.

Nut Free School

- As-Sadiq Islamic School is a nut free school.
- For the safety of all students, please ensure that your children's lunches and snack foods have no nut or nut by-products.
- Foods coming in for special occasions must be from a "Nut Free" supplier.
- All foods coming from parents must be seen and approved by the administration before distribution to students.

Administration Of Medication

- Please do not send any medications to school with your children unless it is necessary.
- If you must send a prescribed medication (not over the counter drugs), please have them bring their medications to the office where we will safely store it out of harm's way from other children.
- The school does not administer medication unless directed by a doctor and a "Request for Administration of Medication" form completed and duly signed by the doctor is received at the school office. These forms are available from your doctor's office or can be picked up from the school.

Telephone Calls

- Children who need to call home for emergency situations may use the [school phone](#) located in the main office. Office staff will make the determination of what constitutes an emergency.
- We have a dedicated line for students for your convenience. They are not to use their own personal devices unless they have the permission of the school.

Parental Responsibilities

Re: Safety

- As-Sadiq parents are asked to ENTER AND EXIT using door # 6 only during school hours. 7:30 a.m. – 4:30 p.m.
- Parents will be buzzed or let in by security staff.
- Preschool parents are to enter door #6 and go to their child's classroom to pick up their children and then exit from door #6.
- Primary school parents are to enter door # 6 and pick up their children in the main foyer, and then exit from door #6.
- Junior and intermediate students may exit door #5 or door #6 to meet their parents in the parking lot.
- All doors will be locked and will remain locked at all times.
- Please do not prop any doors open.
- Please do not let anyone you do not recognize into the building.
- Please pick up your children at 3:40 p.m. and leave the school right after pick up.
- Do not linger in the building or allow your children to play after school - so staff can secure the building as soon as possible.

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- Please note: There is no after school recess.
- For their own safety and protection all children not picked up by 3:55 will be escorted to the After-School Program by security - no exceptions.
- Please instruct your children to go to the After School Program if you are going to be late. We have children hiding in the building to avoid going to after school. This is a very dangerous situation for our children.
- Parents are asked to report any suspicious persons/cars to the main office.

Re: Parking Lot Procedures

We have implemented a new pick up and drop off procedure for the school. We would kindly ask that you read the detailed memo of procedures to be sent out during the beginning of the school year.

- Park in the parking lot when coming into the building.
- **Parking in the Student Drop off Area is not permitted. It is extremely dangerous and illegal.**
- Stay in your cars if you are in the "Student Drop Off Area"
- Do not park in the handicap parking spots.
- Drive slowly and carefully.
- Please follow staff instructions.
- Parents may be ticketed and or towed at their expense.

Drop-Off:

Upon arrival, children must enter the building and wait for the opening exercises.

Pick-Up:

All children must be picked up by the parents or authorized person(s) by the end of the school day at 3:40 p.m. **Children not picked up by 4:00 p.m. will be sent to after-school, and a charge of \$5 per day will incur.**

Because of the danger to the children and traffic congestion at the entrance of the school, parents are requested to follow the following procedures. For the sake of the safety of the children, staff and parents, please follow the speed limit which is 10km/hr. Please obey the one way signs and line up in an orderly manner. Visitors/Parents are not allowed to park unattended cars in drop off/pickup zones. Please be courteous when parking.

After School Program

- All children not picked up by 3:55 will be escorted to the After-School Program by security - no exceptions.
- Please instruct your children to go to the After School Program. It is for their safety and protection.

ACADEMIC INFORMATION

The Academic Program

- The academic program, comprising of secular and religious components, demands high expectations.
- As-Sadiq Islamic School is registered with the Ontario Ministry of Education and Training as a full-fledged private school. The secular aspects of the school program fulfill the mandate set out in all Ministry curricula.
- All grade level teachers hold Ontario teaching certification or equivalent and are members of the Ontario College of Teachers.
- The religious aspects of the school program include: Arabic (speaking, reading and writing), Quranic recitation, as well as Islamic Studies and Jurisprudence (*Fiqh*). Specialists are hired by the school to teach these subjects.
- French is offered to the students at Montessori to Grade 9. The teacher is a graduate in French.
- The school has a well-equipped science lab and a portable computer lab with subject dedicated teachers. Through a positive attitude and high expectations we seek a higher altitude of success.

