

Saskatoon  
Misbah  
School



Policy Manual  
2018

## 1. INTRODUCTION

This manual is designed to acquaint students and parents with some of Saskatoon Misbah School's (SMS) policies. Its main purpose is to provide information concerning the operation of the school. SMS believes that close communication between home and school is very important. Our desire is to create the best learning environment for students, which can only be accomplished when there is sincere co-operation among all concerned. This manual also outlines the student discipline policy and establishes the responsibilities of parents, teachers and students. If you have any questions, please address them to the principal.

Saskatoon Misbah School has adopted as its motto: "*Environmentally Islamic. Academically Responsible.*"

### 1.1 Historical Background

It was seen beneficial by the Muslim community of Saskatoon to establish a school that follows the provincial curriculum within an environment that fosters Islamic values. Several community members initiated the concept and then the planning, which resulted in the opening of the SMS for the 2000-2001 school year.

### 1.2 Goals of the School

The Saskatoon Misbah School is dedicated to provide Muslim children with a learning environment of the highest caliber. Academic excellence is stressed within an Islamic environment. The educational programs aim to meet not only the physical, emotional and educational needs of our children, but their spiritual needs as well. SMS is therefore committed to the education of the whole child and to instill in each of its student the values, attributes, and behaviors of Islam.

In carrying out this mission, SMS will:

- provide a complete academic program for all children without discrimination on any basis
- encourage its students to become active learners
- think critically and enhance their intellectual ability
- support the spiritual growth of students by providing them with an environment where Islamic values based on the Quran and Sunnah are taught and practiced
- encourage the cultural development of students by providing a rich academic environment for a wide range of studies and a social environment where the morals and manners of Islam are taught and practiced
- and encourage students to be productive members of society and prepare them for higher careers that serve the community

## 1.2 Vision

SMS will provide a challenging educational experience in an outstanding learning environment. Our students should achieve high standards in core skills while preserving their Islamic character and developing spirituality, self-worth, independence and moral values. They should discover their strengths and develop a broad range of skills in a personalized, supportive environment. As a result, SMS students will be ethical, confident, motivated, self-disciplined, well rounded and articulate.

## 1.3 Belief Statement

SMS believes that:

- Each individual is unique
- Islamic education is the right of every Muslim child in this locality
- Each individual has worth
- Every student has the right to learn
- Self-confidence and self-esteem are important for learning
- Learning is a life long process
- Education is a shared responsibility
- The community is an integral part of the education system
- Honesty, integrity and accountability are essential for success.

These belief statements form the underlying foundation of the school's strategic plan, and they express the basic convictions, values and unique character of SMS.

## 1.4 Policy Intent

At Saskatoon Misbah School, students are expected to exhibit a commitment to learning and to achieving success. The school has guidelines for appropriate student behavior, which reflect the school's philosophy of accountability and mutual respect. The guidelines indicate that students are expected to take personal responsibility for their actions.

All students must act according to the guidelines outlined in this manual, which has been approved by the staff of SMS and the school board. The school wants to fully inform students of their responsibilities. The school believes that having a fair yet firm policy on student behavior will help create an environment where learning can take place, while at the same time provide a safe place for all students. The school is confident that all students will benefit from this policy. Staff members will inform parents when any situation arises which merits serious disciplinary action.

## 2. THE GOALS OF EDUCATION

Students at SMS will:

- learn to respect and get along with the people with whom they coexist
- develop a desire for learning now and in the future
- take pride in their work and develop feelings of self-worth
- learn how to critically examine and use information
- develop skills in computation and the ability to apply these skills
- learn how to use time wisely
- practice and understand the idea of health and fitness
- appreciate and experience the fine arts
- enhance their Islamic personalities

## 3. THE EDUCATIONAL PROGRAM

### 3.1 Goals

SMS believes in total child development. SMS realizes it is only one of the many institutions influencing a child's growth. The school is primarily concerned with the intellectual growth of students. Although intellect is a prime concern, the school appreciates that the child is also developing physically, socially, emotionally, morally and spiritually.

