

# **Student – Parent Handbook 2004-2005**



Director General: Sh. Abdullah Hammoud

Principal: Sr. Sonia Dabboussi

Vice Principal: Sr. Iman Kouvalis

## Table of Contents

Director General's Message	2	5.4 Discipline	11
Principal's Message	3	5.5 Respect for School Grounds	14
<b>1. THE PROGRAM</b>	4	5.6 Tuition and Fees	14
1.1 Philosophy	4	5.7 Financial Aid	14
1.2 Goals	4	5.8 Good Neighbour Policy	15
1.3 Curriculum	4	<b>6. TEAMWORK (HEALTH AND SAFETY) POLICIES</b>	15
1.4 Islamic Education	4	6.1 Nutrition	15
1.5 Parents' Role in Education	4	6.2 Smoke Free Environment	15
1.6 Extra-curricular Activities	5	6.3 Illness	15
1.7 Awards and Recognition	5	6.4 Communicable Disease	16
<b>2. ADMISSIONS</b>	5	6.5 Emergencies	16
2.1 Registration	5	6.6 Fire / Tornado	16
2.2 Documents Needed	5	6.7 Administering Medication	16
2.3 Minimum Age Requirement	5	6.8 Severe Weather	16
2.4 Re-enrolment	5	6.9 Sports Equipment Before and After School	16
<b>3. POLICIES OF OPERATION</b>	5	6.10 Fingernails	17
3.1 Office Hours	5	<b>7. LEADERSHIP POLICIES</b>	
3.2 Arrival and Dismissal	6	7.1 Computer Lab and Internet Use Policy	17
3.3 Early Release from School	6	7.2 Internet Photos Policy	17
3.4 Recess	6	7.3 Parent –Teacher Communication	17
3.5 Holiday Celebrations	6	7.4 Parent Involvement	18
3.6 Extended Leave Vacations	6	7.5 School Council	18
3.7 Transportation	7	7.6 Volunteers	18
3.8 School Year Calendar	7	7.7 Appeal Process	18
<b>4. ACADEMIC POLICIES</b>	7	7.8 Consent Forms	18
4.1 Textbooks and Materials	7		
4.2 Students' Responsibilities and Achievements	7		
4.3 Homework	8	APPENDIX I: Staff Listing	
4.4 Grading System	8	APPENDIX II: Extra-curricular Activities	
4.5 Report Card	8	APPENDIX III: Awards and Recognition	
4.6 Placement and Evaluation	8	APPENDIX IV: School Year Calendar	
4.7 Promotion and Retention	9	APPENDIX V: Consent Forms	
4.8 Scholarship	9		
4.9 Ontario Student Records (OSR)	9		
4.10 Field Trips	9		
4.11 Guidance Office	10		
4.12 Library Services	10		
<b>5. RESPECT POLICIES</b>	10		
5.1 Attendance	10		
5.2 Students' Code of Conduct	11		
5.3 Uniform Code	11		

## Director General's Message

*In the name of Allah the Most Gracious, the Most Merciful  
All Praise and gratitude are due to Allah, by Whose grace all good deeds are accomplished.*

Muslims always strive in life in order to perform righteous acts, and to spread them throughout, in order to benefit those near and far. Muslims are sources of good regardless of where they are and what they do. They execute all deeds for the sake of Allah without a need from anyone for gratitude, except for the mercy and pleasure of Allah alone, and success in both the world and the hereafter. A great deal of effort has been put forth on this piece of work that must be recognized and utilized, in all aspects. Therefore, we ask Allah SWT to reward all those in the administration who put forth an effort to put together this work, to assist the parents and students in organizing and empowering them for a successful school year. This has been done in order to establish a strong relationship between the three main bodies of education within our community, the parents, students, and teachers.

Allah SWT created for everything a system, a rule, a purpose, or guidance. Therefore all his creations in the universe follow a specific system, to maintain the continuity of this world. Thus, if one looks at the system of the universe, the stars, the planets, and all within, we find an ultimately sophisticated and perfect system. If a minute portion of this system is corrupted then the entire world will be destroyed. As for mankind they also were given a system to live by, along with the permission to adapt it to their needs, and to add their own knowledge and experiences to. He created the sun and the moon, and this system that gives us the days, the months, the years, the seconds, the minutes and the hours, for us to utilize accordingly.