Ontario Student Record

The Ontario Student Record (OSR) is the official record for a student. The OSR contains achievement results, credits earned, diploma requirements and other information important to the education of the student. Students and their parents (if the student is not an adult) may examine the contents of the OSR, but may not remove any part of it. These records are protected by the Education Act and Freedom of Information legislation.

Diagnostic, Formal testing:

DRA Montessori to Grade 8.

Assessment and Evaluation

The main purpose of assessment and evaluation is to improve student learning. Information gathered by teachers helps them identify students' strengths and those areas in need of improvement.

Assessment

Assessment is the process of gathering information from a variety of sources, including assignments, demonstrations, projects, performances and tests. This information should demonstrate how well students are achieving curriculum expectations. As part of assessment, teachers, peers, and individual students provide descriptive feedback that guides efforts for improvement. Assessment is ongoing and supportive.

Evaluation

Evaluation is the process of judging the quality of a student's work on the basis of established achievement criteria and assigning a value to represent that quality. It reflects a student's level of achievement of the provincial curriculum expectations at any given time.

In order to ensure that assessment and evaluation are valid and reliable and that they lead to the improvement of student learning, teachers will use a variety of assessment and evaluation strategies that:

- Address both what the students learn and how well they learn it;
- Are based on the categories of knowledge and skills and on the achievement-level descriptions given in the achievement chart that appears in the curriculum policy documents for each course;
- Are varied in nature, administered over a period of time, and designed to provide opportunities for students to demonstrate the full range of their learning;
- Are appropriate for the learning activities used, the purposes of instruction, and the needs and experiences of the students;
- Are fair to all students;
- Ensure that each student is given clear directions for improvement;
- Promote student abilities to assess their own learning and to set specific goals;
- Include the use of students' work as samples that provide evidence of their achievement; and are communicated clearly to students and parents at the beginning of the course and at other appropriate points throughout the course.

Achievement Levels

Levels of achievement of the curriculum expectations are presented in achievement charts in each of the Ministry of Education's policy documents. These charts are organized into four broad categories of knowledge and skills:

- Knowledge/Understanding;
- Thinking/Inquiry;
- Communication; and
- Application/ Making connections.

The names of the categories may vary slightly to reflect the differences in the specific nature of each subject. The charts contain descriptions of each level of achievement in each category; these are broad in scope and general in nature, but they provide a framework for all assessment and evaluation practices. The achievement levels will enable teachers to make consistent judgments about the quality of student work and to give clear and specific information about their achievement to their parents.

Reporting Student Achievement

Percentage Grade Range	Achievement Level	Description Summary
80 – 100%	Level 4	A very high to outstanding level of achievement. Achievement is above the provincial standard.
70 – 79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60-69%	Level 2	A moderate level of achievement. Achievement is below, but approaching, the provincial standard.
50-59%	Level 1	A passable level of achievement. Achievement is below the provincial standard.
Below 50%	-	Insufficient achievement of curriculum expectations.

Student achievement in relation to curriculum expectations are reported on the provincial report card as a percentage mark for that subject or course.

Development of learning skills and work habits are evaluated and reported separately. The separate evaluation and reporting of a student's development with respect to the learning skills and work habits reflects the critical role they play in a student's achievement of the curriculum expectations. Information about a student's development of these skills and habits also provides a strong indication of the student's development as a self-directed learner. The learning skills and work habits are evaluated and reported as follows:

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement

The Reporting Period

Elementary School

Formal reports are issued three times a year according to the following chart:

Progress Report	November 22, 2018
First Term Report Card	February 1, 2019
Final Report Card	June 27, 2019

Each report will include attendance, lateness, grades, teacher comments and learning skills. Parent/student/teacher interviews are scheduled prior to the mid-semester report card distribution. In addition, parents of students who are earning less than 55% will be advised either by letter or phone call with an early warning (after five weeks of the course) and with a late warning (which is during the last four weeks of the course.)

Examination Policy

The examination dates are mentioned in the "Important Dates" section. Parents are asked not to plan trips or vacations around these time frames. Students are expected to be in attendance when writing exams. If a student does not write an exam(s) /he will be subject to the loss of the exam grade and, in some cases, may be risking the credit for that course.