SMS believes that a positive caring relationship should exist among the major partners in the education of the student, particularly between parents and teachers, if each student is going to achieve his or her full potential.

### 3.2 Student Evaluation

Teachers base students' academic, physical and social performances on planned, continuous assessment and evaluation. Report card grades and/or comments reflect the intended outcomes of the curriculum. Students' grades and comments are based on written assignments, oral work and participation in learning activities.

Teachers evaluate both the product (completed work) and the process (how students achieved their results). Student evaluation will provide information on both areas of strength and areas requiring further development.

### 3.3 Reporting Periods

There will be three reporting periods throughout the school year. The first report card goes home in

November, the second in March and the third on the last day of school in June. The exact dates of the reports and any scheduled parent/teacher interviews will be posted on the school's monthly newsletter.

### **3.4 Meetings Outside of Scheduled Interviews**

Parents are encouraged to contact the school at any time when a matter arises that concerns their child's progress. Please phone or write to your child's teacher to arrange an interview.

### **3.5 The Library**

The library offers a wide variety of resources that the students are encouraged to use. The school is always adding to its collection. SMS expects students to treat all school materials respectfully. Parents must pay for items their children damage or lose.

### **3.6 Computers**

Computers are available for student use in each classroom. Students may use the Internet under teacher supervision only.

### **3.7 Students Requiring Special Programs**

SMS creates individualized education programs for students with identified needs. Where possible and appropriate, students may receive instruction in a modified or special program.

### **3.8 Daily Timetable**

- Assembly (morning dua and opening announcements)
- Morning classes
- Morning recess/snack
- Morning classes
- Morning classes end for preschool students
- Lunch break
- Afternoon classes
- Zuhr prayer
- Afternoon classes
- Dismissal

### 3.9 School Calendar

The exact dates of annual school year events will be published in the school calendar and presented to parents at the time of registration. The general schedule of events is as follows:

August	Registration Day (late August) Teacher Planning First Day of School for All Students
September	Labor Day
October	Thanksgiving Day Holiday Eid-UI-Fitr Holiday (moves forward every year)
November	Remembrance Day Holiday Report Cards/ Interviews
December	Eid-UI-Adha (moves forward every year) Winter Holidays
January	School Resumes
February	Teachers' Convention
March	Report Cards/ Interviews Good Friday Holiday
April	No Vacation(Subject to calendar year)
May	Victoria Day Holiday
June	Last Day of School for Students/Report Card Day Administration Day (no classes)

Teachers have one planning day every month on which students do not have classes. SMS will include these dates on each year's school calendar.

## 4. RIGHTS AND RESPONSIBILITIES

Saskatoon Misbah School aims to establish a safe, effective and respectful learning environment. In order to fulfill this mission, students, staff and parents must be committed to a strong discipline policy that encourages responsibility. Every student has the right to quality education, but with rights come responsibilities. Each of us must play an active part in helping to build a safe and orderly school. Students, teachers and parents must cooperate to solve any problem that may arise.

### 4.1 Students' Rights and Responsibilities

- Students have the right to learn while at school. They have the responsibility to listen to others, work to the best of their ability, ask questions, comply with instructions, offer answers and voice concerns.
- Students have the right to speak and be heard. They have the responsibility not to talk, shout or make loud noises when others are speaking.
- Students have the right to be respected at school. They have the responsibility not to tease or bother other people or to hurt their feelings.

- Students have the right to be safe at school. They have the responsibility not to threaten or physically harm anyone else.
- Students have the right to privacy and personal space at school. They have the responsibility to respect the personal property of others and to accept their right to privacy.

