

# **BC MUSLIM ASSOCIATION**

## **PARENTS & STUDENTS**

### **HANDBOOK**

#### **2014-2015**



#### **BC MUSLIM SCHOOL**

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## SECTION 1 INTRODUCTION

### 1.1 Principal's Message

Dear Parents,

Assalamu Alaikum,

As we begin another successful school year, I would like to take this opportunity to welcome all our students back, with a special welcome to students who are new to our school. Communication and interaction between students, teachers and parents is vital to a successful year. This Parent and Student Handbook has been carefully prepared for parent and student use. The Handbook is designed to help our families understand the expectations set by BCMS/ SMS.

As the Principal of the BC Muslim School and the Surrey Muslim School, I strongly believe that:

#### **First Comes First ---Students Come First**

One of school's most important priorities is to develop the individual's learning and intellectual skills through generating integration between the Islamic curriculum and the program of studies prescribed by the Ministry of Education. This can be achieved through our School Model:

**A-- Achievement-** to foster students' high achievement in all areas of knowledge and skills. We foster high expectations for all students. Thus, the teachers and administration are concentrating on learning which will lead to dramatic improvement in the students' performance.

Parents are strongly urged to nurture their children's high achievements by providing them with support, care and encouragement.

**B-- Character Building-** The school is a place where teaching and learning takes place. Appropriate behaviour is the key to setting the climate in which teaching and learning occur. Knowledge can be of no benefit or even destructive if not directed by constructive principles and transmitted through productive actions. Thus, proper behaviour is constantly promoted in order to maintain a safe and caring learning environment. In our disciplinary approach, we use reminders, encourage making better choices, discussion, problem solving, counseling, and then logical consequence concepts. We spend a great deal of time encouraging the children to work out social conflicts verbally (i.e. use their words), to listen to each other, to encourage empathy, and constantly strive for a spirit of harmony and mutual respect.

**C-- Celebrating Milestones and Successes-** Celebrating students' accomplishments is the most effective way to motivate and sustain success in the school. Celebrating

achievement of goals draws the students' and the teachers' attention to the importance of those goals which consequently make them more serious about continuously working to reach them. Celebrating success in the school system regularly leads to further success; we invite every student, teacher, and parent to join the team in celebrating improvements in both academics and behavior.

BCMS/SMS students are learning Arabic oral and written language, which is the language of the Holy Qur'an. This knowledge enables the students to actually understand the verses of the Holy Qur'an and to deeply and completely understand their meanings and noble teachings, which Islam has legislated as a mode of living, working and dealing with others.

Our Islamic education enables students to apply all aspects of Islam to their lives which includes the adoption of Islamic values and inspiring principles, together with a comprehensive vision of the environment around them, as well as of the world beyond the limits of the BCMS/SMS. This will optimize our student's potential to build a globally-recognized lifelong learning community that enables Muslim-Canadians to be responsive, caring, creative, self-reliant and contributing members of a knowledge based and prosperous society. By actively working together, we have an excellent opportunity to achieve our mutual goals: a high quality of education, best Islamic behavior, and an exemplary global and international citizenship for all students.

As the Principal, I am here to actualize the School Model. Close cooperation between the home and school is essential to promote the best interests of your our kids. Parents are encouraged to visit the school and to attend scheduled parent-teacher meetings. Mutual benefits occur when there is meaningful and constructive exchange of information between home and school.

Please feel free to give me your feedback and suggestions of how to make your children's experiences at BC Muslim School / Surrey Muslim School the best that they can be. Please contact me by email [principal@bcmuslimschool.ca](mailto:principal@bcmuslimschool.ca) or by telephone: 604-270-2511.

Thank you for your continued support, and I am looking forward to working with you to ensure the successes of your children. Together, we strive to be better every day.