Allah SWT says, "Verily the number of months with Allah is twelve months in a year, so it was ordained by Allah on the day when he created the heaven and the earth." And he said, "Behold! In the creation of the heavens and the earth, and the alternation of Night and Day, there are indeed signs from men of understanding."

This publication has been prepared for our students to assist them in utilizing their time for their benefit. It has been prepared to educate the students and parents, how to adapt to the rules of the school, to open the doors of communication for a smooth dialogue, and to provide a safe environment for all. It has been prepared to create an atmosphere of an extended family, to benefit from one another and support one another in raising a successful and beneficial generation for the Muslims and all of humanity. I urge all those who are involved in education, parents, students, teachers, and administrators to utilize this beautiful piece of work and use it for the benefit of all during this forthcoming school year, and future years to come. May Allah SWT help us to please Him first and to follow His guidance and the guidance of His Messenger. Verily He is the Hearer and the Seer of all supplications.

Sincerely,

Sheikh Abdullah Hammoud

## Principal's Message

*(Ibrahim said,) 'Our Lord, make us both Muslims submitted to You, and our descendants a Muslim community submitted to You. Show us our rites of worship and turn towards us. You are the Ever-Returning, the Most Merciful.'* (2:128)

Assalamu alaikum wa rahmatullah wa barakatuh.

For everyone at Al-Hijra School, each new year brings with it renewed enthusiasm for learning and re-envisioned aspirations for the future. All of us feel the buzz of excitement as we draw together to share another year of growth and understanding, cooperatively support one another in times of success and challenge, and worship collectively as one united ummah before Allah subhanahu wa ta'ala.

At Al-Hijra School we believe that all students, staff, parents and volunteers are important and valuable members of our educational community and have been given unique gifts from Allah to share with us and with their world. We therefore provide a multitude of opportunities for our students to reveal their talents to others and additionally invite those in our neighbourhood to impart their strengths and skills as well. Focusing on academics, respect, teamwork and leadership in each of our events and activities allows for all of us to reach yet unsurpassed levels of victory and achievement.

We look forward to working with you to ensure the best possible Islamic and academic environment for our children. We hope that you will join us in our commitment to excellence, and dedication to positive growth in the future.

Jazakum Allahu khairun.

Respectfully,

Sr. Sonia Dabboussi  
Principal

## 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

We are pleased to continue and build upon the Together We Light the Way program, initiated in the 2003-2004 academic year, at Al-Hijra School. Our focus is on helping our students develop increasing proficiency in the areas of academics, respect, teamwork and leadership. 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. 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.

Award recognition for students at the end of the year is based on a point system, which depends directly on how much involvement and achievement the students experience in each of the four categories outlined below. Some of these activities are included in Appendix I.

## 1.7 Awards and Recognition

The merits listed in Appendix III are to be awarded to the qualifying students on a school-wide basis at the end of the year.

# 2. **ADMISSIONS**

## 2.1 Registration

Applications must be filled out completely and returned to the school office along with a non-refundable application fee of \$50. Applications will be screened on the basis of the application filing 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 One. 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.

## 2.4 Re-enrolment

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 the academic year and a pre-payment of \$50 (to reserve a place for the student in the school) must be made for the next academic year.

# 3. **POLICIES OF OPERATION**

## 3.1 Office Hours

The school office will be open from 8:15 a.m.-3:45 p.m., Monday through Friday. Parents are welcomed to contact the office during these times for any school affairs.

### 3.2 Arrival and Dismissal

School hours are from 8:35 a.m. until 3:35 p.m. The parents of any students arriving at the school before 8:20 a.m. or remaining after 3:45 p.m. must understand that there will be no direct supervision of their child(ren).

### 3.3 Early Release from School

After arrival at school, a student will not be allowed to leave school without permission from the office. Parents who need to pick up their child before the regular dismissal time must:

1. Contact the school office to inform them of the early dismissal.
2. Enter the school office where the office staff will notify the student to come for dismissal. **Parents are NOT to pick up their child directly from the classroom.**
3. Have their child marked 'absent' for the morning/afternoon (whichever is appropriate) in the secretarial records.
4. Inform the office if their child rides the bus and state which route he/she takes.