## 4.2 Parents' Rights and Responsibilities

- Parents have the right to expect the school to be safe and the climate to be supportive. They have the responsibility to teach and model appropriate behavior for their children.
- Parents have the right to expect the school to promote a positive attitude toward learning. They have the responsibility to encourage home study and monitor their children's progress.
- Parents have the right to receive communication from the school regarding their children's progress. They should be contacted promptly when serious matters arise. They have the responsibility to communicate to the school any concerns or situations that may affect their children while at school.
- Parents have the right to expect the school to operate in an orderly manner. They have the responsibility to encourage respectful behavior and to support school discipline efforts.
- Parents have the right to expect a quality education for their children. They have the responsibility to ensure regular attendance, adequate rest and good nutrition.
- Parents have the right to clarify school policy. They have the responsibility to ensure their children follow the policies listed in the manual.

## 4.3 Teachers' Rights and Responsibilities

- Teachers have the right to be treated with respect by students and parents. They have the responsibility to treat students and parents with respect.
- Teachers have the right to expect students to be in class, to display positive attitudes and to be prepared to learn. They have the responsibility to have positive attitudes and be prepared to teach.
- Teachers have the right to expect the classroom to be a place of learning where all students participate in the lessons. They have the responsibility to actively involve all students in the learning process and to instruct and evaluate students as deemed necessary.
- Teachers have the right to feel safe in their classrooms and in the school. They have the responsibility to provide a safe environment for students and others and to address any situation that may arise.
- Teachers have the right to expect parental or guardian support in matters relating to the education of their children. They have the responsibility to encourage parental involvement and collaboration between home and school.
- Teachers have the right to have students and parents follow the guidelines of this manual. They also have the responsibility to review the pertinent sections of this manual with the students on the first day of school and to have a copy of it available to parents.
- Teachers have the right to have students act appropriately according to the expected behaviors established in this manual. They also have the responsibility to deal with misbehaviors according to policy guidelines, to be consistent in the manner in which they handle infractions and to model appropriate behavior.

#### **4.4 Principal's Rights and Responsibilities**

- The principal has the right to have all parents, students and teachers act in accordance with the policies of this manual.
- The principal has the responsibility to ensure that he/she follows these policies and that this manual is available to parents and teachers at the beginning of the school year.
- The principal has the right to deal appropriately with exceptions to the policies of this manual, but also has the responsibility to deal with them in a fair and reasonable manner.
- The principal has the right to be treated with respect by students, teachers and parents. The principal has the responsibility to treat students, parents and teachers with respect.
- The principal has the right to have support from parents and teachers in providing solutions to situations that may arise. The principal has the responsibility to empower and support teachers and parents in solving situations that may occur.

### **5. STUDENT EXPECTATIONS**

#### **5.1 Academics**

SMS expects students to complete all class and homework assignments on time and to the best of their ability.

#### **5.2 Honesty**

SMS expects students to be honest and not to lie, steal or cheat.

#### **5.3 Attendance**

Students must come to class each day ready to participate in the lessons. It is the parents' responsibility to phone the school and inform a staff member if their child will not be attending classes or will be late on any given day.

#### **5.4 Extended Absences**

When circumstances (illness, injury, etc.) arise that cause a student to be absent from school for two weeks or more, parents are to contact the school to make arrangements regarding the student's schoolwork.

#### **5.5 Respect for Others**

Students are required to treat all people at school respectfully. Fighting, shoving, tripping, kicking, biting and rough play are not acceptable behaviors.



## 5.6 Appropriate language

Student language must demonstrate respect for students and staff members. Name-calling, swearing and speaking rudely are not acceptable behaviors. SMS has zero tolerance for racist remarks.

## 5.7 Student Movement

Students must move quietly through the school keeping in mind that classes are in session. Students should use the washroom assigned to them and must receive permission from a staff member to use the telephone.

## 5.8 Appropriate Dress

SMS expects students to dress in clean, well-kept school uniforms. Students should wear clothing suitable for physical education classes only at those times. All students require two pair of shoes, one pair to wear inside and one pair for outside use.

## 5.9 School Property

Students must respect all school property. SMS requires parents to pay for any school property lost or damaged by their children. Such property includes items such as library books, CD's and furniture. Students should keep their desks and the floor space around their desks clean.

