

# London Islamic School

Learning Today. Leading Tomorrow. Inspired Forever.

## Parent Handbook



**LONDON ISLAMIC SCHOOL**

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## HISTORY OF LONDON ISLAMIC SCHOOL

Education has historically been a high priority for Muslims all around the world; we have consistently sought ways to link literacy, education, and faith. The first piece of revelation sent down to our beloved Prophet Muhammad (SWS) was the word *Iqra*, which is the Arabic term for reading and reciting. This makes it quite evident that the process of learning and education is an integral part of the Islamic faith.

Muslims in London, ON date back to the 1900's and it was initially a small group of Muslims in the community who felt the need to start an Islamic school in the city of London. The London Islamic School opened its doors in September 1996, with sixty-five students and ten staff members, offering classes from Junior Kindergarten to Grade 4. Since then, our school has grown in student numbers and significantly enhanced its program. In the summer of 2002, we expanded our school facility to include a full size gymnasium in which were able to offer physical education to students of all grades as well as host competitive sports teams from the CTAA school league in London. Today, the school has grown to a student population of close to 300 students, with classes ranging from preschool to Grade 8. The London Islamic School follows the Ontario Ministry of Education curriculum and is proud to offer a rich program in Quran, Arabic, and Islamic studies.

This educational venture has depended on the continued support of a community committed to passing to the next generation a living tradition of literacy imbued with the Islamic faith. The volunteer efforts of many, their wisdom and experience, their interest and joyful involvement, have brought together the families, the masjid, and the school to provide excellent comprehensive educational experiences for many students. We believe that our school is providing a needed educational Islamic experience for young people in our city and we look forward to the future with confidence.

## MISSION STATEMENT & SCHOOL-WIDE OBJECTIVES

### STATEMENT OF MISSION

The mission of the London Islamic School is to provide students with excellent academic skills, while instilling a sound knowledge of the Islamic faith. The school strives to foster in our students the ability to acquire the necessary tools to face the various challenges in the academic and social world we live in. With this philosophy of academic excellence coupled with instilling the love of Islamic principles and morals, the London Islamic School hopes to cultivate, motivate and inspire the students to become productive, educated and caring citizens.

To attain these objectives, the school follows the guidelines for the expectations and requirements of the Ontario Ministry of Education. In addition, the school also offers classes in Arabic, Islamic Studies, and Quran.

### SCHOOL-WIDE OBJECTIVES

- To teach our students to strive for excellence in all that they do;
- To teach a love for Islam by example and through integrating Islam in all facets of the school;
- To teach the practice of Islam by example;
- To teach our students social awareness and responsibility through community engagement;
- To educate the whole child, physically, spiritually, intellectually and emotionally;
- To teach the concept of faith with action through the example of our staff and administration;
- To teach the love of Qur'an and the Arabic language; and
- To teach our students to build bridges with youths from other faith communities and be a positive influence in a pluralistic society



**SCHOOL CALENDAR 2018/2019**

The Ontario Ministry of Education and Training stipulates that the minimum number of school days required by regulation is 192 days, including professional development days. This year, we have scheduled all school PD Days to match the public school schedule to avoid any inconveniences for parents who have children in both systems.

Below is the year-wide calendar for 2018-2019. Our detailed calendar, highlighting the activities and events throughout the year can be found on our website @ [www.LondonIslamicSchool.com](http://www.LondonIslamicSchool.com). Parents will also receive monthly calendars emailed from the school, giving monthly highlights pertaining to school activities/events throughout the month.



**LIS School Calendar  
2018-2019**

SEPTEMBER					OCTOBER					NOVEMBER									
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI					
	3	Classes Begin 4	5	6	7		1	2	3	4	5				1	2			
	10	11	Info Night 12	13	14		8	9	10	11	12		5	6	7	8	Progress Reports 9		
	17	18	19	20	21		15	16	17	18	19		12	13	14	15	PT Involvement 16		
	24	25	26	27	28		22	23	24	Photo Day 25	26		19	20	21	Photo Re-take 22	23		
							29	30	31				26	27	28	29	30		
DECEMBER					JANUARY					FEBRUARY									
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI					
	3	4	5	6	7		1	2	3	4					1				
	10	11	12	13	14		7	8	9	10	11		4	5	6	7	Report Cards 8		
	17	18	19	20	21	Grade 7 / 8 Exams 14	15	16	17	18		11	12	13	14	PT Involvement 15			
	24	25	26	27	28		21	22	23	24	25		18	19	20	21	22		
	31						28	29	Grad Photos 30	31			25	26	27	28			
MARCH					APRIL					MAY									
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI					
				1		1	2	3	4	5				1	2	3			
	4	5	6	7	8		8	9	10	11	12	Ramadan Begins 6	7	8	9	10			
	11	12	13	14	15		15	16	17	18	19		13	Roof Top Photo 14	15	16	17		
	18	19	20	21	22		22	23	24	25	26		20	21	22	23	24		
	25	26	27	28	29		29	30				Ramadan Modified Schedule @9:15 a.m 27	28	29	30	31			
JUNE					LEGEND														
MON	TUES	WED	THURS	FRI	Classes Begin					PA DAYS					HOLIDAYS				
Modified Schedule 3	4	Eid Al-Fitr 5	Eid Al-Fitr 6	7	Sept. 4, 2018	September 28, 2018	Sept 3, 2018	Labour Day											
10	11	12	13	14	Classes End June 27, 2019	October 26, 2018	Oct 8, 2018	Thanksgiving											
Grade 7 / 8 Exams 17	18	19	20	Gr. 8 Trip 21	November 16, 2018	November 16, 2018	Dec 24 - Jan 4, 2019	Winter Break											
Gr. 8 Return 24	SK Grad 25	Gr. 8 Grad 26	Report Cards Classes End 27	28	January 18, 2019	January 18, 2019	Feb 18, 2019	Family Day											
					February 15, 2019	February 15, 2019	March 11 - 15, 2019	March Break											
					April 5, 2019	April 5, 2019	April 19, 2019	Statutory Holiday											
					June 7, 2019	June 7, 2019	April 22, 2019	Statutory Holiday											
					June 28, 2019	June 28, 2019	May 20, 2019	Victoria Day											
							June 5-6, 2019	Eid Al-Fitr											



## ADMISSION POLICIES

### A. New Students: Introduction and Application

Our goal is to enroll students who will thrive and meet their full potential in the Islamic Education program. Interested families are asked to submit an application form along with a copy of the child's most recent report card and other supporting documents, as required. Applications to the London Islamic School are accepted on an ongoing basis.

An assessment process will be conducted, including an interview with both the child and the parents. Admission will be conditional upon satisfying the school requirements.

