

WELCOME

Welcome to Al Haadi Academy! We want every child to have a happy and successful year. This handbook is prepared to help us reach that goal. Reading the handbook carefully will help both parents and children know what is expected. Basic policies and guidelines are included in the hope that we can solve problems before they arise. Parents are always welcome at Al Haadi Academy. We encourage you to visit the school, to be aware of what is happening in your child's life, and to become involved in the educational process. When the academy and the parents work together, a child's potential for success is greatly multiplied. If you have a question or concern, please contact your child's teacher or the Academy office.

PARENT AND STUDENT HANDBOOK INTRODUCTION

Al Haadi Academy does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs. Al Haadi Academy will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Al Haadi Academy, however; is an Islamic school and promotes the Islamic value system in educating our children to ensure they can compete in the current multicultural environment while staying true to Islam. Each parent or guardian of an elementary student in Al Haadi Academy receives a copy of the Elementary Handbook and the Code of Conduct. Both contain important information that students and parents need to know throughout the academic year. **Please sign the attached "Parent and Student Acknowledgment Receipt" located in front of this handbook and return it to the classroom teacher.**

Parents/guardians and students understand that:

- Students are to comply with the responsibilities outlined in this Student Handbook and the Al Haadi Academy Code of Conduct. Students shall be held accountable for any behaviors and consequences in the code that fall under the jurisdiction of Al Haadi Academy, whether or not they occur on campus. Any student who violates this code shall be subject to disciplinary action.
- Al Haadi Academy is **not** responsible for costs associated with a student's injury at school.
- Students are to comply with the Al Haadi Academy's electronic communications system rules, including the use of the internet.
- Al Haadi Academy, the system users, and any institutions that provide information on the system are released from any and all claims arising from a student's use of or inability to use the system.
- Specific school-related questions should be directed to Al Haadi Academy staff. When a parent or guardian has a question or concern, he or she should contact the person who made the initial decision. After discussing the matter, if the concern continues, the principal should be contacted.

ATTENDANCE

Attendance is required for reporting purposes and to identify unexcused absences (skipping).

Class attendance will be entered by teachers electronically each day. Parents will be notified if students are absent from classes without signing out. Parents may request written attendance reports by calling the school. Students who wish to leave before the end of the school day must call the office. The Academy takes the information on attendance very seriously, as it is an official record of a student's whereabouts. Permission to leave early must be verified by someone in the office. The office or teacher will check absentee lists against phone-in to identify discrepancies and will interview the student, issue consequences, and contact parents if time permits. Students whose progress is affected by chronic absenteeism will have to justify their continued presence at the school.

ABSENCES

If a student is absent due to curricular or extracurricular reasons or other parent excused absences:

- Students are expected to see teachers at least two (if possible) days in advance of the absence to plan for missed tests, quizzes, and assignments.
- If a student is absent due to illness, injury, family crisis, funeral, medical, or dental appointments, parents are asked to contact the school by phone or note as far in advance of the absence as possible. Students are to see teachers on the first day back to plan for missed tests/quizzes/assignments.
- Any long absence due to sickness or travel should be verified by a doctor's note or parent's letter explaining the circumstances of their leave.

It is not always possible to complete missed work (labs, projects, assignments); this class participation mark will be lost. Students are responsible for making up the missed work within the given time frame to avoid losing the mark.

SKIPPING

- Students whose absences are not excused by their parents or guardians are considered to be "skipping" school.
- Missed tests, quizzes, and marked in-class activities may be assigned a very low mark.
- On the first occurrence of skipping, administration will warn the student and notify parents of consequences.
- Further occurrences of skipping could result in in-school or out-of-school suspensions or individual course reassignment.

LATE ARRIVAL

- A student arriving at the school after the morning assembly will be considered late. The student will be marked late on the class attendance sheet.
- Teachers are to assign their own consequences for classroom late arrivals.
- Students who are regularly late for classes will be referred to administration.

Uniform/ Hygiene

Rules and regulations are put in place to ensure that standards of quality for learning and safety, as well as expectations, are met.

Al Haadi Academy students are obliged to follow hygiene and uniform rules. Failure to follow all such rules leads to warnings (copy attached). **An excessive number of warnings leads to suspension.** The student must not misuse the benefits granted to him/her at school.