**Ibrahim Arid, Principal**



## SECTION 2

### SCHOOL PRIORITIES

Within an environment of open and clear communication, accountability and professionalism, BCMS/ SMS staff and students will:

1. Demonstrate excellence and continuous improvement in academic, Islamic and Arabic curriculum and in all aspects of teaching and learning
2. Demonstrate positive leadership and model citizenship in a globalized society
3. Apply the principles of Islam in everyday life

#### 2.1 Outcomes

#### 2.2 Graduates of BCMS/SMS:

1. **Are practicing Muslims:** Accepts belief in the six articles of faith. Observes the five pillars of Islam. Has consciousness of Allah's presence and acts sincerely for His sake, according to the Quran and the Sunnah of Prophet Mohammad (PBUH). Is balanced in his worship and avoids all forms of extremism.
2. **Have good character:** Is fair, honest, respectful, modest, patient, cooperative, etc. Observes Islamic social manners.
3. **Are intellectually well-rounded:** Acquainted with the basic principles of Islamic belief and objectives of Islamic jurisprudence. Familiar with Islamic history especially the life of Prophet Mohammad (PBUH) and his companions. Familiar with the ancient and modern history and the geography of the world. Understands and appreciates the multicultural aspects of the global society. Is able to seek and find necessary information when needed. Strives to be a leader in his/her field. Has up-to-date knowledge and skills in the use and applications of technology. Uses critical thinking skills to make informed choices and decisions.
4. **Are self-motivated leaders:** Sets his/her goals high and strives to reach them. Is willing to take risks. Shows commitment to life-long learning. Possesses an attitude of success; i.e. persistence; and views a setback as a problem-solving learning opportunity.
5. **Are self-disciplined:** Behaves in a mature and responsible manner that reflects positively on him/her. Meets his/her obligations and takes responsibility for his/her decisions and actions. Has the ability to reject immediate satisfaction for something better and lawful with more positive long-term consequences.

6. **Are organized in their affairs:** Realizes the importance of proper time management. Sets their priorities and fulfills tasks and does assignments on time. Uses his/her time constructively to acquire useful knowledge, develop his/her skills, strengthen family ties and support his/her community.
7. **Can read, write and speak the Arabic language:** Performs clear recitation of the Qur'an. Can read any Arabic text with correct pronunciation. Can adequately communicate in Arabic both verbally and in writing.
8. **Are physically healthy:** Abides by Islamic teachings on eating, drinking, and sleeping to protect his/her body from diseases and illnesses. Maintains a healthy and active lifestyle. Maintains cleanliness and proper hygiene. Always takes the proper safety and security measures.
9. **Are financially responsible:** Seeks to be a productive member of society and performs his/her job professionally and in the best manner. Avoids squandering wealth and observes Islamic rules and manners in business and financial matters.
10. **Are beneficial to others:** Takes pride in being Canadian Muslims. This is characterized by being active, energetic, and skilled in public and community service. Views power and authority as a responsibility, not a privilege. Thinks of his or herself as a steward and protector of Earth's environment. They continuously give charity for good causes and help those who are less fortunate.

### 2.3 Students Rights and Responsibilities

#### Students Have the Right to:

- Be treated with respect, dignity, and fairness by other students and staff,
- Learn without being interrupted by others,
- Be provided with a learning environment that is free from physical, emotional, and social abuse,
- In the event a student breaches the expected good behaviour and before any serious disciplinary action is taken by the Administration, the student and his/her parent or guardian will be given the opportunity to offer an explanation,
- Express their opinions in a socially-acceptable manner,
- Say NO to those who wish to coerce them into doing or saying things they know are against school rules.



## 2.4 General Expectations

The school expects the following from the students:

- Be respectful courteous to each other and to the school personnel,
- Respect the class time and schedule,
- Bring all the necessary supplies and homework assignments,
- Follow classroom expectations and guidelines,
- Be honest and truthful,
- Be tolerant of diversity and differences of opinion,
- Avoid using any form of violence or objectionable language,
- Bring healthy food and beverages to the school every day,
- Keep the school clean and tidy,
- Respect and protect the school property,
- Move in safe manner inside the school,
- Behave with good conduct in school, on school grounds, on the bus, and during school activities in and out of school,
- Cooperate fully with everyone authorized by the Board to provide education programs and other services,
- Comply with the rules of the school and be accountable to teachers for his/her conduct.