Re-enrollment for current students and their siblings is processed annually in February and new students' applications will subsequently be considered based on available space in the program.

### Offer of Admission

Upon successful admission to the London Islamic School, parents will receive an *LIS offer of admission*. If all required documents - as outlined below - are returned within 10 business days of the date the offer of admission was given, the child will be enrolled in the program:

1. Signed Confirmation of Enrollment form
2. Payment of the enrollment deposit, applied towards the June tuition of the school year enrolled.
3. A void cheque for the balance of the school fees to be withdrawn as automatic withdrawals, or a postdated cheque for the full tuition fees, in accordance with the annual tuition fee schedule (\*Please refer to our Fees Policy and Annual Tuition Fee Schedule).
4. Health Questionnaire
5. Permission, Acknowledgments and Release of Information forms

If the above documents are not received within 10 days, the offer of admission will become void and the spot shall be made available to other applicants. Please note that under no circumstances will we admit a student to a class of which full student capacity has been reached. In the event that we are unable to offer your child admission, it is our practice to keep your application on the waitlist for one year, unless requested otherwise.

### Re-Admission of Students who left London Islamic School Under Special Circumstances

A student who left LIS under special circumstances such as but not limited to expulsion, poor disciplinary record, or poor academic record, may not automatically be registered at a later date. The student must go through the necessary steps for admission as indicated above (interview, and a review of their previous school record), and will be reviewed accordingly. Students placed on academic or behavioral probation may be asked to leave at any time during the school year in which they were given probation

### B. Returning Students

Re-enrolment is required for all returning students on an annual basis and is processed in February. All returning students will be re-enrolled for the upcoming year provided that all required documents in the re-enrolment package are returned to the school office by the re-enrolment deadline in **February 2019**, which includes:

1. Signed Re-Registration form
2. A void cheque (*if not on file or account information has changed*) and a completed Recurring Payment Authorization Form, or a postdated cheque for the first day of school in Sept 2019 for the full fees, in accordance with the annual tuition fee schedule.
3. Student Photograph and Copy Rights Consent Form 2019-2020
4. Student Health Record Form
5. Student Information Update Form



### Re-enrollment Confirmation

Once Re-enrollment documents are processed as outlined above, you will receive either an *Enrollment Confirmation* or a notice indicating the need of further review or assessment.

### TUITION POLICIES

1. All new and re-enrolling applicants are required to submit a **\$100 non-refundable** Application Fee with their application.
2. All New Non-Canadian resident registrants are required to submit an Enrollment Deposit of **\$1000** with their Confirmation of Enrollment to secure enrollment for the coming school year. This deposit will be applied toward the Annual Tuition Fees.
3. The Annual Tuition Fees cover basic program delivery costs and stationary supplies. Textbooks, workbooks, field trips, uniforms, after-school programs and hot lunches are not included and will be billed separately.
4. Students enroll in the London Islamic School for one full academic year at a time. There is no reduction in fees when a student is absent or unable to attend for any reason.
5. Tuition fees are paid **in installments by monthly automatic withdrawals**, or can be paid in full upfront, in which case a **cheque** is accepted. Please note that cash and credit card payments will not be accepted as methods of payment for tuition.
6. Cheques and credit card payments will be accepted for uniform and trip fees as well as food orders.
7. Any returned payment from the bank will be subject to a handling charge of \$20.00.
8. Failure to maintain your account in good standing may lead to further disciplinary action at the discretion of the London Islamic School and may result in the termination of your child's enrollment at the London Islamic School.

### Refund Policy

Notwithstanding that a student has enrolled in the school, his/her parents may nevertheless submit a written notice to withdraw either before they begin or during the school year for which payment has been received, even in the instance where the LIS student is absent for any reason, including sickness or vacation. If the notice is received:

1. **Before August 20<sup>th</sup>, 2018**, no tuition payments will be charged. Both the Registration Fee (\$100) and the Enrolment Deposit (\$400) are non-refundable.
2. Between **August 20<sup>th</sup>, 2018 and August 31<sup>st</sup>, 2018**, you will be charged for the month of September. Both the Registration Fee (\$100) and the Enrolment Deposit (\$400) are non-refundable.
3. Between **September 1<sup>st</sup>, 2018 and September 30<sup>th</sup>, 2018**, you will be charged for the month of September AND the month of October. Both the Registration Fee (\$100) and the Enrolment Deposit (\$400) are non-refundable.
4. Between **October 1<sup>st</sup>, 2018 and December 31<sup>st</sup>, 2018**, 50% of the remaining Annual Tuition Fees will be payable. Both the Registration Fee (\$100) and the Enrolment Deposit (\$400) are non-refundable.
5. **After January 1<sup>st</sup>, 2019**, 100% of the Annual Tuition Fees are payable. Both the Registration Fee (\$100) and the Enrolment Deposit (\$400) are non-refundable.



### TUITION/FEE SCHEDULE 2018-2019

This schedule should be read in conjunction with our “Admission Policies”. Students who hold residency in Canada and are members of the same family shall pay the following tuition fees:

#### A. One child

Grade/Level	Annual Tuition Fee	10 Monthly Withdrawals Plan
Preschool ( <i>Full-time</i> )	\$8950	\$895
Preschool ( <i>Part-time</i> )	\$4950	\$495
JK	\$5850	\$585
SK	\$5850	\$585
Grades 1-8	\$5600	\$560

#### B. More than one child (Grades 1-8) \*10% discount applied per additional child

# of Children	Notes	Annual Tuition Fee	10 Monthly Withdrawals
2 Children	Does not include preschool JK, or SK	\$10,650	\$1,065
3 Children	Does not include preschool JK, or SK	\$15,150	\$1,515
4 Children	Does not include preschool, JK, or SK	\$19,100	\$1,910

#### C. Instructional Resource, Uniform, & Bus Fees

Instructional Resource Fees	Fees
JK/SK	\$110 per student/year
Grade 1-8	\$190 per student/year
Uniform Fees	Fees
Long Sleeves Girl Tunic	\$30
Long Sleeves Polo	\$30
Short Sleeves Polo	\$25
LIS Hoodie (optional)	\$40
Two piece hijab	\$10
Bus Fees (optional)	Fees
Two-way service	\$150 per student/month
One-way service	\$85 per student/month

#### D. Non-Resident

All applicants who are **non-residents of Canada**, including the following categories of non-residents: Non-residents on Visitor Visas, Non-residents on Work Permits, Non-residents on Study Permits, do not qualify for the annual tuition fee structure above:

The annual tuition fee for non-residents for the 2017-2018 school year is **\$10,000.00 per student, or a 10 monthly withdrawal of \$1000.00.**

**Note:** Inability to comply with the above Tuition fees schedule must be communicated in writing to the LIS board and alternate arrangements may be available if qualifying circumstances exist. Please see the LIS Office for Sponsorship Details & Forms.



