

# Um Al-Qura School Policy

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## Um Al-Qura Guidelines to Parents

The aim of the Student Planner is twofold. Firstly, it should be a useful reminder to students about expectations and a record of work set. Secondly, it should facilitate communications between parents and the school. The following points are a guide as to how the planner should be used:

1. You are asked to check the Personal Information carefully. It is vital that you can quickly be contacted in the event of an illness or emergency.
2. Students should complete the personal timetables.
3. Students should record all homework set on daily basis and when it is due to be handed in.
4. Students can record their personal achievements and targets for action weekly.
5. Space has been provided for comments by both parents and teachers and there is room to make a note of things such as dates of special meetings, detentions or after school activities.
6. The classroom teacher will check and sign the planner weekly and discuss any comments made.
7. You are asked to see that your son/daughter completes homework regularly and to sign weekly in the space provided.
8. There is also a monthly calendar to record important dates.
9. If the student book planner is lost, a replacement fee of \$6.00 will be charged.

If you need to contact the school, please phone the school office on  
(416)443-3557 (416)443-3557

## Um Al-Qura Guidelines to Students

This student planner has been designed to help you with your studies and provides an important link between home and school.

You should use it in the following way:

1. Carry it with you at all times so that you and members of staff are able to record information in it.

2. Complete the personal information section and your daily homework schedule.
3. Record all homework set daily and the date it has to be handed in. You should also check off when the homework is done.
4. There is space to write down brief details of your targets and personal achievements each week; for example, your participation in a special school activity or the name of a book you are reading.
5. Remember to act on key dates such as school assemblies or detentions and comments made by staff or parents.
6. You are responsible for showing your planner to your parents at least once a week so that it can be checked and signed. Your classroom teacher will check that this has been done and signed weekly.
7. There is a monthly calendar, which you can use to record key dates, and weekly space to make a note of things like letters sent home, detentions and activities.
8. You must also remember to fill in your personal attendance record on the sheet provided.

## **Um Al-Qura Check List**

Um Al-Qura has very clear expectations of the students, parents and staff that make up the school as a whole. The following is a check list for students:

### **1. ATTENDANCE AND PUNCTUALITY**

You should attend school regularly and arrive on time.

### **2. UNIFORM**

You should wear full school uniform at all times. You should not wear outdoor coats, gloves, hats, scarves or snow boots in the classroom.

### **3. PRESENTATION**

You are expected to present work neatly and tidily at all times.

### **4. BOOKS/EQUIPMENT**

You should be prepared for each lesson and properly equipped with the items you need, such as books, pencils, erasers, etc.

### **5. TALKING**

You should be silent during the announcements and while attendance is being taken and instructions given. You should always work in silence when a lesson requires each individual to concentrate only on his or her own work.

## **6. CHEWING GUM/EATING**

You are not allowed to eat in class. Chewing gum is completely banned in the school building.

## **7. COURTESY**

You should be polite, considerate and respectful to staff, visitors and each other.

## **8. LEAVING A LESSON**

You are not allowed to leave the classroom without the teacher's permission.

## **9. HOMEWORK**

Homework should be done regularly and handed in on time. It should be recorded in your planner, which you should carry at all times in school.

## **10. TIDYING UP**

At the end of each lesson the room/area should be left clean and tidy. There should be no litter left behind. Chairs and tables should be replaced neatly. You should not leave until dismissed by your teacher.

## **Equal Opportunities Policy Statement**

Courtesy and respect are important in everything we do. Name-calling, personal remarks, offensive language or bullying behaviour which refer to another student's race, gender, abilities or background will not be tolerated. If you or anyone you know is being abused in this way it is important to let your classroom teacher, principal or any member of the staff know so that appropriate action can be taken. Remember, any un-Islamic behaviour is totally unacceptable and will NOT be tolerated.

We believe this will prepare all of us to be better Muslims and informed citizens in society when we leave school.