Please note:

- ❖ Students will be dismissed at 1:00 p.m. four times throughout the year on Early Release Days. All Early Release Days are on Thursdays.
- ❖ Parents who arrive early on Monday-Thursday or following Jumma prayer (Friday) must wait for their child to be dismissed according to the above regular procedure.
- ❖ For safety reasons, teachers have been instructed not to release students to anyone coming into the classroom.

### 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 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 strongly discourages the celebration of non-Islamic holidays or birthdays.

### 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.

Opening Exercises: 8:35 a.m.
Period 1: 8:40 a.m.-9:20 a.m.
Period 2: 9:20 a.m.-10:00 a.m.
Recess: 10:00 a.m.-10:15 a.m.
Period 3: 10:15 a.m.-10:55 a.m.
Period 4: 10:55 a.m.-11:35 a.m.
Lunch: 11:35 a.m.-11:55 a.m.
Recess: 11:55 a.m.-12:20 p.m.
Period 5: 12:20 p.m.-1:00 p.m.
Period 6: 1:00 p.m.-1:40 p.m.
Prayer: 1:40 p.m.-1:55 p.m.
Recess: 1:55 p.m.-2:10 p.m.
Period 7: 2:10 p.m.-2:50 p.m.
Period 8: 2:50 p.m.-3:30 p.m.
Bus students leave at 3:30 p.m.
All others leave at 3:35 p.m.

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. 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 IV.

## **4. ACADEMIC POLICIES**

### 4.1 Textbooks and 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. A charge may be given if these books are lost or torn. The fine for damaged or lost books usually ranges from \$15 to \$40 depending on the cost and condition 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, particularly at the lower primary levels, and are considered consumable unless otherwise indicated.

### 4.2 Students' Responsibilities and Achievements

Students are to provide their own school supplies as listed in the school's starter kit. Teachers may request additional materials during the year on an as-needed basis for particular assignments or projects.

Textbooks are loaned to students for the duration of the year/course. Any lost or damaged books are the financial responsibility of the student.

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. This 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.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
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.
<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
<b>50-59</b>	<b>60-69</b>	<b>70-79</b>	<b>80-100</b>

#### 4.5 Report Card

Achievement is reported formally three times a year (November, April 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 and 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 and 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

#### 4.11 Guidance Office

The Guidance Counselor assists the Principal in the development, coordination and implementation of the Guidance and Career Education Program at Al-Hijra School. Responsibilities of the Guidance Counselor include:

- providing instruction in Guidance and Career Education
- establishing and maintaining links between elementary and secondary schools and community partners to coordinate their involvement with the Guidance and Career Education Program
- delivering and monitoring orientation and peer assistance programs
- providing individual and short term counseling for individuals and small groups
- recommending appropriate school board staff and community agencies for the provision of individual assistance and short-term counseling beyond the school
- facilitating the ongoing review and evaluation of the school's Guidance and Career Education Program.

#### 4.12 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. Students are encouraged to borrow books from the library for a maximum of two weeks at a time on a regular basis. If books become overdue, students may not borrow any library resources prior to returning the original books back to the library. Damaged or lost library items must be repaired or replaced via financial reimbursement.

### **5. RESPECT POLICIES**

#### 5.1 Attendance

Late:

It is the students' responsibility to be punctual and in regular attendance for all classes. Any students arriving after 8:40 a.m. are considered late and must report to the office for a late slip before going to the classroom. Teachers will not allow a late student to enter without a late slip. Students who arrive late are at a great disadvantage. Not only are they missing information needed to start their day but also act as a disruption for the class and teachers.

Absent:

When a student must be absent from school please notify the office between 7:30 a.m. and 10:00 a.m. 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 the Principal before leaving the school.

Please note that retention is a possibility for students who miss more than 45 days of the academic year.

## 5.2 Students' Code of Conduct

The student's respect for him/herself and others is an important aspect of Al-Hijra School. Each student must respect the rights of others. This is exhibited by behaving in a proper, responsible, and Islamic manner that is conducive to personal learning and the learning of others. At all times students are expected to be courteous, cooperative and respectful of teaching and support staff, visitors, and one another.

## 5.3 Uniform Code

All students must wear proper uniform at all times while on school property and on school sponsored field trips unless otherwise indicated.

Grade 1-3 girls: A navy blue dress with a white blouse underneath and blue or white nylons, or a long white shirt (to the knee), navy blue pants and blue or white socks. A white or navy blue hijab should be available for use at prayer time.

Grade 4-8 girls: A long navy blue shirt with accompanying navy blue pants and a white or navy blue hijab.