## ACADEMIC POLICIES

### A. HOMEWORK POLICY

#### Purpose

LIS considers homework to be an important part of a child's education and an integral component of the learning process based on the following goals:

- To provide extra practice for specific fundamental skills.
- To improve academic skills by reinforcing and extending classroom learning.
- To promote independent work-study habits.
- To establish regular homework routines and organizational skills.
- To increase communication between parents and the school.
- To inform parents of the school's curriculum and to provide a means to make ongoing evaluation of their child's progress.
- To develop responsibility, accountability, self-confidence, and time management.

#### Amount of Homework

Research indicates that schools in which homework is routinely assigned and graded tend to have higher achieving students. There is also general agreement that the amount of homework assigned increases significantly as a student progresses according to the maturity and ability level of the student, and varies according to individual ability and the speed at which the child works and manages their time. LIS follows the "10 minutes of homework per grade level" guideline (Arabic, Quran and Islamic Studies are not included) when establishing its homework plan. It is important to remember that the time would be uninterrupted time, free from the interference of television, playing, eating, etc.

<b>Grades 1-3</b>	10-30 minutes daily
<b>Grades 4-6</b>	40-60 minutes daily
<b>Grades 7-8</b>	70-80 minutes daily

#### Homework Specifics

- Unfinished classwork or work missed due to excused or unexcused absences, as well as any homework that was assigned must be completed.
- Weekend homework may be given to students in order to complete classwork assignments, reinforce skills taught, or to work on long-range projects.
- When no homework is assigned, it is recommended that the students do individual reading, practice math facts, review vocabulary, etc. We do encourage students to practice independent reading and/or explore subjects of interest to them each night.
- An agenda is required for all students, from JK to grade 8, and will be used to record daily homework as well as teacher-parent communication.

#### Parent Responsibilities

- To provide an environment that is conducive to uninterrupted study time.
- To make sure the child has the necessary materials to do the assignments.
- To encourage the child to be neat and organized.
- To make school the number one priority during the academic school year.
- To model self-discipline, organization, time management, and a positive attitude.
- To provide support and encouragement of the child's efforts.
- To ask the child to share his/her assignments and to ask for specific help.
- To contact the classroom teacher in the event of questions or concerns.
- To assist the child, if needed, without doing their work for them.

#### Student Responsibilities

- To understand the entire overview of assignments and their due dates.
- To ask questions when instructions, assignments, or deadlines are unclear.
- To utilize time and other resources in order to complete assignments on time.



- To give homework their best effort before asking parents for help.
- To utilize the daily assignment notebooks and the “take home” folders and/or homework assignment sheets in all grades.
- To take homework home, along with any required materials, and submit assignments by the specific due dates.
- To make up any work missed due to excused or unexcused absences from class.
- To be safe and look out for the safety of others
- To keep LIS a positive learning environment by showing respect at all times

## B. GRADING POLICY

All Ontario School Report records are maintained and updated according to the Ontario Ministry of Education policies. The following is the grading system for all LIS students. All scores are based on a 0 to 100 scale. Teachers will distribute to students a syllabus, which includes the specific grading policy of each teacher.

Grading System		
Percentage	Grade	Level
49 and below	R	NA
50-59	D	1
60-69	C	2
70-79	B	3
80-100	A	4

## C. TERM AND FINAL EXAMS

Students must write all term and final exams during the scheduled time. Only under special circumstances will students be permitted to write exams at a different time. If students need to leave before the end of the school year for valid and exceptional reasons (**purchasing low-season tickets is not a valid reason**), it is their responsibility to ensure they have written all exams before they leave. They also have to provide a written request to the administration, explaining the reason for being absent for a significant amount of time at the end of the school year; it is up to the administration’s discretion to grant such permission.

## D. GRADE 8 END OF THE YEAR TRIP

Students in Grade 8 are taken on an annual end of the year trip. The duration and destination of the Grade 8 End-of-Year Field Trip is subject to change and the trip can be cancelled altogether if students exhibit poor choices and/or at the discretion of the administration.

## E. LIS SCHOOL DAY *(We encourage all students to be at school by 8:00am to participate in DPA in the mornings)*

7:35-8:00 A.M.	Before School Program
8:00 A.M.	Morning <i>Daily Physical Activity</i> (DPA)
8:15 A.M.	Morning Lineup and Duas
8:30 A.M.	Classes Start
10:15-10:30 A.M.	Gr.1-5 Snack and Gr.6-8 Recess
10:30-10:45 A.M.	Gr.6-8 Snack and Gr.1-5 Recess
1:00-1:22 P.M.	Gr.1-5 Lunch and Gr.6-8 Recess
1:22-1:45 P.M.	Gr.6-8 Lunch and Gr.1-5 Recess
1:45-1:55 P.M.	Zuhr Prayer
3:30-3:45 P.M.	Dismissal Time
3:45-4:45 P.M.	After School Program



## STUDENT RECORDS

Student records are confidential and will not be viewed by or provided to non-school personnel except by written request and consent of the parents/guardian of the student or in accordance to applicable privacy laws. Record requests must be delivered to the school by mail or in person. Parents may request a copy of all or some of the student's record. The office requires a notice of two working days' to process the request.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

## LIS VALUES

### **Respect**

LIS promotes respect, cooperation, communication, and courteous interactions between and among students, parents, faculty, staff, and administration in order to create and maintain a positive learning environment.

### **Diversity**

LIS values, celebrates, and encourages the unique contribution of each student, faculty member, administrator, staff employee, and parent. Diversity of cultures, backgrounds, talents, and interests enriches the school community.

### **Excellence in Teaching/Learning**

LIS remains committed to instructional effectiveness and maintains a focus upon student learning throughout the curriculum. Professional learning, collaboration, and sharing is encouraged and supported. Staff members are responsible for improving their own skills and knowledge to help students learn. All teachers apply and demonstrate a variety of teaching methods to promote academic success, and provide positive reinforcement to give students the support and confidence they need to reach their full potential.

### **High Standards**

LIS establishes and provides academic programs that are broad, challenging, and individualized in order to promote a lifelong love of learning. These programs provide opportunities for success through appropriate instruction, encouraging the development of leadership, and realizing that high expectations are necessary for achievement. With an emphasis on critical thinking and creative problem-solving abilities, LIS continues its attention toward students' academic, social, and emotional development.