## **Homework**

It is school policy that homework is assigned and completed regularly. Not only does this extend work done in school, it also allows you to develop the skills to work by yourself. Use your Student planner to record ALL homework given, and the date the work is due in. Do not leave this work to the last minute. You should take special care when completing work independently and be aware of the dates when it is due in. This is something you can enter regularly and consistently in your Student Planner.

## **Um Al-Qura Useful Equipment/Lost Property**

Useful Equipment to Bring to School: A strong bag, dictionary, pencil case, a geometry set, a calculator (if necessary), correct books for the day's lessons.

**Please DO NOT Bring in:** Radios, cassette/CD players, personal stereos, playing cards, any collecting cards (Such as, hockey cards, pokemon cards, etc), matches or lighters, any unnecessary valuables/money, aerosol sprays, cell phones, Please look after your belongings and where possible do not leave them unattended. Any property unattended is left at the owner's risk.

## **Lost Property**

If you have lost any item, make sure you have a thorough look for it in all the classrooms or areas of the school is kept in the Lost and Found bin, so please check there as well. Named property can always be returned to its rightful owner quickly so it would be wise to label all your belongings. Unclaimed property is usually stored for a term before it is given to local charity or thrown away.

## **Um Al-Qura Code of Responsibility and Behaviour**

...Lo! The noblest among you, in the sight of Allah, is he who is best in conduct. Lo! Allah is knower, Aware.

The code of Responsibility and Behaviour for Um Al-Qura outlines the expectations for students. It also outlines consequences for students who refuse to abide by these guidelines and holds them accountable for what they do. Developed in consultation with staff and parents, it will be subject to ongoing evaluation and refinement.

## **Expectations and Rights**

Everyone is expected to uphold and demonstrate Islamic behaviour at all times by:

- Speaking, dressing (in accordance with school uniform) and acting in an Islamic manner to all staff, students, volunteers and visitors.
- Respecting the sanctity of the environment (mosque/school).
- Displaying Islamic courtesies to teachers, elders, peers, etc.
- Maintaining cleanliness of mind, body, clothing, school materials and surroundings.
- Learning and respecting school and classroom rules and routines.
- Treating personal and school/mosque property with care and respect.
- Working and playing cooperatively.
- Solving problems in the Islamic way.
- Providing a role model for others (especially for younger students).

## **Expectations of student while...**

### **A. Entering school building**

- Enter the building under the direction of teachers or monitors immediately after the buzzer.

- Be responsible to hold doors as assigned.
- Ask permission to use the washroom only after entering the class.

### **B. In the school**

- Do not bring in any electronic equipment, (walkman, electronic games, etc.) cards (playing, sports, Pokemon, etc.) matches or lighters, aerosol sprays, nail polish/ cosmetics or/and cell phones.
- Gum chewing not allowed.
- Above items if found will be confiscated.

### **C. IN the hallway**

- Walk, not run in the hallway.
- Stand quietly in a straight line with their class.
- Put shoes on quietly after salah.

### **D. In the classroom**

- Strive to be a good Muslim.
- Be courteous, cooperative, considerate, committed, and strive for excellence.
- Be punctual.
- Adhere to other rules and routines established in each classroom.
- Bring notes from parents/guardians when requesting changes in daily schedules.

### **E. Regarding dress**

- Wear the school uniform.
- Wear only clean shoes in the school at all times.
- Wear clean gym clothes.
- Baseball caps/or boots not permitted in the classroom.
- Girls (grades 4-8) must wear hijabs at all times. Younger girls must also wear hijabs during salah.

### **F. Exiting the school building**

- Exit the building by using the southwest doors to the playground area.
- Exit without lingering.
- Any student to be picked up during regular school hours must be met by the parent/guardian in the school office.

### **G. Using the playground**

- Play in the playground area only.
- Junior grades will be permitted on the upper parking deck as scheduled during lunch.
- Ask permission from the duty teacher to cross the boundary area.
- No throwing any injurious objects (pebbles, snow, sand etc.)
- No playing with the yellow (boundary) rope.