In extreme cases only, such as a serious medical condition (accompanied by a medical certificate), the exam may be deferred to another date or the final mark may be calculated based on the student's term work.

Plagiarism Policy

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

As a community, our goal is to create an environment where intellectual integrity and academic honesty prevails. To that end teachers are to be proactive in this regard and clearly define what plagiarism is and to how it can be prevented and also set up strategies for helping students understand the gravity of such behaviour and the importance of acknowledging the work of others.

Plagiarism includes:

1. Copying and pasting text, images, and/or graphs from an on-line media, such as encyclopedias;
1. Copying and pasting text, images, and/or graphs from any web site or database;
2. Transcribing text from any printed material such as books, magazines, encyclopedias, or newspapers;
3. Modifying text from any of the above sources;
4. Replacing a few select words from a source by using a thesaurus;
5. Copying all or part of another student's work and claiming it as your own;
6. Using all or part of another student's work and claiming it as your own, even with permission, is academically unethical, and is known as collusion;
7. Using an essay from one class to be used in another class, without permission from the original teacher is also considered plagiarism; and
8. Using another student's collection of data as your own is considered plagiarism.

Teachers are to review with students ways in which to avoid or prevent plagiarism such as:

- ✓ Making sure they understand that they need to submit their own work.
- ✓ Teaching students to document all sources that they integrate in their writing by including properly quoted evidences in their assignments in the form of in-text citations/endnotes/footnotes.
- ✓ Teaching them to use a Works Cited page at the end of the assignment.
- ✓ Teaching them to take all research notes in a careful manner to avoid plagiarism.
- ✓ Have their students be prepared to hand in rough notes/drafts of your research and a hard copy of any electronic sources if requested.
- ✓ Encourage them to **ask the teacher** if they are unsure as to whether or not what they are doing is plagiarizing.
- ✓ Warn them not to risk their good reputation and academic standing by plagiarizing.

Plagiarism, in short, is the presentation of someone else's work as your own. Therefore, it is a dishonest activity that is not accepted in the school system or the workplace.

The consequence for plagiarism may result in a mark of 0 for the submitted work or assignment.

Late and Missed Assignments

In order for teachers to evaluate the extent to which students achieve curriculum expectations, a number of assessments and evaluations must be provided and completed. Deadlines are also important as a reasonable management strategy for teachers, and as a way of bringing closure on one unit of work and moving ahead to another. Below are some guidelines and recommendations for late and missed assignment.

The teacher will use their professional judgement and use a variety of strategies to help prevent and/or address late and missed assignments. They may include :

- ✓ Setting deadlines which are realistic as they reflect the normal working life outside of the school setting.
 - ✓ Communicating the deadlines well in advance and post them on electronic calendars that are accessible to students and parents. (i.e. Classroom 365) and maintain ongoing communication with students and/or parents about due dates and late assignments and scheduling conferences with parents if the problem persists.
 - ✓ Collaborating with other staff to prepare a part- or full-year calendar of major assignment dates for students.
 - ✓ When planning for major assignments consider them to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
 - ✓ Encouraging students to seek assistance from the teacher when they feel unable to complete a task or assignment due to insufficient knowledge or skill or providing alternative assignments or tests/exams where, in the teacher's professional judgement is reasonable and appropriate to do so. It is not acceptable for students to advise the teacher of difficulty the day before or on the day a task/assignment is due unless of course there are extenuating circumstances. It is never acceptable to submit work late without having negotiated alternate deadlines. Note: Some deadlines can be negotiated, but most are absolute.
 - ✓ Taking into consideration legitimate reasons for missed deadlines and asking students to clarify the reason for not completing the assignment.
 - ✓ Setting up a student contract; using counselling or peer tutoring to try to deal positively with problems; holding teacher-student conferences; requiring the student to work with a school team to complete the assignment.
 - ✓ Helping students develop better time-management skills by encouraging them to make use of the school Agenda, which is provided to them and using the electronic calendar (i.e.) Classroom 365) regularly to check for deadlines
-
- If, students do not complete work on either a negotiated or an absolute deadline, then that work will not be assessed or evaluated. In such cases students will receive a designation of "incomplete".
 - Chronic tardiness in completing tasks or submitting assignments will be reported in the skills and work habit section of the report card.
 - If, after all interventions and strategies fail, a teacher in their professional judgement and in the best interest of the student, may deduct marks for late assignments, up to and including the full value of the assignment. This needs to be communicated to the student in advance. Every effort will be made, when in deducting marks for evaluation purposes, that it does not misrepresent the student's true level of achievement on the final report card.