### **Integrity**

LIS is open, honest, sincere, and empathetic in its relationships with students, parents, colleagues, and the community. Students develop a positive self-image when given the opportunity to express themselves in a courteous and responsible manner.

### **Honour**

LIS encourages and supports all individual's demonstration of trust and loyalty (mutual support) in an atmosphere of decency of conduct. Fair and consistent discipline prepares students to become responsible citizens.

### **Communication**

To ensure student success, LIS encourages and recognizes the importance of communication among its students, parents, staff, and administration. LIS upholds its commitment toward effective, open lines of communication and accountability in its dialogue with all parties.

### **Responsibility**

LIS encourages students to take responsibility and feel pride in their school. LIS also recognizes and accepts its responsibility in creating a flexible learning environment, attention to the specific needs and learning profiles of its students. The school provides an educational framework wherein students can work toward their highest potential. LIS also prepares children to fulfill their civic responsibility as caring, ethical and effective members of society.

### **Environment**

Students, parents, staff, and administration are active partners in building a vibrant and respectful learning environment and community. The professional staff is innovative, creative and achievement oriented. The individual members of the school community fit together and work as a team using the strengths of individuals to create a powerful learning organization.



### Non-discrimination

LIS does not discriminate in employment, enrollment, assessment or discipline on the basis of race, age, gender, religion, national origin, or disability.

## LIS EXTRA CURRICULAR ACTIVITIES

There are a variety of programs at LIS aimed at the development of leadership and social skills. Throughout the year, these special events enrich the academic program and create a sense of pageantry for the school. The following is a list of our extra-curricular events and activities that have occurred at our school; we are always expanding extra-curricular opportunities for our students, and as such activities are not limited to this list:

- Field Trips
- Grade 6 Values, Influences, and Peers (VIP) Program
- Health Squad (Healthy Eating and Healthy Active)
- Green Team
- Students Helping Students Program
- ME to WE Clubs
- Heart and Stroke Jump for Heart/ Hoops
- Intramural Sports
- MS Read-a-thon
- North American Speech Competition
- Quran/ Hadeeth Competitions
- Reading Scholastic Club
- Scholastic Challenge
- Hour of Code Programs
- Science Fair/ Islamic Fair
- Student Council
- Cross Country/Basketball/Soccer/Volleyball Teams
- Gauss Math Contest/Mathematica Contest

**\*In the morning, students registered in the Before and After School Program may arrive to LIS at 7:35 a.m. In the afternoon, students may remain at LIS until 4:45 p.m. The charge for one child is \$5/30 minutes or part thereof, charged after the first 5 minutes. All LIS students enrolled in the “Before and/or After-school Program” will have their fee bundled into their tuition payment. Parents will be invoiced at the end of each month.**

## STUDENT SUCCESS ACTION PLAN

At LIS, we expect each student to achieve the best of their abilities. We expect our students to demonstrate high standards of effort and achievement in academic studies, personal conduct, and school participation and citizenship. We want our school to have a healthy and caring climate in which all members of our community - including students, teachers, and parents - feel respected, welcomed and cared for. We expect our students to be serious about their learning, and to give their best effort in all of their classes and activities. Students are responsible to bring required materials to classes, to participate positively in class activities, and to complete assigned work.

The aim of education is to develop the knowledge, skills and positive attitudes of individual students so that they will become self-confident, capable, committed to setting goals, making informed choices, and acting in ways that will enable them to fulfill personal aspirations while making a positive contribution to society. Achievement of the broader goals of education is a shared responsibility of the community. Maximum learning occurs when the efforts and expectations of the various agencies affecting children complement each other. Of these agencies, the most important and influential is the home. This year at LIS, we have developed a Student Success Action Plan (SSAP) document to ensure that all students will succeed at our school. The SSAP allows teachers and parents to engage in regular communication to ensure the academic and behavioural success of the student. Please review the below SSAP document in order familiarize yourself with its contents and objectives:

# Student Success Action Plan

London Islamic School

2018/2019



## London Islamic School

**Our Goal Is To Achieve Excellence in Academics, Leadership and Character Education**

### Student Success Action Plan

DEMOGRAPHICS		ASSESSMENT /DATES	
Student name:		<input type="checkbox"/>	Psych/ educational
Date of Birth:		<input type="checkbox"/>	Academic
Student ID#		<input type="checkbox"/>	Physiotherapy
Grade:	Gender:	<input type="checkbox"/>	Occ. Therapy
Parent:		<input type="checkbox"/>	Speech & Lang.
Phone (home):		<input type="checkbox"/>	Vision
Phone (work):		<input type="checkbox"/>	Hearing
E-mail address:		<input type="checkbox"/>	Medical Alert
Date of SSAP:		<input type="checkbox"/>	Other:

EDUCATIONAL BACKGROUND INFORMATION
•

STRENGTHS	NEEDS/SKILLS TO DEVELOP

REMEDIAL SUPPORT REQUIRED/COMMENTS
•



<b>PARENT SUPPORT REQUIRED/COMMENTS</b>
•

**SHORT TERM OBJECTIVES**

<b>OBJECTIVE 1:</b>	
Current Functional Level	
Strategies	
Resources	
Measurement of Success/Assessment	

<b>OBJECTIVE 2:</b>	
Current Functional Level	
Strategies	
Resources	
Measurement of Success/Assessment	

<b>OBJECTIVE 3:</b>	
Current Functional Level	
Strategies	
Resources	
Measurement of Success/Assessment	

<b>OBJECTIVE 4:</b>	
Current Functional Level	
Strategies	
Resources	
Measurement of Success/Assessment	

Next Meeting Date: \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Teacher

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

\_\_\_\_\_  
Asad Choudhary, Principal

Date: \_\_\_\_\_



## PROMOTING STUDENT HEALTH

### A. HEALTH SERVICES

The LIS has a registered nurse, through the London Middlesex Health Unit, available on a consultative basis to assist students and parents. Dental exams and immunizations are available to all LIS students. Specific dates with regards to school nurse and dental visits will be communicated to parents via email and on our website.

### B. HEALTH SAFETY POLICIES

The following are our school guidelines for dispensing medications by school personnel:

- Parents will give written permission for the school to give medication to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- The school will keep a log of all medications given out.
- Hydration is essential for students to feel comfortable learning. Parents are encouraged to send a water bottle with their student(s) every day.

It is essential that parents must strictly follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parents' failure to follow the guidelines. According to the Ministry of Health, children who become ill with certain symptoms, such as high fever, severe coughing, or contagious illnesses, will be returned home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing your child.

## EMERGENCY POLICIES

### A. ACCIDENTS

In case of an in-school accident, students shall notify the nearest teacher or staff member. All emergency situations are reported to the main office and the Principal, who will delegate the responsibilities to be taken in an emergency situation (ie. calling 911 and an ambulance). The main office personnel will notify the parents and an incident report will be completed and filed.