Boys: Navy blue pants and a white shirt (dress shirt preferred).

During the winter months, a navy blue sweater or pullover may be added to the uniform. It must be free of writing, slogans, symbols or other decorations.

No jeans are allowed at any time. White shirts must not contain any writing, slogans, symbols or other decorations. Especially during damp weather in the fall and winter seasons, students should bring two pairs of shoes to school: one for indoor and the other for outdoor use. Students should not wear slippers in school for health reasons.

## 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 must be followed on a daily basis. Extreme hairstyles, excessive jewellery, make-up and nail polish are not appropriate.
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.

## **PRAYER HALL RULES**

1. Follow the lead of the classroom teacher as you are escorted to and from the prayer hall.
2. Enter and leave the prayer call quietly and respectfully.
3. Sit down and remain quiet in the prayer hall.
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 area.
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. Referrals will specify the action which took place and prior efforts to correct the student. 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	Pretend violence
Excessive arguing with a teacher	Gum chewing
Being in an area that is off limits	Bringing toys
Tardiness	(without teacher permission)
Balls in the lunch area	
Playing and loitering in the bathroom or hallways	
Unsafe activity	
Uniform violations	

### **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 wilful disobedience
Fighting	Bullying
Theft/Stealing	Meanness and name-calling
Lying	
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 counselled 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 Tuition and 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; a late charge of \$15.00 will be added each month that payments that are past due. Payments are to be made by cheque, money order or cash, 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.

#### 5.7 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.

### 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. TEAMWORK (HEALTH AND SAFETY) POLICIES**

### 6.1 Nutrition and 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; 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.

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

### 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

Because we want to make our school program as successful as possible, we must 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.

#### 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.

#### 6.6 Fire /Tornadoes

Fire and tornado drill procedures will be taught to all students and practised 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 outside of school hours.

In the case of students who have emergency health risks (e.g. need an epi pen to counteract life threatening bee sting allergies) appropriate medication may be brought to school 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. There may not be direct contact between the school and each family. 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.

#### 6.9 Sports Equipment Before and After School

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. Students may not personally use sports equipment outside until after 4:00 p.m.

For safety reasons, skateboards, roller blades and the like are not permissible on school property. If students choose to use them as a means of getting to school, they must be dismounted upon entering school property. Bicycles may be brought to school but must remain chained and locked in the designated area from the time students arrive on school property until the time they leave. The school is not responsible for lost or stolen items.

## 6.10 Fingernails

It is the responsibility of each student to cut his/her fingernails every Friday 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.

## **7. LEADERSHIP POLICIES**

### 7.1 Computer Lab and 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 is 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's school web site at [www.alhijra.org](http://www.alhijra.org). This web site 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 appropriate Information and Communication Technology person on site.

### 7.3 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. 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. Our Calendar of Events is posted separately as well as part of the student agendas that are available in the office.

#### 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.

#### 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.

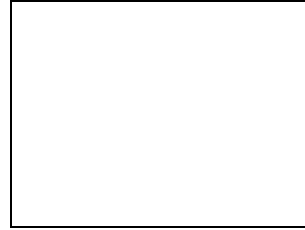
#### 7.7 Appeal Process

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 V, detach, and return to the school office.

## **APPENDIX I: Staff Listing**



### **Al-Hijra School Board Members**

Chairperson: Dr. Basil Alsayyed  
Members: Dr. Ejaz Ahmed  
    Br. Walid Chafchak  
    Sr. Sonia Dabboussi  
    Br. Imen Hamami  
    Sh. Abdullah Hammoud  
    Sr. Iman Kouvalis  
    Br. Anis Limaïem  
    Br. Goolam Oozeer

### **Administration**

Director General: Sh. Abdullah Hammoud  
Principal: Sr. Sonia Dabboussi  
Vice Principal: Sr. Iman Kouvalis  
Secretary: Sr. Manal Mekkaoui  
Office Assistant: Sr. Farah Fakhereddin

### **Teachers**

#### **Primary Division**

Sr. Leila Rahal (Division Leader)  
Sr. Ghazala Ahmed  
Sr. Rania Farhan  
Sr. Jannatul Mawa  
Sr. Abeer Rizek  
Sr. Aisha Vaquar