## 5.10 Extracurricular Activities

SMS provides opportunities for students to participate in extra curricular activities. SMS expects students to behave according to the school's policies even when participating in extracurricular events or on field trips.

## 5.11 Drugs, Alcohol and Cigarettes

Non-prescription drugs, alcohol or cigarettes are not allowed at the school.

## 5.12 Prayer Times

Every student must perform ablution (Wudu) before conducting prayers. The classroom teacher will lead his/her students to the prayer hall. All Muslim students must attend daily noon (Zuhr) Prayer and Jumu'ah (Friday) prayers. The prayer hall must be respected at all times. Students must not talk, push or laugh during prayers. All students must follow the Imam (leader) and pray in the same manner.

## 5.13 Evaluation/ Examinations

Report cards go home three times during the school year. Parents should review the report cards

with their children, sign them and return them to the school. SMS encourages parents to attend the parent-teacher interviews in order to discuss their children's areas of strength and weakness.

### **5.14 Theft, Fraud and Plagiarism**

SMS does not tolerate cheating and plagiarism on examinations or assignments. Students caught cheating will receive grades of zero for their efforts. Teachers will report any such incidents to the principal who will contact the parents. Any student caught forging will be disciplined according to the policy. Both parents and school staff must make children aware of the severity of laws regarding theft of any kind. If a child commits theft, the school will inform his/her parents, and the student must return the stolen objects. The student must then apologize in person to his/her parents, teacher, principal and the injured party.

### **5.15 Recess and Lunch Time**

Students should eat lunch in their classrooms. SMS expects them to observe Islamic manners while they eat. Students must be sure their areas are clean before they leave the classroom. Students must receive permission to exit the classroom for any reason and should not go outside without supervision. Weather permitting, all students must go out at recess and lunchtime. If a student is recovering from an illness, and the parents feel it is necessary for him/her to remain indoors, his/her teacher requires a written note from the parents. In case of rain, snow, bad weather or extreme cold, students will remain indoors where they will be provided with appropriate indoor activities.

### **5.16 Toys**

Students may bring toys to school only with permission from their teachers.

## **6. HEALTH ISSUES AND EMERGENCIES**

### **6.1 Illness at School**

If a student becomes ill at school, it is sometimes necessary that he/she return home. The school will phone the person listed as the emergency contact on the child's registration form if the parents are not available.

### **6.2 Accidents at School**

In the case of an accident requiring a doctor's attention, the school will attempt to contact parents. However, if parents are not available, and the accident appears serious, the school will arrange to have the student taken to a clinic or hospital for treatment and notify the parents as soon as possible. School staff will not sign for treatment by a doctor.

### **6.3 Communicable Diseases**

Students suffering from contagious diseases should recover at home and will not be readmitted to

the school during any period as prescribed by the health nurse or the student's physician. SMS might request a doctor's certificate verifying the child's health before allowing him/her to return to school after an illness.

## 6.4 Health Problems

Parents should notify the school if their child has any health problems that may affect his/her progress and participation in school activities, e.g. allergies, asthma, diabetes, epilepsy. The teacher should be aware of any special care students may require regarding their health. The bus driver should also be informed of these circumstances.

## 6.5 Administration of Medications

School staff members are not allowed to dispense medication to students. The exception to this policy is medication prescribed by a doctor, which students must take during school hours. The school will provide a form that must be signed by the student's physician. Under such circumstances the principal will monitor or provide this service.

## 6.6 School Nurse/Dental Health Technicians

A nurse from the Public Health Unit visits the school regularly for consultation on health concerns. The nurse carries out a number of screening programs (vision, etc.) and gives students necessary immunization. Dental health technicians from the Public Health Unit provide oral hygiene programs for students.

## 6.7 Fire Drills or Emergency Evacuation

Fire drills are held to familiarize students with the procedure for evacuating the school in the event of a fire or other emergencies. Please refer to the emergency escape plan available at the school.