### **H. In the cafeteria**

- Enter the cafeteria in a quiet, orderly manner.

- Obey the instructions of the lunch supervision and teachers.
- Must remain at assigned tables.
- Do not throw food at others.
- Keep eating area clean and tidy.
- Deposit waste materials into the designated containers when instructed (put lunch pails/bags in the class bins).
- Be dismissed by the lunch supervisor/teacher and go directly to the playground.
- Students with a note from their teachers may return to their classroom.
- Remain indoors only if:
  - participating in staff organized activity
  - there is an emergency

### **I. Salah times**

- Stand quietly outside the classrooms until a teacher/supervisor accompanies them to the prayer hall.
- Arrive at an appropriate time, prepared for Salah.
- Wait for the teacher/supervisor quietly before entering the prayer hall.
- No running, playing or talking in the prayer hall.
- Exit the prayer hall in a quiet, orderly, and un-disturbing manner.
- Students are encouraged to perform wudu during the lunch recess.

### **J. On trips**

- All expectations for school behaviour apply on trips.
- All students and volunteers must refrain from buying food etc.

### **Everyone has the right to:**

- A school environment where Islamic values and learning are a priority.
- An Islamic school environment that is positive, friendly and supportive.
- Participate in a safe and caring environment.
- Participate in an environment free from harassment and discrimination of race, gender, culture, physical appearance, socioeconomic class, etc.

### **Discipline Code**

There are four areas of focus with respect to the consequences given to the students. Our school has adopted a zero tolerance policy for physical confrontations and the use of profane and racist language.

Occasionally there are situations where behaviour by students does not meet expectations.

Consequences for inappropriate behaviour are imposed by staff in an effort to help the individual student to take responsibility for his/her own action and provide a deterrent, thereby encouraging the development of an Islamic personality. Every action taken is to be carried out with regard for the dignity and self-worth of the student and in

consideration of the student's age and the nature of the misbehaviour. In keeping with the expectations of the school, each incident will be treated in a fair and consistent manner and will be utilized as an opportunity for the student to learn and grow, INsha'Allah.

**The following consequences are recommended:**

1. Warning-Oral and Written
2. Timeout
3. An increase in timeout
4. Phone call home by teacher
5. Parent, teacher and principal conference

On some occasions, however, the inappropriate behaviour is of a more serious nature; examples of such are:

**1. Physical abuse towards one another (Physical confrontations)**

**Note:**

- Report of physical aggression may be placed in the O.S.R. at the discretion of the principal.
- Depending on the severity of the aggression (i.e. object use in the fight, bruises and cuts, etc.), those involved in the fight will be given an automatic full day home suspension.
- We strongly encourage parents to teach their children not to retaliate against their Muslim brother or sister. Both parties involved in the physical confrontation/fight – no matter who instigates the fight – will be given the same consequence.

**2. Profane, racist remarks, threats, opposing authority**

It is extremely important that we control these types of remarks for the wellbeing of the child and the school. Our school has a zero tolerance policy for these types of behaviours.

**3. Inappropriate behaviour during Salah**

**4. Damage to school or private property**

- In addition to the above incidents, the following situations are included:
- Starting false fire alarms
- Stealing
- Vandalizing washrooms, classrooms or any private property

## **Important!**

Those investigating the matter reserve the right to record all meetings, with the student(s) and/or the parent(s).

After investigating the matter, the following consequences will be given based on the number of times the offence occurs:

- Step 1 Thirty-minute detention
- Step 2 One half day in school suspension
- Step 3 One full day in school suspension
- Step 4 One full day out-of-school suspension
- Step 5 Three days home suspension
- Step 6 Five days home suspension
- Step 7 Expulsion from school

Depending on the nature and severity of the actions, the school may impose a consequence at a higher step.