

# Student Handbook

## Mission Statement

The Quran and Sunnah, according to the methodology of the people of the Sunnah and Jama'ah, shall guide Saskatoon Misbah School. Through the teaching of Islamic and academic courses, the School shall prepare students to:

- Succeed in this life and the hereafter
- Exceed the goals and requirements of the Saskatchewan Education Standard Program of Study and the Provincial Educational Goals

In order to achieve these goals, Saskatoon Misbah School shall:

- Strive to achieve excellence in education while maintaining its status as a recognized Independent/ associate school as outlined within the independent/associate school bylaws and regulations
- Provide an Islamic learning environment, which will develop an Islamic personality and
- foster good will among students

SMS aims to provide high quality education to students. This education incorporates the values, attributes and behavior of Islam. Saskatoon Misbah School will respond to the desire of the parents to provide their children with an education without the loss of their Islamic identity.

## Introduction

Saskatoon Misbah School (SMS) is a non-profit corporation under the Saskatchewan Education Act. SMS is a non-discriminatory school for students from preschool to grade eight/nine. The Programs were created to meet the needs of the child academically, physically, socially and spiritually.

The academic program is individually based so that each child experiences success. A primary goal in the classroom is to develop students' self-confidence as learners and positive attitudes toward education. SMS provides instruction in the seven required areas of study as directed by Saskatchewan Learning. These areas are language arts, mathematics, science, social studies, health education, arts education and physical education.

SMS teaches social skills continuously throughout the school day as well as specifically during formal lessons. At SMS, there are high behavioral expectations of the student body. SMS believes strongly in the worth of each child and encourages students to treat everyone respectfully. Similarly, mutual respect between teachers and students is considered a necessity to ensure a productive learning experience.

## Student Handbook

Saskatoon Misbah School  
2017-2018 School Year Calendar

2017			Days
<b>August</b>	28 - 31	School Operating / Opening/ Planning PD Div./School Opening Institute-AM – Division PD-PM <b>School-Based PD/planning day</b>	<b>4</b>
<b>September</b>	1/2 4 5	<b>EID-UL-ADHA (No School for students) Planning for Teachers</b> Labour day (Stat Holiday) First day of School-classes begin	<b>20</b>
<b>October</b>	6 9	<b>Division PD (AM) and School Operations PD (PM)</b> Thanksgiving Stat Holiday – No school	<b>21</b>
<b>November</b>	9 10 11/13 22 23 24	<b>School operations/PD/Planning -No school for Students</b> STA Convention ((No school for Students)) Remembrance Day (Stat Holiday) No school Report Cards Go Home 3 Way Conference (4 to 8 pm) 3 Way Conference (9 to 12pm) No school for Students	<b>21</b>
<b>December</b>	22	Last Day of School prior to Winter Break	<b>16</b>
2018			
<b>January</b>	8 29	School Resumes <b>Division PD (AM) School Operations/PD/Planning(PM)</b> <b>No school for students</b>	<b>18</b>
<b>February</b>	19 20 - 23	Family Day Holiday Mid Term Break (No school for students and Staff)	<b>15</b>
<b>March</b>	12 26 28 29 30	<b>School operations/PD/Planning -No School for Students</b> Report Cards Go Home 3 Way Conference (4 to 8 pm) 3 Way Conference (9 to 12 pm)/Planning -No school for Students Good Friday (Statutory Holiday) –No School	<b>21</b>
<b>April</b>	1 – 6 23	Spring Break -No school for students and Staff <b>School operations/PD/Planning -No school for Students</b>	<b>16</b>
<b>May</b>	18 21	<b>School operations/PD/Planning -No school for Students</b> Victoria Day	<b>22</b>
<b>June</b>	15/16 27 28 & 29	Eid UL FITR No School for students (Teachers Planning day) Last Day of School for Elementary Students <b>School operations/PD/Planning - No school for Students</b>	<b>21</b>
<b>Total</b>			<b>195</b>

Saskatoon Misbah School is committed to providing a quality education in an Islamic environment. Please note that in case of any changes you will be notified in advance inShaa'Allah.