## 2.5 Student Code of Conduct

Classrooms	<ul style="list-style-type: none"><li>• Treat teachers, substitutes, classroom assistants, other students, office, and custodial staff, and volunteers with respect,</li><li>• Dress, speak and act appropriately,</li><li>• Be on time for class and give your best effort ,</li><li>• Follow classroom and teacher expectations and routines,</li><li>• Be kind and helpful to others,</li><li>• Help in keeping your classroom neat and tidy.</li></ul>
Hallways and entrances	<ul style="list-style-type: none"><li>• Walk quietly and safely,</li><li>• Be polite and respectful to others,</li><li>• Use an “indoor voice”,</li><li>• Provides assistance to other students and staff members,</li><li>• Clear the hallways quickly at all times,</li><li>• Keep the hallways and entrance neat and tidy,</li><li>• Dress or undress by your coat rack,</li><li>• Keep your locker clean and tidy.</li></ul>
Assemblies	<ul style="list-style-type: none"><li>• Respect the speaker(s) and/or performance(s) by being quiet and</li></ul>

Assemblies con't	<ul style="list-style-type: none"> <li>listening actively,</li> <li>• Enter and exit the assembly in an orderly fashion.</li> </ul>
Indoor Recess and/or lunch	<ul style="list-style-type: none"> <li>• Sit in your seat when eating or drinking,</li> <li>• Do not beg for, or share food that other children have brought to school,</li> <li>• Follow your teachers' instructions regarding outside recess,</li> <li>• Stay seated unless permission to go to the washroom is granted,</li> <li>• Bring healthy foods and drinks (avoid sugar),</li> <li>• Clean up your space and hands after eating,</li> <li>• Check to see if room is tidy and neat; help to put it in order,</li> <li>• Put all lunch things away before lessons begin,</li> <li>• Respect and protect all equipment and furniture in the room.</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• "Hands off" and no rough play,</li> <li>• Play safe and take turns,</li> <li>• Only one child can go down the slide at a time,</li> <li>• Play in your designated area,</li> <li>• Take care of equipment,</li> <li>• Follow playground expectations,</li> <li>• Leave sticks and pebbles on the ground,</li> <li>• Go down the slides on your bottom- not head first,</li> <li>• Follow the supervisors' instructions.</li> </ul>
Outdoor Line-ups	<ul style="list-style-type: none"> <li>• Go to your class and line-up immediately when the bell rings,</li> <li>• Line-up in a straight line facing forward ready to enter the school,</li> <li>• Be quiet and listen for instructions.</li> </ul>
Gym, Playgrounds, and Multi-purpose spaces	<ul style="list-style-type: none"> <li>• Must be supervised by an adult at all time,</li> <li>• Take your shoes off &amp; put them neatly together on a shelf,</li> <li>• Food and drink are not allowed in the multipurpose room,</li> <li>• Enter and exit safely and quietly,</li> <li>• Follow the multipurpose room, gym, and playground expectations,</li> <li>• Respect and protect all gym equipment,</li> <li>• PE equipment is not allowed to be outside unless it is under direct supervision of a teacher,</li> <li>• Use indoor/outdoor PE equipment appropriately,</li> <li>• Only use equipment with teacher permission,</li> <li>• Return all PE equipments to the PE teacher, when finished.</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>• Wear the approved uniform,</li> <li>• Keep your uniform clean, neat, and tidy and tucked in,</li> <li>• Jackets and sweaters with images, decals, messages, or insignia other than those of BCMS/ SMS will not be permitted,</li> </ul>