DRESS CODE

As a school of choice, the Academy dress code reflects the conservative and respectful attitude of the fundamental Al Haadi Academy philosophy. Please remind children that the Al Haadi Academy is their workplace. While at school, the primary focus of students should always be on learning with distractions kept to a minimum.

Students are to wear the Al Haadi Academy uniform and adhere to the following guidelines when dressing for the school:

- Students must wear a school uniform every day.
- Occasionally, when they are allowed to wear their own clothes, they must follow Islamic clothing guidelines.
- A student in violation of the school uniform will get a uniform warning slip . After three warnings in a month, students **will be sent home** to change into the Al Haadi Academy uniform.
- A student in violation of Islamic clothing guidelines **will not be admitted** into school for the day.
- Students must consider the outside weather when dressing for school.
- Clothing should not have any inappropriate language/logos.
- Midriffs and underwear should not be exposed when sitting or standing.
- Hats and baseball caps are permitted outdoors but must be removed inside the school building.
- Dangly jewelry and chains are potentially dangerous in the gym and on the playground. Students should not wear such items at school.
- Appearance should not interfere with learning.
- Makeup is not permitted.

Families are to ensure that their children are using good judgment, taking responsibility, and showing respect for themselves and others.

HOMEWORK

All children should be doing some home study each day. For primary children, the focus should be on basic literacy and numeracy skills. Intermediate children will more often have classroom and special assignments, as well as studying for a test. Homework/home study may be of several varieties:

- Reviewing the day's lesson
- Practicing basic mathematical facts/sight vocabulary
- Practicing for Spelling tests

- Home Reading Program (Reading aloud, being read to, paired reading)
- Completing a classroom assignment
- Doing a special assignment for extra practice
- Completing a project requiring out-of-class work and research
- Completing an enrichment assignment requiring out-of-class work and research
- Studying for a test
- Memorizing a surah from the holy Quran

When children are assigned specific homework with a due date, there needs to be a valid reason for not completing homework. Parents/guardians should write a note to explain the incomplete homework. Invalid reasons to excuse homework assignments may include:

- I forgot it
- I didn't know
- It's at home

You can help make homework time / home study a positive learning experience. There is no question that students today have more homework than children used to have. It can be a challenge to fit homework/home study into busy family schedules. Homework/home study is a fact of life. There are ways parents/guardians can help their children make the most of the time they spend on homework/home study. Children who devote time to home study and to completing homework develop sound work habits and routines. Here are some helpful tips for supporting homework/home study:

1. **Be positive.** Your attitude will affect your child.
2. **Provide a quiet place for homework.** Include a central spot for the necessary supplies and tools.
3. **Help your child learn to manage time.** Set a regular time for homework/home study each day. If that isn't possible because of busy schedules, block out time for homework. Don't leave homework as the last thing your child does before going to bed.
4. **Help your child decide** which homework is going to be hard and which is likely to be easy. Start with the difficult tasks first. That way, your child will be more alert when doing the toughest jobs.
5. **Help your child,** but don't do the homework. Don't answer the questions for your child. Homework is a way to help children learn to be independent. If you do the homework, your child won't learn that lesson.

6. **Stay in touch with the teacher.** Be sure to let the teacher know if everyday your child struggles with homework. Ask what you can do to help the teacher help your child.

7. **Have your child read** aloud to you or you to your child every night. Reading together as paired readers is another way to support reading. Stop occasionally to check that your child understands what has been read.

RESPONSE TO INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOR

When a student's action(s) demonstrate non-compliance with the Academy Code of Conduct, careful consideration of appropriate consequences will occur once the details of the incident have been fully investigated. Depending upon the severity and/or frequency of the inappropriate or unacceptable behavior, one or more of the following may occur:

- A warning slip will be issued

After 2 warning slips, then:

- Official recording of the incident. (Incident or Behavior form will be used)
- Contact and meeting with parents/guardians/caregivers.
- Consulting a behavioral therapist
- Verbal or written apology.
- Behavior sheet completed by student.
- Establishing a "personal behavior contract".
- Loss of playground time.
- Loss of 'special' privileges, e.g., field trips, extra-curricular activities.
- In-Academy or out-of-Academy suspension.
- Referral to Academy administrative team for intervention.
- Reimbursement if property loss or damage is involved.
- Actions specified under disciplinary policy.

Al Haadi Academy expects students will:

- Be considerate, thoughtful and kind to others.
- Be friendly and welcoming to others.
- Demonstrate empathy for others.
- Be polite and use proper manners in all interactions.
- Be responsible for their actions, belongings, and learning.
- Demonstrate respect for oneself, others, and the environment at all times.