# Student Handbook

## School Address

Saskatoon Misbah School  
222 Copland Cres.  
Saskatoon, Saskatchewan

## Website

[www.misbah.sk.ca](http://www.misbah.sk.ca)

## Telephone and Fax Numbers

Tel: (306) 384-9499  
Fax: (306) 384-9493

## Saskatoon Misbah School Daily Timetable

### Grades 1-8

Monday	8:30AM – 3:50PM
Tuesday	8:30AM – 3:50PM
Wednesday	8:30AM – 3:50PM
Thursday	8:30AM – 3:50PM
Friday	8:30AM – 2:30PM

### Kindergarten

Monday to Friday 8:30AM – 12:30PM

### Preschool

Monday to Thursday 12:30PM - 3:50PM  
Friday 12:30PM – 2:30PM

# Student Handbook

## Admissions Policy

SMS exists for parents who are concerned about maintaining a consistent Islamic environment for their children whether they are at home or in a school setting. SMS offers courses approved by Saskatchewan Learning for students in Kindergarten to grade 8. In addition, there are qualified instructors for Arabic Language, Islamic Studies and Quran. Parents SHOULD expect that the education their children receive would be in harmony with the Islamic teachings.

Parents, by signing an application for admission, agree that their child/children will receive an education in an Islamic environment. The school is committed to providing certified teachers who will deliver the highest quality course of study based upon the Saskatchewan provincial curriculum. The school is also committed to providing the most qualified teachers for the religious education program.

Parents should familiarize themselves with the Constitution and Bylaws of the Saskatoon Misbah School Inc. They should also be aware of the main features of the school administrative structure.

By enrolling your child/children at the SMS Inc. you commit to accepting your financial obligation with respect to tuition. Saskatoon Misbah School Inc. will make every effort to offer affordable education and financial assistance to those in need. Applications for assistance must be made to the SMS Inc Board of Directors.

Please note, that the normal channel of communication regarding areas of concern is to first consult the child's teacher. If this should prove insufficient the next step would be to notify the Principal/Administrator, then finally, where necessary, the Board of Directors.

Saskatoon Misbah School is a non-discriminatory school for both Muslim and non-Muslim students.

Students entering the Kindergarten program should be five years of age by January 31<sup>st</sup>.

SMS requires all students to follow the behavioral expectations of the school.

This handbook should answer most of the questions you may have about procedures and expectations at SMS. However, if you would like to read a more detailed description of the school's policies, ask to see our Policy Manual.

SMS welcomes questions, concerns and comments. Always feel free to phone the school and talk to our staff members.

# Student Handbook

## Application Process

At the beginning of each school year, all parents must complete an application form for each child that must be accompanied with a \$40.00 per child registration fee (which includes an optional annual \$10 membership fee for Saskatoon Misbah School for both parents). Additional children require \$30 per application. Application forms are available at the school. Registration day is scheduled every year. Parents unable to register their child on this day, can obtain the form from the school or the SMS website.

Parents must also sign a Field Trip Permission form that authorizes staff members to take students on field trips and outings.

Parents have to sign a form allowing their children to ride in private vehicles when the bus is not operating. Parents who choose not to fill out this form are responsible for transporting their own children to and from school when bus service is not available.

## Payment Policy/ Fees

Fees at SMS do not reflect the actual cost of education a student at the school. Every effort is made to keep the fees as low as possible so that the school remains affordable. Fees help 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.

## Methods of Payment

Methods of payment include post-dated cheques or automatic bank withdrawal (void cheque). Automatic bank withdrawal is the preferred method of payment. A credit card machine is located at our office as well.

# Student Handbook

## Transportation

All parents are welcome to take advantage of our bus service provided that their children live within the bus's designated pick up zones. On rare occasions the bus/bus driver might be unavailable for service. On these days, the parents will be informed and will be expected to make alternate arrangements.

### Parent Responsibility (School Bus)

Make sure that students are ready to board the bus at least 5 minutes before their scheduled time each day. There is only one bus to transport all the students in the city, and the bus driver will not be able to wait for students who are not ready on time.

Call the driver to inform him when your child will not be attending school. Keep him aware of any changes. The school will provide the parents with the bus driver's cell phone number included in the registration package. This package will be provided to the parents upon their child's admittance in the school. **It is the parents' responsibility to speak personally to the bus driver and inform him of any changes.**

Discuss with your children the need to follow the rules of bus safety. These include: staying seated when the bus is moving, refraining from being too noisy and not eating or drinking on the bus. The driver will report misbehavior to the principal.

Any student who does not follow the rules of safe conduct on the bus will be disciplined at school, and parents will be notified. If poor behavior continues to be a problem, the student will lose bus privileges for a period of time determined by the school principal. Continuous poor behavior on the bus will result in a **permanent** loss of bus privileges. Students who do not follow rules of safe conduct on the bus put everyone in danger.