Assignment and Homework Completion During Absences

We appreciate and recognize concern about students missing assignments and homework when they are absent. Obviously, completing homework is a key to their learning success. At the same time, it is often difficult for students to complete their homework unless they have been in class during the day. We want to encourage students to take individual responsibility in completing their homework and missed assignments. They should have buddy system in which they are responsible for getting information from a classroom buddy that will keep them informed of assignments/homework missed during absences. Parents are encouraged to help their children to become more responsible in this regard. It is not the responsibility of the parent to get missed work or assignments but the responsibility of the student. Parents are to assist their child to become more responsible.

Student Responsibilities

Students should call a classmate to get the details of the assigned homework. They should complete it on their own to the best of their abilities.

If the above point could not be fulfilled, upon return to school, students should check with their teachers and ask: "What work did I miss? Do I need to meet with you to review the work? What work do I need to do? When is it due?"

At this time, the teacher and student will devise a reasonable plan for making up the missed work.

Parent Responsibilities

Remind your son or daughter to call a classmate to ask questions about the homework.

Remind your son or daughter to check with their teachers upon return to school.

Check with the teacher to make sure they are getting the most current information work missed and on their child's progress.

Remedial Programs

The school offers remediation for students who require assistance with their courses. This may be offered in a variety of formats:

- After school assistance by subject teachers. The student should contact his/her subject teacher for assistance as needed.
- Remediation in literacy or numeracy during class time, spare periods, or after school, as arranged by the school.
- Peer tutoring in specific subjects arranged during lunch, spare periods or after school.

Parent-Teacher Communication

We encourage you to maintain close contact with your child's teacher. The best mode of communication between the parents and the teachers will be the students' agendas. Teachers are most willing to meet with parents to discuss the progress of their student. Should any questions or concerns regarding your child's progress and development arise, the teacher would appreciate an early opportunity to discuss the matter with you. In addition to our regular reporting and interview program, it is our intention to notify parents at any time of the year, should a problem arise that would require an interview. If you wish to contact the teacher, please call the school to arrange a mutually convenient meeting time, or e-mail the teacher.

Please allow 24 - 48 hours for a teacher to respond to your call or email. For emergencies contact the main office.

Please do not put personal information on emails as they are not a secure form of communication.

Please note: The administrators reserve the right to request a parent to meet the teacher about student(s) progress prior to meeting them.

Parent-Teacher Conferences

Parents are welcome at anytime to make an appointment with a teacher to discuss their child's progress. Formal parent-teacher conferences, however, have been scheduled during the school year. During these conferences, parents may learn about their child's academic progress, work habits, social relationship with other students and faculty members, special interests, aptitudes or abilities, health or emotional problems, etc. Teachers also benefit by learning about the student's home life. Please do not leave it towards the end of the year to contact the teachers about concerns that could have been resolved earlier on in the year. It is essential to have a good home-school relationship. The school and the home work in partnership for the betterment of a child's education. If the parents feel further assistance is required, then they are welcome to make an appointment to meet the principal or vice principal.

The school will try to be in constant contact with parents. Parents are given regular reports on student's progress or called, whether their child's performance is outstanding or unsatisfactory. Parents will be notified of any disciplinary problems. If the need arises, a parent will be asked to attend a conference with the teacher and/or Principal/Vice Principal to discuss academic or disciplinary concerns.

Communication

Communication and Agendas

Notices and other communications to parents from staff, the PTA and the Board will be sent home on a regular basis and via e-mail, or written in the students' agendas. Parents are requested to check the agendas and e-mails daily for these messages.

Please make sure we have your current e-mail address. Please check and read through daily. We cannot be held responsible if you didn't read the messages from the school

Microsoft 365 Classroom:

Last year we introduced Classroom 365 as another way to keep parents informed. We certainly encourage you to sign up to gain access to your child's classroom.

Benefits of Classroom 365:

- *You will receive classroom announcements and updates,*
- *You have access to a classroom calendar with important test dates and events.*
- *You have a picture gallery of class events.*

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- *You will be able to access and download important classroom documents and resources.*

Please Note:

- These classrooms are password protected, private and will operate as invite only.
- Classroom 365 is to supplement the Agenda not to replace it. The Agenda should still be the main form of communication between teacher and parent.