- Be helpful towards others and the academy environment.
- Solve problems in a peaceful manner.
- Participate respectfully and fully in all classes, including the fine arts classes, playground activities, assemblies, field trips, and extracurricular activities.
- Show respect for the physical school, environment, and ecosystem.

- Using technology responsibly and not for purposes of ‘gossiping’ and/or bullying.
- Simply put, act and behave like a good Muslim.

COMPUTERS

Our academy has a movable computer lab with enough computers to accommodate a full class. Students have access to the computers on a weekly schedule with the computer teacher. Students also have access with their classroom teachers.

LEARNING ASSISTANCE/RESOURCE ROOM SUPPORT

The Academy Resource Centre (SRC) is a combination of resources and services used to support the learning of individual students and to support instructional practices for staff. The resources include materials, media, equipment, and facilities. Services include guidance to students in cooperation with teachers and families, planning and developing supportive learning strategies, and working with students to optimize learning.

LIBRARY

Students are encouraged to read a wide variety of books. Parents/guardians are welcome to borrow books from both the academy library as well as the public library. Initially, we would recommend use of the public library as we develop our own.

LOST AND FOUND POLICY

Students are encouraged to safeguard their valuable items. The Academy is not responsible for any lost or miss-placed items. Students shall submit any found items to the office, where they will be kept till the month end. All found items during the month will either be destroyed or recycled at the end of every month. If the student has lost anything, she/he is encouraged to check with the office on or before the last day of the month.

SUSPENSION POLICY

PURPOSE

The purpose of this policy is to ensure consistent procedures which comply with the regulations pertaining to out-of-school suspensions of students

POLICY STATEMENT

It is the policy of the Al Haadi Academy that:

1. The principal has the authority to suspend, for a period of not more than five (5) days, students who are persistently disobedient or who conduct themselves in such a manner as to be likely to affect injuriously the proper conduct of the academy or the welfare of education of other students in the school.
2. The principal and teachers must use every source of intervention and assistance available, including guidance counselors, administrators, parents, outside agencies, etc., before making a decision to invoke out-of-school suspension.

PROCEDURES

SUSPENSION FIVE DAYS OR LESS

When a student is suspended, the school administration shall forthwith notify in writing the student, the parents or guardian, his teachers, and the Coordinator of Operations.

SUSPENSION GREATER THAN FIVE DAYS

If the recommendation from the Academy administration is for a suspension greater than 5 days, the Coordinator of Operations shall immediately notify, in writing, the student and the student's parent(s) of the principal's recommendations and reasons. The Student Discipline Review Committee shall meet forthwith to review the term of the suspension. The Student Discipline Committee will include the principal, vice principal, and a group of teachers.

1. The Student Discipline Review Committee is expected to **provide complete documentation** of all cases presented to the principal. Such information shall include behavior patterns of the student, infractions of Academy regulations, record of attendance, academic background, and previous interventions employed.

2. Within seven days of having received the recommendation of the Student Discipline Review Committee , The principal shall
 - 2.1. Dismiss the recommendationOR
 - 2.2. Extend the suspension of the student for a period of greater than five Academy days.
3. Where the suspension of a student begins within two months of the end of the Academy academic year, the period of time for which the principal may extend the suspension to include a portion of the next academic year.
4. The principal will notify the Student Discipline Review Committee of its decision within three days of the meeting at which the decision was made. The administration will then notify the student, the parents of the student, and the student's teachers.
5. Where the principal decides to extend the suspension of the student, the principal shall include in its notice,
 - 5.1. The period for which the student is to be further suspended
 - 5.2. The reasons for the decision to further suspend the student; and
 - 5.3. The right of the student and of the student's parents to appeal the decision.
6. When a student or the parent of a student has been notified of the suspension of the student, the student or the parent may, within seven days of receiving such notice, appeal the suspension to the Student Discipline Review Committee .
7. The Academy Committee and Administration shall, upon receipt of a notice of appeal:
 - 7.1. immediately notify the parent of the student and the student of the time and place of the hearing of the appeal and the right of the student or parent, or both, to appear in person with or without counsel
 - 7.2. Within ten days of receipt of the notice of appeal, hold a hearing and confirm, revoke, or vary the decision of the Student Discipline Review Committee.
 - 7.3. Within three calendar days of the hearing, the Student Discipline Review Committee shall notify the principal of its decision, and then the principal will notify the student, the student's parent, the student's counsel, and the student's teachers, and which decision shall be final and binding.