### School Start/End Times

If the parents choose not to have their children ride the bus, it is important to remember that classes start promptly at (8:30am). At that time, school staff will supervise students until classes commence. Supervision before 8:30am is the responsibility of the parent.

Kindergarten students are dismissed at 12:30. If the parents wish to pick up their children rather than have them go home on the bus, they should arrive on time.

# Student Handbook

If their children are not taking the bus, the parents should be prompt in picking them up after school. **All classes dismiss at 3:50pm on Monday through Thursday and 2:30pm on Friday.** If the parent is going to be late for any reason, they should contact the school immediately. Teachers are not responsible for students after **10 minutes of dismissal** unless other arrangements have been made.

**If a child is unable to attend classes for any reason, his/her parents should call the school and inform a teacher that he/she will not be present.**

## Extended Absence

Regular attendance is a critical component for proper student education. Therefore, attendance is recorded regularly and students will not be permitted to leave for extended periods during the regular school year. Students missing more than 10% of the school calendar year due to unexplained absences can expect that this may have an impact on their child/children's academic advancement, subject to the discretion of the teachers and principal. However, students may be permitted to leave early at the end of the school year provided that they meet the academic standards necessary for grade advancement, and the school is notified well in advance to ensure that any necessary testing will be completed. Students are required to attend a specific number of days in order to advance to the next grade. Extended Absences need to be accompanied by a physician's note, which will be kept on record so that such absences will not affect grade advancement.

## Change of Address or Phone Number

Please contact the school as soon as possible when there is any change in address or phone number. Any changes to the emergency contacts you have listed on your child's registration form should be reported as well. Emergency contacts should be trusted people who are able to come to school to take the child to a doctor or home if he/she falls ill, and the school personnel cannot reach the parents.

## Parent Involvement

Parents of Misbah students will be enrolled in the Parent Teachers Association (PTA), and are expected to attend monthly meetings throughout the school year. At the first PTA meeting of the year office bearers of the PTA will be elected. The PTA is a very valuable asset to the school and it is expected that ALL parents of the students of SMS will be actively involved in the different activities that will be beneficial to the Students and the growth of the school.

## Severe Weather Conditions

When severe weather conditions occur, the bus schedule may change. Expect a later pick-up

# Student Handbook

and drop-off. In case of extreme weather conditions, parents should listen to the radio regarding school closure. SMS follows the Saskatoon Public School Division announcements on the radio.

## Indoor/Outdoor Recess Policy

SMS expects all students to go outside for recess. Students will remain indoor only during inclement weather conditions such as rain or extreme cold. All students must wear appropriate clothing for the outdoors. **Winter weather requires snow pants, mittens, scarves, toques and boots.**

## Parental Responsibilities on Communication

It is the parents' responsibility to keep the school staff informed about their children. This includes information about health, allergies or any problems you see in their learning. If the parents have any concerns about their children, they should call their teacher(s) to discuss them. SMS asks that they make an appointment so that they have time to discuss their concerns with the teacher when he or she is not distracted supervising the other students. SMS believes communication with parents is very important, meetings should be held in a private setting, not in front of other students or parents.

## Clothing

SMS expects all students to wear designated school uniforms while at School or on SMS supervised trips. All boys require navy **blue** pants and **white** shirts. Navy blue jumpers, white tops, and white hijabs are required for girls from kindergarten – grade 4. Girls in grades 6 - 8 are required to wear white hijabs and plain black abayas. The school uniform is compulsory for **all** students (preschool to grade 8) and must be worn at all times except on authorized "uniform free days". Failure of the students to come to school in the appropriate uniform will result in a call to the parents, who will then be required to either bring the appropriate clothing or come and pick up their child from the school. Every Friday, students from grades 1-8 go to the Islamic Center, first for Friday prayers and then for Gym classes. On Fridays, students should bring their gym clothes (blue sweat/t-shirt and navy blue sweat pants) with them. They will change into these clothes after the Jumaa Prayers.

The following are strictly prohibited (regardless of age):

- Clogs, sandals, slippers, high-heels, platforms, sling-backs or open toed shoes
- Long fingernails or nail polish
- Make-up
- Jewelry
- Hair color or dyes

The only jewelry allowed is watches (for boys and girls) and small pierced earrings (for girls). Any of the above items brought on school property will be confiscated.