THE SCHOOL WEBSITE

<http://www.as-sadiqschool.com/>

The School Website is the source of all current and up-to-date information.

- This month we are introducing the School Wide calendar to our website, this will contain all the important events going on at the school
- We are also going to be working on changing the look of our website to make it more user friendly and appealing.
- Please check it regularly for important school information, rules, policies and important information.

PTA and Parent Volunteers

As-Sadiq has a very active Parent Teacher Association (PTA), which helps in the enhancement of the school life. It helps with pizza lunches, fund-raising for field trips and school activities and plays many other supportive roles keeping the children's welfare in mind. It is there to help new parents ease in the As-Sadiq community. We ask all parents to volunteer with PTA and support them by participating in their programs for parents.

We believe that the home and the school must work together in the educational interests of the child. Our objectives at Our As-Sadiq Islamic School are as follows:

- to encourage and increase parental involvement in the education of our children;
- to encourage good parent-teacher awareness of school programs -- academic, extra-curriculum, volunteer;
- to offer through well planned programs, information pertaining to education of particular interest to parents and/or teachers;
- to utilize the resources of the community to enhance the programs and resources of the school;
- to assist the school in obtaining commodities for the enhancement of the education pursuits of the school and the appearance and functions of the building and grounds.

At As-Sadiq, volunteer parents play an important role. Through their assistance, the school is able to perpetuate educational opportunities for the children. The staff and students appreciate the efforts of all the volunteers who become "partners" in the task of assisting the school in the classroom, library, lunch room, field trips, and other activities. Research shows that your presence in the school enriches the children's experience in learning.

You are strongly encouraged to take an active role in the PTA activities and make a significant contribution to the life of our children.

Healthy Eating and Lifestyle

Please provide your children with **nutritious** lunch/snacks and ensure that food is well packaged to avoid spillage. Please do not use glass bottles or containers. As-Sadiq is a nut-free school so please ensure that all food brought to school is nut-free.

Field Trips and Excursions

As part of the curriculum, As-Sadiq students undertake regular field trips off school property and excursions around the school, typically three times per year. It is expected that all students attend these activities in order to benefit from the learning and hands-on experiences. Please fill out the form permitting your child to participate while at As-Sadiq. Particular information about field trips is sent near the date of the trip. **All students must be in school uniform during field trips and all conduct on field trips must comply with the school's Code of Conduct.**

Admissions

- Admission to As-Sadiq Islamic School is granted on a first-come, first-serve basis. A priority list is established for new admissions based on the date and time an application is received in the office, together with the required non-refundable administration fee of \$150.00. New admissions begin on December 1st during the academic year.
- Parents may place pre-school children on the priority list for future years by completing an application for each child and submitting it to the school with the administration fee of \$150.00 per application. Admission, however, cannot be guaranteed as it depends on the number of openings available and the position of a child on the priority list.
- To continue attending As-Sadiq after admission has been granted, students must register each year during registration week. To withdraw a student, 30 days' notice must be given in writing. Notification will be sent home after March Break.

New Students

The classroom teacher will assess new students during the first two weeks of school before a final placement is made. Some students may require special attention. As-Sadiq does not have the resources to accommodate students with special needs. If a child is identified as having special needs, the parents will be consulted and they may be asked to withdraw the child from the school.

Payment of School Fees

As-Sadiq Islamic School is a non-profit organization. **Fees must be paid on time. Failure to do so may result in student withdrawal from class and from school.**

Admission and Registration

Admission to As-Sadiq is granted on a first-come, first-serve basis. A priority list is established for new students based on the date and time an application is received in the office, together with a non-refundable administration fee of \$150.00. This administration fee will not be eligible for a

donation tax credit. Parents who withdraw their children after the third week of August will be charged one months fee.

If a child is withdrawn from the school for any reason, and subsequently enrolled in a future school year, a new registration fee will apply irrespective of the payment of registration fee in a prior school year.

A child whose fees are in arrears from the previous year will not be allowed to register and attend classes unless the outstanding amount from the previous year is settled in full. Parents must ensure that their children's school fees are paid by June 15 to guarantee re-enrollment for the following year.