## 7. FEES POLICY

Fees at SMS do not reflect the actual cost of educating a student at the school. Every effort is made to keep the fees for operating cost as low as possible so that the school is affordable. Fees help to cover the cost of instruction, textbooks and general operations. Please note that exceptions apply to certain consumable text books which will be included as part of your child's/children's school supply list. Uniform costs are not included in the fees. Payments are due the first week of every month.

Fee Schedule:

Preschool/Kindergarten	\$200 per child/month
Grades 1-8	\$200 per child/month

Each family pays a **maximum** of \$500 per month regardless of the number of children

attending school, except Preschool children. Effective September 2017, Preschool fees will no longer be included in the \$500 per family per month fee cap. Transportation is extra and is based on availability.

### **7.1 Method of Payment**

Methods of payment include post-dated cheques or automatic bank withdrawal. Automatic bank withdrawal is the preferred method of payment.

### **7.2 Unpaid Fees**

Parents or guardians are responsible for ensuring fees are paid in full and on time. In the case of unpaid fees, the school will make efforts to remind parents by letter, text, email, or verbal communication, to remit payment and clear the balance owing.

Unpaid annual balances by the end of July of each year will be subject to a \$75.00 late penalty. If fees remain unpaid by the 15<sup>th</sup> of August following a request to clear the balance owing in July, SMS has the right to withdraw the student from enrolment for the upcoming school year. Students withdrawn due to unpaid fees forfeit the application fee.

### **7.3 Fee Subsidy**

In case of financial difficulty in paying school fees, parents or guardians are responsible for ensuring the school administrative staff are made aware by filling out a fee subsidy application form along with providing supporting financial documentation including but not limited to tax returns. Subsidy applications along with the requested supporting documentation must be submitted to the school office by the end of September. Late applications may result in delayed assessments.

Fee subsidy applications that are approved are only applicable for the current school year. Parents must re-apply for a subsidy annually as needed.

## **8. TRANSPORTATION POLICY**

The school has a bus service available to all students. The cost of this service is not included in the school fee. It is the parents' decision to take advantage of this service. Parents must sign a consent form that allows their children to travel in private vehicles when the bus is not operating. *Parents need to communicate any changes of plans directly to the school.*

Parents who do not want their children riding the bus must find alternate ways of getting them to school. The school takes no responsibility or liability regarding the safety of these vehicles.

### **8.1 Arriving and Departing School**

Students will arrive at the school no earlier than 8:30 am and depart the school shortly after 3:30 pm.

Teachers are responsible for students only until 3:45 pm unless other arrangements have been made. Preschool students will depart at 12:15 pm. Parents not using the SMS bus service are required to pick up their children at the appropriate times and, for safety reasons, present themselves at the school lobby. SMS requests parents to wait for their children in the school lobby.

## **8.2 Student Behavior on the SMS School Bus**

Students must remember that the school bus is an extension of the school and they are expected to act in an appropriate manner at all times. No pushing or shoving is allowed while on or waiting for the bus. Children cannot eat or drink on the bus. Students should board or disembark the bus only when it is fully stopped. They must remain seated, obey the driver and not distract him/her. They will not hang out the windows nor throw objects out of the windows. If students are bringing any form of gymnasium or sporting equipment to school, it must be carried in a bag. Students are to place lunch boxes and school bags under the seats. When crossing the street, students are to wait for all traffic to stop and then cross at least five meters in front of the bus.

## **8.3 Leaving the School Grounds**

There are teachers supervising the students inside the school from 8:30 am Until 8:45 am when classes begin. Teachers also provide supervision during recess, lunch breaks, and after school until 3:45 pm and at all school-sponsored events. Students are expected to remain on the school grounds throughout the school day. In cases where students may be required to leave school early, they must be picked-up by their parents or authorized individuals.

## **8.4 Sending Students Home**

In case of illness or forgotten books, etc. students are not sent home unless parents have been contacted to make appropriate transportation arrangements. Parents will receive prior notice in case of early dismissal or a change in the school day.