# Student Handbook

Please label clothing with your children's names to help prevent loss. Parents should report missing clothing to their children's teacher(s). There is a lost and found box in the school.

Students in Preschool to Grade 1 should have a change of clothes, including underwear in their school bags in case of an accident.

Students should wear appropriate footwear depending on the weather. Footwear that the students can put on by themselves (Velcro, slip-on or tie-up if they are able) is preferable. Students must have two pair of shoes, one to wear in the school and the other to wear outside. Students are required to have indoor shoes as of the first day of classes and throughout the year due to health and safety concerns (i.e. fire safety regulations)

## School Supplies

Along with the final report card, teachers will send parents lists of supplies their children will need for the next school year. In certain grades, the classroom teacher may decide to purchase some of the supplies and charge parents for the cost. During the year, if supplies run out, the parents may have to replace some item as well. They should make sure to send the supplies to school with their children on the first day of classes. **All items belonging to the students must be labeled with their names.**

## Fund Raising

SMS is a non-profit organization and relies mostly on fund raising. Throughout the year, SMS encourages parents to participate in fund raising activities to help support the school.

## Health & Nutrition Policies

Parents are responsible for informing staff members of all their children's allergies including to foods.

SMS serves food to students at the school for hot lunch and at special events and celebrations. Food served by the teachers is always checked to make sure that it is Halal and appropriate for Muslim students.

All students require a **healthy** snack to eat each day. Older students may choose whether they want to eat during their break in the morning. Please send healthy food choices (**please no junk food**).

The students are not allowed to chew gum or eat candy or sunflower seeds at school.

Students eat lunch in their classrooms. A microwave oven is available for their use. SMS suggests

# Student Handbook

that parents send nutritious foods that do not require heating because using the microwave oven is time-consuming.

## Illness Policy

Students who demonstrate symptoms of infectious and contagious illness should not come to school.

Illnesses or symptoms that require students to remain out of school include:

- Fever
- Diarrhea
- Rashes not yet diagnosed by a physician
- Red, weepy, itchy eyes
- A hoarse, wheezy cough
- Vomiting
- Severe colds with runny nose, fever and coughing
- Contagious illnesses such as measles, rubella, chicken pox, mumps, strep throat, scabies, head lice, impetigo and flu

SMS will isolate students who become ill while attending school, to lessen the likelihood of the illness spreading to other students. A teacher will then notify parents to pick up their children. If parents cannot be contacted, the school will contact the person listed as an "emergency contact" on the registration form. The parents should make sure that they have listed emergency contacts that are able to drive to the school and take their children home.

A child suffering from a contagious illness cannot attend classes during any period prescribed by the health nurse of the family's physician. SMS may request a Doctor's certificate verifying the child's health before he/she returns to school after an illness.

If parents want their child to stay indoors during recess because of illness, they must write a note to the child's teacher stating so.

Parents of students who require prescription or non-prescription medication while at school must fill out a written consent form provided by the principal. Teachers cannot participate in the administration of any medication without this written consent.

## Injury Policy

If a student suffers an injury while attending classes at the school, a staff member will administer basic first aid and notify the parent or one of the child's emergency contacts. If the injury requires

# Student Handbook

immediate medical attention, a staff member will take the child to the hospital or another medical facility and notify the parents.

## Homework

Homework may include completing such tasks as practicing a weekly spelling list, completing a research assignment, studying for a test, working on a project or finishing an incomplete assignment from class that day. Sometimes teachers will give a specific assignment to an individual who needs extra practice to strengthen his/her skills.

Homework can reinforce lessons taught during class time. It also gives parents a chance to be active participants in their children's education. They can see their children's progress and help them to develop responsibility and good study habits. Students who do not finish homework assignments may be asked to complete them during school hours. Consistent and unexplained failure to complete homework may result in detention or deductions in class marks.

Students record homework assignments in their daily planners. Parents should read these every evening and make sure that their children complete their homework.

All parents of Misbah students in grades KG-8 are required to pay a \$50 per child refundable textbook deposit at the beginning of the school year. This money will be returned to them at the end of the school year provided that all textbooks are returned and in good condition.

## School Computer Usage

SMS does have computers available to enhance the students' learning experience. These computers are to be used for academic purposes only. Students will only be permitted to use these computers under supervised conditions. The school prohibits the students from bringing gaming software and consoles to school.