#### **Junior Division**

Sr. Iman Kouvalis (Division Leader)  
Sr. Mahmooda Begum

#### **Intermediate Division**

Sr. Sonia Dabboussi (Division Leader)  
Sr. Anjum Arshad  
Sr. Elham El-Saheli  
Br. Goolam Oozeer

#### **Religious Education**

Sh. Abdullah Hammoud (Division Leader)  
Sr. Ferial Daher  
Sr. Hana Kneibe  
Sr. Reda Kilani  
Sr. Touria Sadouk

## APPENDIX II: Extra-curricular Activities

### Academic

- ❖ Reading Program
- ❖ *External* CBC Writing Contest
- ❖ Science Exploration Day/ Science Fair/Invention Convention
- ❖ *External* Canadian Math Contests
- ❖ Mathematics Club
- ❖ Authors' Week

### Teamwork

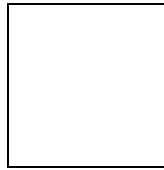
- ❖ Fall Sports Day
- ❖ Art and Craft In-Class Theme
- ❖ Student Presentation Night
- ❖ Track and Field/Play Day
- ❖ Fun Day
- ❖ Choir
- ❖ Problem Solvers Club
- ❖ Intramural Sports

### Respect

- ❖ Reaching Out in Ramadan Food Drive
- ❖ Qur'an Competition
- ❖ Islamic History In-Class Theme
- ❖ X-treme Team (Recycling)
- ❖ Green Team
- ❖ Student of the Month

### Leadership

- ❖ Story Telling/Public Speaking
- ❖ *External* Regional Science, Engineering and Technology Fair
- ❖ *External* Muslim Foundation Public Speaking
- ❖ Library Club
- ❖ Student Assembly Team
- ❖ Yearbook Club
- ❖ Student Tutoring Team
- ❖ Student Council



## APPENDIX III: Awards and Recognition

### Academic

- ❖ Highest Academic Achievement (Grade 8)
- ❖ Celebrating Our Stars –Academics (most accumulated points in this category)
- ❖ Celebrating Our Stars – Successes (outstanding improvement in this category)

### Teamwork

- ❖ Celebrating Our Stars –Teamwork (most accumulated points in this category)
- ❖ Celebrating Our Stars –Overall (most accumulated points in all of the categories; points must come from minimum three out of the four categories)
- ❖ Celebrating Our Stars – Successes (outstanding improvement in this category)

### Respect

- ❖ Qur'an Memorization (completion of 8 juzua)
- ❖ Celebrating Our Stars –Respect (most accumulated points in this category)
- ❖ Celebrating Our Stars – Successes (outstanding improvement in this category)

### Leadership

- ❖ Best All Around (Grade 8)
- ❖ Student of the Year
- ❖ Celebrating Our Stars –Leadership (most accumulated points in this category)
- ❖ Celebrating Our Stars – Successes (outstanding improvement in this category)

## APPENDIX IV: School Year Calendar

### Holidays for 2004/2005

Public Holiday	Monday, September 6
Public Holiday	Monday, October 11
Eid-ul-Fitr Holiday	Monday, November 15-Tuesday, November 16
Winter Break	Thursday, December 23-Friday, December 31
Eid-ul-Adha Holiday	Friday, January 21
March Break	Monday, March 14-Friday, March 18
Public Holiday	Friday, March 25
Public Holiday	Monday, March 28
Public Holiday	Monday, May 23

### Early Release Days for 2004/2005

*Released at 1:00 p.m.*

Thursday, September 30  
Thursday, January 13  
Thursday, February 17  
Thursday, May 5

### Other Important Days for 2004/2005

Classes Commence	Tuesday, September 7
Meet the Teacher Night	Thursday, September 23
Report Cards -1 <sup>st</sup> Term	Tuesday, November 30
Parent-Teacher Interviews	Thursday, December 2
P.A. Day – no school	Friday, December 3
P.A. Day – no school	Friday, February 4
Report Cards – 2 <sup>nd</sup> Term	Tuesday, April 19
Parent-Teacher Interviews	Thursday, April 21
P.A. Day – no school	Friday, April 22
Last Day of School	Wednesday, June 29
P.A. Day – no school	Thursday, June 30

**APPENDIX V: 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 for my child(ren) to obtain Internet privileges at school and have completed an acceptable use agreement for each child listed below.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Note: Please detach this sheet and submit to Al-Hijra School's office.*