## **9. STUDENT DISCIPLINE POLICY**

Saskatoon Misbah School is a learning community, and the staff is aware that they are dealing with children and youth who are still learning responsibility. SMS does not expect them, without guidance, to understand what responsibility is and to behave responsibly. SMS realizes that dealing with student behavior is part of the job. SMS also recognizes the importance of sharing the behavioral expectations and methods of handling student misbehavior with parents so that both can work as partners for the benefit of the students. It is the shared responsibility of the parents and school to teach the children about their rights and responsibilities and to encourage positive behavior. Students must clearly comprehend each other's rights, so they can refrain from violating them. They must also understand their responsibilities so they are able to follow our behavioral expectations. The ultimate goal of a solid discipline program, in partnership between school and home, is to work toward the development of well-behaved children who respect their parents, teachers and peers.

At Saskatoon Misbah School, all students have five basic rights and responsibilities. If anyone violates another's rights, he/she must accept the consequences of his/her chosen actions. This is the same list that appears in section 4.1 of this manual.

## 9.1 Basic Rights and Responsibilities

- I have the RIGHT to learn in this school. It is my RESPONSIBILITY to listen to others, to work to the best of my ability, to ask questions, to follow instructions and to offer answers.
- I have the RIGHT to hear and be heard. It is my RESPONSIBILITY not to talk, shout or make loud, distracting noises when others are speaking.
- I have the RIGHT to be respected while at school. It is my RESPONSIBILITY not to tease, bother or hurt the feelings of other people.
- I have the RIGHT to be safe while at school. It is my RESPONSIBILITY not to threaten, kick, hit or physically harm anyone else.
- I have the RIGHT to privacy and to my own personal space at school. It is my RESPONSIBILITY to respect the personal property of others and to honor their right to privacy.

At SMS, students are taught that they are in control of their actions, and that the way they choose to behave will result in consequences (both positive and negative). The teachers work, both through informal and formal instruction, to develop the qualities of empathy, conscience, self-control, respect, kindness, tolerance and fairness in the students.

It is important to note that students who choose not to comply with the school's behavioral expectations, and who therefore face consequences for their actions are always treated with dignity. SMS is simply holding students responsible for their deeds.

## 9.2 Expected Behaviors at Saskatoon Misbah School

At SMS, students are expected to:

- comply with teachers' directions and requests
- follow the school, classroom, playground and bus rules
- show respect for all people in the school including staff, students, parents, guests and volunteers. Respect is demonstrated by talking to others using a pleasant tone of voice and polite language (please, thank you, excuse me, etc.)
- act non-aggressively toward others
- dress appropriately
- handle school materials with care

The development of good social skills is very important. With age and maturity comes a greater ability to control one's emotional reactions to what is going on around him/ her. Children are better able to talk about their feelings and express them in an appropriate manner as they grow. Solving problems and disputes with words rather than physical force can be a long, complicated learning process. Learning to work and play co-operatively with others requires much encouragement and reinforcement by teachers and parents.

Teachers at SMS teach students strategies to use when dealing with conflict. Teachers encourage and positively reinforce good behaviors they see. When children break established school rules, however, teachers intervene.

### 9.3 Teacher Intervention

At SMS, teachers start their interventions with the least disruptive actions. The goal is to stop an inappropriate behavior without interrupting the flow of a lesson and disturbing the learning of the other students. If the behavior does not stop, then the teacher will progress accordingly.

**Ignoring behavior** - Teachers can sometimes stop a negative behavior by moving closer to a child who is misbehaving, making eye contact with him/ her, placing a hand onto the student's shoulder or taking away a distracting object with which the student is playing.

**Gentle verbal reprimands** - Simply asking a student to stop behaving inappropriately or reminding him/her of his/her responsibility may be all that is needed to halt a disruptive behavior. If the student ignores the initial reprimand, then he/she will have to face the consequences of his/her actions. Teachers may speak to the student in the classroom if he/she thinks it is appropriate to do so. If teachers believe it will affect the student's dignity, they will ask him/her to leave the room and discuss the situation privately.