Expulsion Policy

Expulsion

Al Haadi Academy expulsion policy determines that a student cannot go to school, an Academy function, or be on Academy property after the effective date of the expulsion. Students are suspended first, while expulsion is being considered.

After an investigation, the principal recommends to the Academy board of trustees whether or not a student should be expelled. When the decision to expel a student is made, the Academy principal informs the parents in writing after a formal meeting with them has been conducted.

Students can be expelled for the following reasons if it is necessary for the "peace and usefulness of the school":

- Being deliberately disobedient or disorderly,
- Bullying: if the student has previously been suspended for bullying and the student's presence in the academy creates an unacceptable risk to the safety of another person.
- Being violent, committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Having a gun or dangerous weapon on Academy grounds,
- Hurting or threatening to hurt someone with a dangerous weapon,
- Having drugs (possessing, selling, or giving away), or
- Otherwise violating a school's code of conduct rules.
- Committing sexual assault
- Committing robbery
- Any activity for which a student can be suspended (see section on suspension) that is motivated by bias, prejudice, or hate.

Expulsion will happen whether the activity took place at school, at a school-related event (i.e., a field trip), or in any other circumstances where the student's behaviour has a negative impact on the Academy climate.

How will parents hear about it?

When students are suspended pending a possible expulsion, the principal will make every reasonable effort to let their parents know within 24 hours that the student has been suspended. The following process will be followed:

Notifying the parents about the suspension directly and formally (letter). The letter will also include important information, such as:

- Reason for the suspension
- Length of the suspension
- Information about the next steps or if a decision has been reached regarding expulsion.

Student Rights

During an expulsion, a student does not have a right to any educational services from the school. An Academy may decide to give educational services during an expulsion, but it is up to the Academy Student Discipline Review Committee or Administration.

Students are entitled to:

- know what they are being accused of,
- know what evidence the Academy has, and
- a right to be heard.

What must a principal consider when deciding whether or not to recommend an expulsion?

Before deciding whether to recommend a student for expulsion, the principal must consider the student's individual circumstances and specifically consider the following factors:

- The student does not have the ability to control their behaviour
- The student does not have the ability to understand the possible consequences of their behaviour
- The student's presence in the Academy does not create an unacceptable risk to the safety of another person

- The student's history (i.e., personal history such as recent trauma in the student's life)
- Whether progressive discipline has already been used
- Whether the behaviour is related to harassment because of the student's race, ethnic origin, religion, disability, gender, sexual orientation or any other type of harassment
- How the expulsion will affect the student's ongoing education
- The student's age.
- If a student has special education needs and has an Individual Education Plan, the principal must also consider:
 - 1- Whether the behaviour was a manifestation of a disability identified in the student's plan
 - 2- Whether appropriate accommodation has been provided
 - 3- Whether suspension is likely to aggravate or worsen the student's behaviour or conduct.

Each decision on discipline is unique for each student. Based on these factors, one student may be recommended for an expulsion, while another student is not.

What happens after the principal's investigation?

Following the investigation, the principal will:

a. Decide if the student should not be recommended for expulsion. In this case, the principal has three choices:

- 1.** Confirm the suspension and its length.
- 2.** Confirm the student is still suspended but shorten the length of the suspension and update the student's record.
- 3.** Withdraw the suspension and remove it from the student's record even if the suspension has already been served.

OR

b. Submit a report to the Student Discipline Review Committee summarizing the principal's findings and recommending that the student be expelled from the Academy. The report is also sent to the student's parents. If the principal recommends an expulsion, the Academy Administration will then hold an expulsion.

Time Limits

Expulsions can last for an indefinite period of time with no re-entry plan for the student to follow.

Expulsion Process

If a student is expelled, they have a right to "due process." Generally, this means a right to be notified of the recommendation to expel, given the reasons why, and given an opportunity to be heard by the people making the decision on whether or not to expel.

Under Al Haadi Academy Code of Conduct, due process requires that:

- Both the student and parents get a written notice that has:
 - the date, time, and place of the due process,
 - a description of the behavior,
 - an explanation of what an expulsion means.

The principal must also invite the students and parents to a meeting to talk about how the expulsion decision was reached. This meeting is not required, but it may be a good way to know what to expect.