### B. FIRE DRILLS AND LOCKDOWNS

#### FIRE DRILLS

Preparation is the key to any effective emergency response. Conducting effective fire drills helps schools for fire safety to:

- provide scheduled opportunities for comprehensive fire emergency response training for students and teachers;
- determine whether designated supervisory staff can competently respond in accordance with the emergency fire and evacuation procedures;
- determine whether supervisory staff respond in a timely manner to carry out their duties;
- assess the ongoing effectiveness of the emergency procedures to ensure quick evacuation of students and staff; and
- comply with the Fire Code's mandatory requirement for conducting fire drills.

Directions for fire drills are posted in each classroom. There will be a minimum of six fire drills that will be conducted throughout the school year.



### LOCKDOWNS/HOLD AND SECURE/SHELTER IN PLACE

The terminology is mandatory to describe the type of situation occurring at or near a school. The terms are to be used consistently in all Ontario publicly funded schools to allow for consistency of response by staff, students, and emergency services.

"Shelter in Place": (May be recommended by Police, Fire Dept. Emergency Response Services (EMS)

- is used for an environmental, or weather related situation, where it is necessary to keep all occupants within the school to protect them (e.g. may include chemical spills, blackouts, explosions or extreme weather conditions that may affect student/staff safety such as downed wires during ice storms);
- People enter and remain in a building with the doors and windows closed;
- Fans, including heating and air conditioning units, should be turned off to prevent outside air from entering the building, if it is determined that the air intake could pose a health or safety risk for occupants;
- Normal operations may continue within the building.

"Hold and Secure": (School most likely to be notified by Police Services)

- is used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building(e.g. bank robbery near a school);
- the school continues to function normally, with the exterior doors locked until the situation is resolved;
- staff member posted near each entrance to ensure no one leaves the building;
- all movement in and out of the school is restricted;
- exterior facing windows should be covered or blinds drawn, lights dimmed, where possible.

"Lockdown": (usually initiated by Police Services and sometimes by the Principal or school personnel)

\*\*A lockdown is defined by police as the restriction of movement during the time of a potentially serious violent threat or violent incident that would endanger the lives of students and staff.

- used when there is a violent incident or threat of serious violence within the school, or in relation to the school;
- the threat is inside the school, or is on school property, and poses an immediate threat to the students and staff;
- follow current lockdown procedures;
- all movement within the school and into and out of the school is restricted;
- doors remain open to permit police immediate entry.

Directions for lockdown procedures have been communicated to all staff; each classroom has a designated area to remain during a lockdown procedure. There will be a minimum of three lockdowns throughout the school year.

### C. PERSONAL SAFETY

All visitors to the school enter through the main entrance and report to the main office to sign in. All students should be picked up at 3:30 p.m., Monday through Friday. Any student that is not picked up by 3:45pm will be sent to our after-school program and will be billed accordingly. The school is not responsible for any student unsupervised outside the after-school program after 3:45 p.m. Students, not enrolled in the Before School Program, should not arrive to school prior to 8:05 a.m. The school is not responsible for students who are dropped off early outside. They must report directly to the assembly area upon arrival. Preschool children must be dropped off and picked up from their designated classroom by the authorized adults the school has on file. Kindergarten student drop-off and pickup will remain in the gymnasium. Doors are locked during school hours. Visitors must ring the doorbell to enter the school.

### D. SCHOOL CLOSURE AND/OR BUS CANCELLATION

If for any reason the school needs to be closed due to inclement weather, or the bus is cancelled, all parents/guardians will be notified via email no later than 7am of that day. The announcement will also be posted on our website and facebook page, so please be sure to check these pages for updates.



## E. PARKING LOT PROCEDURES

In order to ensure the safety of the students, parents are asked to follow the direction of the parking lot attendant when dropping students off in the morning and picking them up at the end of the day. The general guideline in the morning is for a maximum of 3 cars in the drop-off zone. If there are already 4 cars in the zone, parents are asked to proceed to the back of the building to park and then escort their child/children into the school. The driveway and parking lot are very busy and this procedure will help to ensure the safety of the students while avoiding a line-up of cars in the driveway. Under no circumstances should parents park in the handicap spot without a valid pass/sticker.

## COMMUNICATION

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between school and home. Parents are expected to keep up with their child's academic and social progress and to attend all orientations and meetings announced by the school. They are also encouraged to read school publications and emails sent to parents. If you are not receiving emails from the school, please check with the front office to ensure we have your most up-to-date email address on record.

Parents may request a meeting with their child's teacher at any time during the school year and are kindly requested to make an appointment. **Teachers are not permitted to confer with parents during class time or supervision time under any circumstances.** All classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child **as soon as possible without disrupting instructional time.**

The school administration invites parent comments and concerns to be addressed. Parents may request a meeting with any member of the Administration team regarding school matters. The office administrative assistant will schedule the meeting accordingly. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet with the Principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the Operations Manager.

The Board of Directors, administration, teachers, support staff, LIS families and members of the community work hard to see LIS succeed each year. Anyone who openly defames or threatens the wellbeing of the school and any of its staff may be asked to withdraw from the school.

## FUNDRAISING

As a private, not-for-profit institution, LIS relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts.

There are numerous ways in which parents can help:

1. Selling tickets for the annual dinner
2. Making donations during the annual dinner or at any other time
3. Helping the school find sponsors for projects, services, and monthly expenses
4. Contributing to the school's scholarship fund or sponsoring an underprivileged child's tuition
5. Providing educational needs of a classroom or the school in general
6. Donating their time to help make fundraising efforts successful

## VOLUNTEER PROGRAM

The work that parents do on behalf of our school is essential and greatly appreciated; our school flourishes because of the time and effort of many people! Parents (often grandparents too!) and other supporters are actively involved in school life in a number of ways, from serving on our PTA and its various committees, working on fund-raising projects, reading with groups or individual children, assisting with classroom work or with other school projects. The PTA actively recruits the help of parents whose children attend our school.

The primary role of the LIS volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting with the hot lunch program, or helping in the office.



Parents and community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at LIS is to learn about the environment and education being offered, and to contribute to enriching our Muslim community. Guidelines and forms for volunteer work are available in the office. All volunteers must have a current police background check. Volunteers wishing to assist both in the school and/or on field trips must provide a copy to the school. To obtain a police check, please visit the London Police Department's website.

For all extracurricular activities/events that take place off LIS school property, it is the parents' sole responsibility to arrange and provide transportation for the students, unless specified otherwise.