## How Parents Can Help

- Create a specific homework time, such as shortly before or after the evening meal.
- Turn off the television, and try to provide a quiet area where your child can concentrate.
- Be a willing audience for reading practice, spelling or math work.
- Be helpful, but not to the point that you are doing the work for your child.
- Remind your child to return his/her homework to school the next day. Return reading books or any materials that belong to the school.
- Give encouragement for your child's efforts. Mistakes are part of the learning process and should never be seen as failure.

# Student Handbook

## Parent-Teacher Conferences

Report cards go home three times during the school year. SMS sends report cards home before scheduled interviews so that parents have ample time to review them and prepare any questions they may have.

- 1<sup>st</sup> Progress Report \_\_\_\_\_ November
- 2<sup>nd</sup> Progress Report \_\_\_\_\_ March
- 3<sup>rd</sup> Progress Report \_\_\_\_\_ June (last day of school)

The purpose of parent-teacher conferences is to keep parents informed about their child's academic and social development. Strengths and weaknesses are discussed. Plans are made in order to help the child with weak areas. The teacher has an opportunity to explain how he/she assesses the child's learning. Parents have an opportunity to express any concerns they have about their child's education. Interviews help to reinforce the partnership between home and school.

## Discipline Policy

Saskatoon Misbah School is a learning community, and the staff is aware that they are dealing with students who are still learning responsibility. SMS does not expect them, without guidance; to understand what responsibility is and to behave responsibly. SMS staff realizes that dealing with student behavior is part of the education process. SMS also recognizes the importance of sharing the behavioral expectations and methods of handling student misbehavior with parents so that responsibility to teach the students about their rights and responsibilities and to encourage positive behavior is shared. **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 students 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. Please refer to the Policy Manual.

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 qualities of empathy, conscience, self-control, respect, kindness, tolerance and fairness are developed in the students both through informal and formal instruction.

It is worth noting that students who choose not to comply with the school's behavioral

# Student Handbook

expectations, and who, therefore, face consequences for their actions are always treated with dignity. SMS is simply holding students responsible for their deeds.

## 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, et cetera.)
- 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. Students are better able to talk about their feeling 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 behavior they see. When students break established school rules, however, teachers intervene.

## Teacher Intervention

At SMS, teachers are expected to 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

# Student Handbook

- 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 consequence – When a child demonstrates behavior that is inappropriate, teachers will use logical consequences whenever possible. In this way, the students are 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 in to 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.
  - a) 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.
  - a) 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, the student is expected to complete all assignments his/her teacher sends home.

# Student Handbook

## Parental Contact

When an inappropriate behavior occurs repeatedly, and teacher interventions have not been effective, SMS will contact the student's parents by phone and/or by letter. This also happens immediately when a child shows disrespect for teachers, classmates or school property. Under these circumstances, SMS may ask parents 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 or not to present the issue to the board.

## 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

SMS may take the following steps 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 extracurricular 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

# Student Handbook

the offensive behavior.

The classroom teacher always documents incidents of poor behavior and informs parents even if parents do not support the discipline policy 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, the goal is to work with parents to build students who have strong characters, spirits and academic skills.

## Tips for Parents

- ✓ **Talk to your children about their school day. Encourage them to share what they learned with you.**
- ✓ Be sure your children get enough sleep on school nights. It is difficult for them to concentrate when they are tired.
- ✓ Send nutritious snacks to school.
- ✓ Help your children develop good study habits by setting aside time each day for homework. Extra time spent reading is always beneficial.
- ✓ Praise your children for their positive efforts. Do not compare their accomplishments as all students learn at different rates, and all students have different strengths and weaknesses.
- ✓ Be patient. Some concepts require more repetition and time to absorb.
- ✓ Expose your children to a variety of experiences. Take them to places such as museums, zoos and stores.
- ✓ Read to your children and allow them to see you read. Children learn by example. If they perceive you as not valuing reading, they will not value it either.

## Tips for Students

- ✓ Have all the materials you need for class at school. This includes completed homework assignments.
- ✓ Be organized. It is easier to study from neat, orderly notebooks. Listen attentively to lessons and ask questions if you do not understand the content. Pay attention to what your peers say as often they make helpful comments.
- ✓ Ask for extra help if you require it.
- ✓ Record all homework assignments in your daily planner.
- ✓ Give yourself ample time to complete assignments and study for exams.
- ✓ Talk to your parents about school and accept their assistance
- ✓ Get plenty of sleep and eat nutritiously.
- ✓ Read daily.