**Logical consequences** - When a child demonstrates behavior that is inappropriate, teachers will use logical consequences whenever possible. In this way, the student is made responsible for his/her actions. For example, if a student is talking too much during class time and being disruptive, he/she may be asked to move to another area to work. This is not punishment, but a logical consequence of his/her actions.

**Time-outs** - If a child ignores reminders by a teacher to change his/her behavior, the teacher may give him/her a "time-out" period. This involves moving the child to a chair or secluded area for a few minutes where he/she can calm down and think about his/ her actions. The teacher will then go over and privately discuss the child's behavior with him/her. The teacher helps the student consider better ways of responding in that particular situation, and then leads the student back into the activity. The teacher watches, and when he/she observes better behavior, he/she gives the child praise for his/ her efforts.

**Taking away privileges** - A child may have classroom privileges revoked because of poor behavior. This may include losing playtime or staying in at recess.

**Isolation** - An angry student may require a quiet place in which to be alone and regain control of his/her emotions. A student who is very upset should be removed from the other students and regular classroom activities. The teacher will place a student in this situation in a safe place and have him/her return to the classroom after he/she has regained control.

**Visits to the principal** - Teachers are encouraged to try to deal with behavior problems inside their classrooms without resorting to regularly sending students to the office. When a teacher has not been able to stop a disruptive student's behavior, he/she may decide to send the student out of the classroom. That student may spend time working alone in the office under supervision.

**Suspensions** – If a student's behavior does not change after teachers have tried using less extreme measures, or if the misbehavior is severe, he/she may be suspended from school. While under suspension, SMS expects the student to complete all assignments his/her teacher sends home.

## 9.4 Parental Contact

When an inappropriate behavior occurs repeatedly, and teacher interventions have not been effective, the student's parents will be contacted by phone and/or by letter. This also happens immediately when a child shows disrespect for teachers, classmates or school property. Under these circumstances, the parents may be asked to meet with the teacher with or without the student present to discuss the student's behavior. Parents must always begin by discussing any concerns they have with their child's classroom teacher. If parents are not satisfied with the results of this discussion, they may ask to see the principal. If at this time parents are still not satisfied, they may contact the chairperson of education who will decide whether to present the issue to the board.

## 9.5 Major Misbehaviors

At SMS the following behaviors are considered serious and deserving of firm consequences:

- Violence (fighting)
- Repeated defiance
- Inappropriate behavior during prayer
- Damage to school property
- Repeated intimidation and bullying
- Inappropriate behavior on the school bus
  - not listening to the bus driver
  - distracting the driver and other students
  - displaying aggressive behavior toward other students
- Theft

The following steps may be taken depending on the number of times the behavior has occurred:

- Thirty minute detention during school hours (lunch break)
- Half-day in-school suspension. The student is in school and completes all assignments, however he / she is isolated and does not participate in any extra curricular activities or recess breaks
- Full day in-school suspension
- Full day out-of-school suspension
- Three days out-of-school suspension
- Five days out-of-school suspension
- Expulsion from school

The school reserves the right to move to more severe consequences depending on the severity of the offensive behavior.

The classroom teacher always documents incidents of poor behavior and informs parents even if parents do not support the discipline policies of the school. Parents who do support the school's discipline policies and teachers' efforts to promote positive student behavior are valuable assets to the school. Together, parents and teachers can work toward helping students reach their full potential.



At SMS, our goal is to work with parents to build students who have strong characters, spirits and academic skills.

## **10. STUDENT AND PARENT APPEALS**

All students and parents have the right to appeal any decision of the school, its teachers and the principal. Parents should first direct appeals to the teachers. If the result of the appeal to the child's teacher is not satisfactory then the next step is to approach the principal, who must reply to the appeal in writing within four school days. If the parent or student is not satisfied with the response or has not received a written response within the allotted time, he/she has the right to address the appeal to the education chair of the of SMS board of directors. The appeal will then be presented to the board of directors. The board must respond to the appeal in writing within five school days of receiving it.