### **SCHOOL BOARD ROLE**

The LIS Board is the governing body of the school. The Board is responsible for setting school policy as well as the hiring, terminating, and renewal of contracts for all staff members. Parents may run for election for the three parents' seats on the LIS board, which occur every two years. The LIS board is available to be contacted by parents to discuss major concerns. Parents may contact the school board, in writing, through the school's office, by mail, e-mail or fax, at:

**London Islamic School Board**  
**151 Oxford Street West London, Ontario, N6H 1S3**  
**board@londonislamicschool.com**  
**Tel: (519) 679-9920 | Fax: (519) 679-6842**

### **LIS STUDENT COUNCIL**

Our Student Council is a representative of the student body, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students.

The structure of our LIS Student Council includes a president, vice president, secretary, and treasurer. Students from Grades 6 to 8 will be eligible to campaign for these positions. Campaigns will last one week. These roles will be voted on by the student body of grades 5 to 8. The LIS student council is supervised by the Administration and a teacher. Each class (grades 5-8) is assigned a class representative who passes on requests, ideas, or complaints to the student council from students in their class.

LIS Student Councils do not have funding authority and must generate their operating funds through fundraisers such as bake sales, sports buy-out games, book/toy sales, etc.

### **USE OF SCHOOL GROUNDS**

Since LIS is a private institution established to serve the Muslim community at large, it rents its facilities to various groups and organizations. For rental agreements and rates, please contact the London Muslim Mosque Secretary.

### **ATTENDANCE POLICY**

Student attendance is essential to an effective academic environment. A student should only be absent in case of emergencies such as illness or death in the family. In case of an absence, parents are required call the school to notify the front office of the reason of absence. The student is responsible of making up any missed work during the absence. In the case of leaving school early, students in all grades must be signed out by a parent/guardian when leaving the school in any circumstance. Failure to do so will result in the school not permitting the student to leave prior to dismissal time.

### **TARDINESS AND ABSENCE**

Regular attendance and punctuality affects your child's performance; therefore, we require that all students be present at school no later than 8:15 a.m. We also encourage all students to be part of our morning *Daily Physical Activity* (DPA) which starts at 8:00am. In case of an absence or late arrive, we require parents to promptly notify the front office. If a student has been frequently marked late or absent from classes, administration will contact the student's parent to set up a meeting to discuss the situation and how they can assist the student in being punctual and/or establishing regular attendance. If the absence or lateness continues, creating an extreme circumstance, students may be withdrawn from the school.



## LIS STAFF

## CRITERIA FOR SELECTION OF PROFESSIONAL STAFF

The professional staff is employed on the basis of educational background, academic accomplishments, certifications, experience, recommendation letters, reference checks, knowledge and understanding of the Islamic faith, and conduct during the initial interview with the staff selection committee and any subsequent interviews. The school employs its teachers without regard to their age, sex, religion, disabilities, or national origin.

## STAFF PERSONNEL LISTING

Our complete staff list of this academic year is below and can also be found on our website @ [www.LondonIslamicSchool.com](http://www.LondonIslamicSchool.com). All school staff can be reached by email or by contacting our school's front office. Parents may leave a message for any staff member and it will be conveyed to them as soon as the opportunity arises. The school does not release staff phone numbers or personal information without the consent of the staff member. **The school will not interrupt a class to deliver a message, except in severe circumstances.**

Administration & Support Staff		
Principal	Mr. Asad Choudhary	<a href="mailto:principal@londonislamicschool.com">principal@londonislamicschool.com</a>
Operations Manager	Mr. Nader Abdelmajed	<a href="mailto:ap@londonislamicschool.com">ap@londonislamicschool.com</a>
School Secretary	Miss Hassna Moussa	<a href="mailto:secretary@londonislamicschool.com">secretary@londonislamicschool.com</a>
Admin. Assistant	Ms. Amal El-Bagdady	<a href="mailto:aa@londonislamicschool.com">aa@londonislamicschool.com</a>
Athletic Director	Ms. Bilqis Abdul-Qadir	<a href="mailto:bilqis.abdulqadir@londonislamicschool.com">bilqis.abdulqadir@londonislamicschool.com</a>
Homeroom Teachers		
Junior Kindergarten	Mrs. Yasmine Kadri	<a href="mailto:yasmine.kadri@londonislamicschool.com">yasmine.kadri@londonislamicschool.com</a>
Junior Kindergarten	Mrs. Ileana Zia	<a href="mailto:ileana.zia@londonislamicschool.com">ileana.zia@londonislamicschool.com</a>
Senior Kindergarten	Mrs. Tubbasam Abbasi	<a href="mailto:tubbasam.abbasi@londonislamicschool.com">tubbasam.abbasi@londonislamicschool.com</a>
Senior Kindergarten	Ms. Nagham Elsayed	<a href="mailto:nagham.elsayed@londonislamicschool.com">nagham.elsayed@londonislamicschool.com</a>
Grade 1	Mrs. Patricia Zabian	<a href="mailto:patricia.zabian@londonislamicschool.com">patricia.zabian@londonislamicschool.com</a>
Grade 2	Mrs. Corinne Armstrong	<a href="mailto:corinne.armstrong@londonislamicschool.com">corinne.armstrong@londonislamicschool.com</a>
Grade 3	Mrs. Mislyn Nelson	<a href="mailto:mislyn.nelson@londonislamicschool.com">mislyn.nelson@londonislamicschool.com</a>
Grade 4	Ms. Donna Mac Tavish	<a href="mailto:donna.mactavish@londonislamicschool.com">donna.mactavish@londonislamicschool.com</a>
Grade 5A	Ms. Eugenie El-Azem	<a href="mailto:eugenie.elazem@londonislamicschool.com">eugenie.elazem@londonislamicschool.com</a>
Grade 5B	Mr. Khalid Mahamad	<a href="mailto:khalid.mahamad@londonislamicschool.com">khalid.mahamad@londonislamicschool.com</a>
Grade 6	Mr. Cameron Innes	<a href="mailto:cameron.innes@londonislamicschool.com">cameron.innes@londonislamicschool.com</a>
Grade 7	Mr. Hanni Shahatto	<a href="mailto:hanni.shahatto@londonislamicschool.com">hanni.shahatto@londonislamicschool.com</a>
Grade 8	Mrs. Samira Mirza	<a href="mailto:samira.mirza@londonislamicschool.com">samira.mirza@londonislamicschool.com</a>
Rotary Teachers		
ECE Arabic/Quran	Mrs. Raeda Alshorafa	<a href="mailto:raeda.alshorafa@londonislamicschool.com">raeda.alshorafa@londonislamicschool.com</a>
ECE Arabic/Quran	Mrs. Hanaa Sahib	<a href="mailto:hanaa.sahib@londonislamicschool.com">hanaa.sahib@londonislamicschool.com</a>
Arabic/Quran	Mr. Zafer Kamal	<a href="mailto:zafer.kamal@londonislamicschool.com">zafer.kamal@londonislamicschool.com</a>
Arabic/Quran/Islamic Studies	Mrs. Hanan Altahan	<a href="mailto:hanaan.altahan@londonislamicschool.com">hanaan.altahan@londonislamicschool.com</a>
Arabic/Quran/Islamic Studies	Mrs. Eman Mahmoud	<a href="mailto:eman.mahmoud@londonislamicschool.com">eman.mahmoud@londonislamicschool.com</a>
Arabic/Quran	Mrs. Manal Alaulaqi	<a href="mailto:manal.alaulaqi@londonislamicschool.com">manal.alaulaqi@londonislamicschool.com</a>
Arabic	Ms. Hiba El-Ghazali	<a href="mailto:hiba.elghazali@londonislamicschool.com">hiba.elghazali@londonislamicschool.com</a>
Islamic Studies	Ms. Sarrah Lawendy	<a href="mailto:sarrah.lawendy@londonislamicschool.com">sarrah.lawendy@londonislamicschool.com</a>
French	Mme. Sabrina Aoudjehane	<a href="mailto:sabrina.aoudjehane@londonislamicschool.com">sabrina.aoudjehane@londonislamicschool.com</a>
Art	Mr. Will Nicholson	<a href="mailto:will.nicholson@londonislamicschool.com">will.nicholson@londonislamicschool.com</a>
Learning Support Teacher	Mrs. Samira Zebian	<a href="mailto:samira.zebian@londonislamicschool.com">samira.zebian@londonislamicschool.com</a>