The aforementioned annual school fees are due at the beginning of the school year in September. Parents are required to provide the school with a void cheque. Payment for school fees can also be made by issuing cheques. The cheque or money order should be payable to As-Sadiq Islamic School. School fees can be paid either annually or monthly. The cheques should be dated the first of each month and all of these cheques should be given to the school on the first day of the school year.

Parents who inform the school after the third week of August that their child (ren) will not be attending As-Sadiq in September will forfeit one months fees. This charge will not be eligible for a donation tax credit. If the parents enroll their child in the school for any subsequent year, they will not be entitled to apply the forfeited fees from any previous year.

If a cheque is returned "NSF" by a financial institution, parents will be notified and will have to pay the fees plus a \$15 service fee charge within two business days by way of a money order. The school reserves the right to request cash or a money order from a parent whose cheque is returned NSF twice.

The Executive Board will review all fees outstanding at the end of each term. The school reserves the right to dismiss a child from the school if the fees for that child have been outstanding for three months.

For each school year, detail planning is done to ensure that we utilize our resources effectively and efficiently. The school enters into a number of annual commitments based on the expected number of students who will enroll at the school. These commitments include hiring appropriate number of teachers, purchasing supplies and textbooks, etc. Accordingly, our fees are for each school year, you will not be entitled to refund of the school fees paid. If the fees were being paid on a monthly basis, the school will continue to deposit the post-dated cheques at the beginning of each month to fulfill the parents' commitment. In extreme circumstances, the Executive Committee of the Board may decide to give a refund or waive the continuing payment of monthly fees upon written submission by a parent or legal guardian outlining the facts and circumstances.

If a child is enrolled during the school year, the parent or guardian will have to pay the prorated annual school fees. For example, if a child is enrolled on January 1, the parents would have to pay 60% of the annual fee. In addition to the registration fees of \$150, the prorated annual fee could be paid on a monthly basis. If a child is registered in the school on or before the 15th of that month, parents will be required to pay full amount for that month. For example, if a child is enrolled on January 10th or even during the third week of the month, parents will be required to pay for the entire month of January.

The school reserves the right not to release report cards to the parents or to another school unless the amount of fees outstanding is settled in full.

Transportation

The school currently has one bus from Scarborough, which help parents bring children to the school. **The bus fare is \$160 per month per child.** The school will run a bus provided there are at least 15 students on the bus.

Parents can register their children on the basis that the school bus will be available. Registration forms for the bus should be completed on line at the same time as the registration for the school. If there are less than 15 students on the bus, parents will have to make their own arrangements to bring their children to the school. If parents decide not to send their children to the school because there were not enough children to take the bus, they will be entitled to a full refund of the deposit and registration fees (where applicable).

Media Release

It is the normal practice of many private schools to showcase their students and their achievements to the school stakeholders and greater community. The school endeavors to take photographs and video in order to achieve this aim.

If for any reason you wish your child to be not photographed or video recorded during school, after school, in school clubs, or field trips, please send a written letter to the school indicating your preference.

Privacy Rules

Parents are free to photograph or record their children during performances and activities. However, parents are asked NOT to post any recorded media done on school property on social media, such as: Facebook, Instagram, etc...

This is to protect the other children who you do not have permission to photograph and also to protect the school.

Textbooks and Library Books

Children will be bringing textbooks, workbooks, and other materials home for study and homework purposes. The child's name appears on the inside cover of the text books. These books are intended to be used in our school over the next five years. Parents are requested to help ensure that children do not mark them or damage them in any way. Lost books have a replacement value that will be applicable except for reasonable wear and tear. [Textbooks](#) are to be distinguished from workbooks that are written in and are not reusable. Students are asked to return borrowed materials by the due date so that others may have use of them.

Emergency and Medical Information

Please keep the school informed of any and all changes of your home, business, and mobile numbers. And, also your e-mail address is very important. In the event of an emergency or storm, it is imperative that we are able to contact you as soon as possible.

Summary of *R.U.L.E.S*

Respect others like you want them to respect you (no bullying, no hurting, no using foul language, etc.).
Uniform adherence (always be in uniform)
Late arrival is unacceptable (be in class or in gym no later than 8:30 a.m. & do not miss school).
Ensure completion of excellent quality schoolwork all the time and on time.
Show a positive attitude.

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