## **11. SPECIAL SCHOOL PROGRAMS**

### **11.1 Field Trips**

Teachers are encouraged to supplement the curriculum with appropriate field trips. Sometimes students will have to provide a small fee in order to participate in the activity; other times the school will cover the cost or money may come from fund raising efforts.

### **11.2 Fund Raising**

Sometimes the school needs more money than its budget allows in order to offer the students educationally valuable experiences. When such a situation arises, SMS encourages and expects parents to help in the fund raising efforts.

### **11.3 Other Special Programs**

During every school year there are many activities that add to the regular program. Some examples are: Ramadan parties, fun activity days, poster and writing contests, Ibn Sina (Avicenna) Science Fair, Canadian Math Contest, Canadian Academic Testing and many others.

## **12. PARENT TEACHER ASSOCIATION**

The Saskatoon Misbah School Parent Teacher Association (PTA) is a group of parents who want to be more involved in assisting the school. They help with things such as providing hot lunches for students, providing extra supervision of students as needed, assisting in compiling the newsletter, cleaning and decorating the school and planning "fun days" for the students.

## **13. MISCELLANEOUS**

### **13.1 Appropriate Dress for School**

The Saskatoon Misbah School requires students to wear a uniform. For boys, navy blue pants and blue shirts are required while navy blue jumpers and white shirts are required for girls. Further details are outlined in the Student Handbook. It is important that students wear footwear at all times. Parents must provide their child with a second pair of shoes that can be kept at school for indoor use. Students will be asked to remove wet footwear upon entering the building.

### **13.2 Extra-Curricular Activities**

When taking part in extra-curricular activities, students must behave in compliance with the established policies.

### **13.3 Labeling Belongings/Lost and Found**

Parents should label all articles of clothing and school supplies belonging to their child. A designated lost and found box exists at the school. The school encourages parents to communicate with the school if their children lose a valuable item.

### **13.4 Use of the School After Hours**

Facilities are provided at the discretion of the school board. Activities in the school are generally restricted to school functions. The board requires anyone wishing to use the building to submit a written request. Anyone using the building, when authorized, is responsible for any damaged or missing property and for returning anything used to its proper location.

### **13.5 Visitors**

Parents visiting the school should present themselves at the office or wait in the lobby.

### **13.6 Telephone Use**

The school telephones are for staff members who are conducting school business. Students must receive permission from a staff member to use the phone. Incoming calls, whenever possible, should be restricted to before the first class in the morning, recess times, lunch hour and after the end of the teaching day.

### **13.7 School Pictures**

School pictures are taken toward the beginning of each school year at no cost. Picture proofs will be sent home with each student, and the parents can decide if they wish to purchase the complete or partial package. Most companies require prepayment for the pictures.

### **13.8 Student Registration**

A copy of the student's birth certificate (KG & recent immigrant students only), health care card and registration fees are required upon registration.

### **13.9 Volunteers**

Volunteers have always been the backbone of any successful non-profit organization. Any parent and/or SMS member is more than welcome to volunteer for the Saskatoon Misbah School. Each year several members have given their time and efforts graciously to further the objectives of the school. Those interested in volunteering are encouraged to contact the principal.

## **14. SCHOOL FEES**

Saskatoon Misbah School is a non-profit organization that survives on the basis of incoming funds from student fees and donations. The basic annual fees for students will be set annually by the SMS school board. The fee structure is based on the grade of the student and costs associated with education.

### **14.1 Ability to Pay**

In cases where parents may have several children attending school, a reduced fee schedule is applied. Special consideration may be granted on a case-by-case basis for situations where financial constraints exist for a family. Parents who are in this situation must apply to the SMS school board chairperson of education who will present the case to the board of directors. Board members will research the situation and reply in writing to the family about their findings and decision.

### **14.2 Student Insurance**

The school has an insurance policy for the building and the bus. Please contact the school if you require more information on its coverage details.