## FOOD POLICY

Increasing numbers of students with a variety of food allergies as well as new School Nutrition Program guidelines in Ontario have helped inform our new food policy at LIS. We are a nut and gelatin free school and endorse healthy eating for our students. Parents and teachers must ensure that any food item brought into the school **do not** have nuts or gelatin in the ingredients and **do not** have the label “may contain peanuts and/or tree nuts”.

### A. LUNCH & SNACK

Students should bring a nutritious, nut and gelatin free lunch and snack. Nutrition is taught in each class and we believe it should be reinforced in the child’s home environment. Children are encouraged to help pack their own lunch and snack using food from the four major food groups and learn the importance of nutrition in their daily diets. Please note that foods such as chocolate bars, gum, pop and candy, which are high in sugar content and/or artificial additives, are not permitted. We encourage families to avoid processed foods. Please note that our classrooms are not equipped for heating children’s lunches.

Our Hot Lunch Program will begin from the first week of school and will run for the entire year, except for Ramadan. Each month, our students will receive a hot lunch form which has the menu for the month. Our Hot Lunch program encourages healthy eating providing options from the four major food groups.

Our Snack Cart will begin in the first week of school and will run for the entire year, except for Ramadan. Our Snack Cart consists of the following snacks: Popped Corn Chips, Garden Veggie Straws, Granola Bars, Fruit Gummies, Popcorn, Cheese & Crackers, and a limit of one 28 gram bag of Lays/Doritos chips per student each day. Beverages are not sold at our Snack Cart.

### B. FOOD DISTRIBUTION

Because of allergy concerns and other factors, it is our policy that no birthdays will be celebrated at LIS. Parents/Students are not permitted to bring cakes, sweets, or any food to school for distribution. On occasion, teachers may distribute treats to students, with full adherence to the food policy illustrated in this handbook. Within such occasions, a notice will be provided to parents 48hrs in advance, which indicates the food item that will be distributed. Please note that food/treat distribution to students will not be used as a reward system by our staff.

## DISCIPLINE POLICY

### A. DUE PROCESS RIGHTS

If a student has engaged in any sort of inappropriate behaviour that warrants suspension or expulsion, the administration will send a written notice to the parent(s). The school will request a meeting between the student/parent and administration whereby they will discuss the incident and how to best resolve the issue. **Note:** Suspensions will be recorded in OSR files.

### B. GRIEVANCE PROCEDURE

Parents may, in person or in writing, submit any grievances in the following order: first, the grievance goes to the classroom teacher; if the issue is not resolved, then the grievance goes to the Principal. If it is still not resolved, it goes to the board.

### C. EXPULSION PROCEDURES

Expulsion of a student may be recommended by the administration team to the board after a number of suspensions or any serious behaviour incident.

### D. DISCIPLINE INFRACTION LEVELS AND CONSEQUENCES

In order to ensure the best possible learning environment, guidelines of acceptable behavior and class expectations will be set by each classroom teacher at the beginning of the year. The disciplinary procedures and consequences will help the students realize their responsibility to manage their behaviour appropriately. This system will allow students to make appropriate choices, which will in turn, ensure a productive Islamic environment in the classroom.

The **Ontario Code of Conduct** sets clear provincial standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards:



The below chart highlights the details of our discipline policy this year by categorizing misbehavior by infraction levels. Please review our discipline policy CHART carefully to ensure it is clear to you and your child(ren):

<b>BEHAVIOUR / INFRACTION</b>  = Teacher Intervention  = Administrative Intervention  Level 1 suspension= up to 3 days Level 2 suspension= 3-5 days	<b>Classroom Teacher (school-wide behaviour expectations)</b>	<b>Level A Teacher intervention</b>	<b>Level B Teacher and Administration Intervention</b>	<b>Level C Potential Expulsion and/or Police Notification</b>
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**Level A Infractions**

All of these are supposed to be dealt with by the class teacher. Infractions could result in loss of class privileges, class detention, etc. Contact with the parents is at the discretion of the teacher. However, reports of all incidents should be kept on file so that a record is available if needed. Consistent recurrence of misbehaviours by students may escalate to a Level B Infraction and consequence.

- Minor classroom misbehaviour (excessive talking or laughing, bothering other class mates, etc).
- Uniform violation – Teacher to follow uniform violation procedures.
- Chewing gum in class.
- Disruptive behaviour: Conduct that interferes with the educational process in school, assemblies, school activities, prayer, and recess
- Displaying off-task behaviour.
- Inconsistent/non-compliant work habits.
- Rudeness towards others.
- Ignoring classroom instructions.
- Consistent incomplete homework.
- Consistent out-of-seat wandering in class.
- Unexcused Lateness.
- Inappropriate language (less serious than what has been identified in level B).
- Talking at inappropriate times.
- Ignoring recess/lunch supervisor instructions.
- Verbal or minor physical altercations with other students.
- Disruption during prayer.
- Use of electronic devices (cell phones, handheld games, music devices, etc.) during school hours (8:05 am to 3:45 pm).

**Level B Infractions**

The following infractions will result in an immediate student referral form, suspension of class privileges, and referral to the administration for appropriate consequences. Parents will be contacted and discipline report will be sent home. Students may be given a level 1 or 2 suspension and placed on a behavioural modification program/contract:

- Cumulative violations from Levels A: Whereas despite appropriate teacher’s intervention, a student continues with unacceptable behaviour as defined in this document.
- Defiance of school authority: Insubordination/disobedience: refusal to obey directions or requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.
- Disrespect of school staff: Verbally or with gestures.
- Disruptive behaviour during Friday/Jumaah prayer which includes laughing, talking, rough housing, etc. .
- Physical altercations with other students, including inciting an altercation between others.
- Obscenity or profanity: Words or gestures that are offensive to accepted standards of decency: oral, written, gestures, or through computer networking communication.
- Tardiness: Being late to class or school without a valid excuse five times within one month.
- Truancy: Unexcused absence (skipping) from a class may result in Level 1 Suspension.



- Lying to avoid a minor infraction.
- Forgery: Fraudulently writing the name of another person to appear as if the other person had signed, or falsifying times, dates, grades, addresses, or other data.

### **Level B Infractions (continued)**

The following infractions may result in a Level 1 Suspension at the discretion of the administration. Discipline reports will be sent home and parent/student/administration conference will be necessary before return to school. Student may be placed on behaviour contract. On the second suspension, the student and the parents will be informed that they are on disciplinary probation for a period of 3 months in the school year. Repeated breach of school rules may lead to a Level 2 Suspension or Expulsion. Suspension letter documenting incident will be placed on the student's file.

- Severe disrespect of an adult on school grounds or school-organized event.
- Public mischief: Intent to mislead school authorities to believe an offence has been committed or to wrongfully accuse another person, including causing a false alarm or unnecessarily calling 911.
- Assault: Physical threats or uninvited physical contact including violent actions.
- Threats: Knowingly uttering, conveying, or causing in any manner another person to receive a threat to cause bodily harm.
- Vandalism: destroying or damaging property: e.g. breaking windows, graffiti, defacing desks or chairs, damaging or destroying other people's belongings, interfering with or damaging electronic information systems, etc.
- Fighting: Consensual/reciprocal physical contact by two or more persons with the intent to harm.
- Severely disruptive classroom behaviour.
- Continuous uncorrected disruption of educational process in class.
- Cheating/Plagiarism: For example: copying, copyright violation, computer software violations, plagiarism, using "crib notes," falsifying records or scores, unlawful use of technology to alter score, etc.
- Theft: Stealing
- Abusive, dangerous, and/or threatening behaviour that severely impacts the rights of others.
- Lying with intent to slander, damage, or mislead.
- Harassment or Bullying: Intimidating or harassing another person because of that person's ethnicity, ancestry, national origin, color, gender, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, persistent targeting of any person, or any other act intended to substantially harm the physical or mental health of the person threatened.
- Use of electronic devices with malicious intent (possible escalation to level C).
- Making lewd gestures or comments (possible escalation to level C).
- Leaving the school without permission (possible escalation to level C).
- Trespass: Entering or remaining unlawfully in school buildings, admin offices, unauthorized areas, property, grounds, or at school-sponsored events or refusing to leave when asked to do so.

### **Level C Infractions**

The following infractions will result in a Level 2 Suspension and Disciplinary Probation for 3 months in the school year or possible expulsion, which will be at the discretion of the administration and school board.

While on probation any infraction that results, under normal circumstances, in suspension will be grounds for expulsion from the school.

- Robbery (Taking another's property by force or threat of force).
- Weapons and explosives/incendiary devices/materials: The school has a no tolerance for weapons, possession or using weapons (including all kind of sharp objects), explosives, fireworks, firecrackers, etc.
- Use or promotion of drugs, tobacco, or alcohol
- Dangerous behaviour toward self.
- Criminal acts as Defined by law: federal criminal code or other federal statutes where the health, safety, and security of the school or its students or staff is compromised.
- Lewd Conduct/Indecent Exposure: Behaviour that is indecent or obscene, e.g., mooning, exposing oneself, sexual misconduct, etc.
- Immoral acts such as sexual promiscuity, distribution or use of pornography, or excessive profanity. Overt or suggestive behaviour that is inappropriate within the generally accepted Islamic conduct (kissing, fondling, body contact, etc).



### UNIFORM POLICY FOR STUDENTS

LIS' uniform policy for students is based on the notion that a school uniform promotes a sense of pride in the school; fosters a feeling of community and belonging; makes children feel equal to their peers in terms of appearance; and sets a high standard of appearance for all students with practical and cost-effective school wear. Students are expected to wear the complete uniform while on school premises. If a student is not in complete compliance with the uniform policy, he/she will receive a verbal warning followed by a written warning if the violation is repeated a second time. Upon the third time of non-compliance, parents may be called to bring in a student's uniform, or to have the child picked up.

The following is a list of general guidelines regarding our uniform policy:

- Hair:** Students must ensure they are presenting themselves in a fashion that is neat and cohesive to learning. 'Extreme' haircuts are not permitted in the school ('extreme' being any haircut that is considered by the school to be significantly different so as to cause distractions to others and their learning; hence, not in keeping with the school's ethos. **Hijab is optional in grades 1-4. However, girls from Grade 5 to 8 are required to have their hijab on during school hours.**
- Shoes:** For safety reasons, students must wear socks and closed toe shoes at all times. No sandals or slippers are permitted.
- Jewellery:** Students are not to wear excessive amounts of jewellery at school. Only small, plain studs for pierced ears and wristwatches are permissible; both of which must be removed for Gym classes. Boys are not allowed to wear earrings, or have any body piercing.
- Makeup:** Students may not wear makeup during school hours.
- Clothing:** The school has specific uniform specifications. The uniform from preschool to grade 8 **is burgundy top (purchased at the school) and beige or navy blue pants (no jeans allowed).** Please obtain your copy of the handout explaining the specifications of the school uniform from the office. All students are expected to dress according to school requirements. On Fridays, students may wear our LIS Spiritwear, instead of the uniform, which is sold at the school throughout the year.

### HAND BOOK REVISIONS

LIS has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to current parents in the front office during the school year. It is the duty of the students and parents to obtain and familiarize themselves with the most current handbook.

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### PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read the LIS Parent Handbook and agree to adhere to the policies therein.

Student's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This page must be signed and returned to the school.

**Failure to return this slip, signed by the date indicated, will require a parent-student-administration conference before the student can return to school.**