Dress Code (Cont.)	<ul style="list-style-type: none"> <li>• All girls must wear a (white) hijab at school,</li> <li>• Shoes made for outdoor play/ weather must be worn outside (sandals and party shoes are not acceptable),</li> <li>• Boys' hair must be trimmed to a regular-length,</li> <li>• Shaving one part of the hair and leaving the other and/or colouring / streaking one's hair with colors is not permitted (such as: silver, blond, gold, red, etc.); Students are not allowed to use gel,</li> <li>• Jewellery and tattoos are prohibited in school for either boys or girls; boys' necklaces and girls' long earrings will be confiscated.</li> </ul>
Dismissal (Pick-up for Students)  Early dismissal	<ul style="list-style-type: none"> <li>• Dismissal time is at 3:25 p.m. - supervision until 3:40 p.m.,</li> <li>• Always park your car in the designate parking space,</li> <li>• Parents should follow the school zone traffic regulation,</li> <li>• School office and gate will be closed at 4:00 p.m.,</li> <li>• If late, please call and notify the office,</li> <li>• Supervise your children once you have picked them up,</li> <li>• Call the main office ahead of time when you dismiss your child early,</li> <li>• Parents must sign their children out at the school.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Recycle all appropriate materials,</li> <li>• Keep the school neat and clean,</li> <li>• Place litter in the proper recyclable containers: paper, cardboard, glass or plastic,</li> <li>• Take care of school equipment and property,</li> <li>• Do not trample plants or landscaping; don't pick flowers on school property- let them grow!</li> </ul>
Washroom/Wudu Area	<ul style="list-style-type: none"> <li>• Use the hall pass when you go to washroom,</li> <li>• Use the toilet before you go out at recess and lunch,</li> <li>• Use the washroom quickly, quietly, and properly,</li> <li>• Always wash your hands,</li> <li>• Keep the washroom clean and tidy,</li> <li>• Flush only once when done,</li> <li>• Use the toilet paper wisely,</li> <li>• Avoid throwing the towel paper after you dry yourself in the sink/stall; use the trash containers,</li> <li>• Avoid wasting water,</li> <li>• Keep the Wudu area clean and dry.</li> </ul>
Mosque and/or Prayer Hall	<ul style="list-style-type: none"> <li>• Make Wudu before you come to the mosque and/or prayer hall,</li> <li>• Be quiet and considerate of others in prayer,</li> <li>• All girls must wear a proper hijab (plain white color),</li> <li>• Follow the mosque/prayer hall etiquette,</li> </ul>

	<ul style="list-style-type: none"> <li>• This is not the time for conversation or playing.</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>• Parents and students must sign the technology policy agreement,</li> <li>• Computer lab must be supervised by a teacher,</li> <li>• No games are allowed on school computers,</li> <li>• Computer time should be used for research, assignments, or multimedia content creation,</li> <li>• Respect and protect the computer equipment,</li> <li>• Focus on educational activities even when viewing YouTube,</li> <li>• Avoid chatting online,</li> <li>• Do not use any inappropriate or prohibited websites, i.e. Nexopia, Facebook, etc.,</li> <li>• Failure to meet the computer lab expectations may lead to such extreme disciplinary actions such as being banned from using lab, school suspension, and/or expulsion.</li> </ul>
Forbidden Items	<ul style="list-style-type: none"> <li>• Do not bring these forbidden items to the school: Islamically inappropriate literature and images, weapons, flammable substances, illegal drugs, iPods, MP3 players, X-boxes and Game Boy.</li> </ul>

## 2.6 Rights of Parents

### As Stakeholders, parents and guardians have a right to:

- Receive and offer information about their children’s education,
- Be respected and recognised as a major influence in child’s development,
- Have their voices heard, and be able to express themselves in a socially, acceptable manner on matters of school policy,
- Meet with school personnel at a mutually convenient pre-arranged time,
- Feel welcome at school,
- Have access to school policies and curriculum information,
- Leave their children in a supportive school environment where consistent “Codes of Behavior” are expected and enforced,
- Be able to participate in school programs and some decision-making processes.

## 2.7 Responsibilities of Parents and Guardians

### The school expects from the parents and guardians the following:

- Be responsible for making sure the children are well rested before bringing them to school; young children need between 8 to 10 hours of sleep each night,

- Provide children with a healthy breakfast prior to sending them to school; children who eat a nutritious breakfast perform better at school.
- Make sure that their children are brought to school on time and picked up on time,
- Always look through their children’s bags when they come home from school each day to be informed about any assignments for the day, announcements or notes,
- Visit the school for an observation or consultation by booking an appointment in advance,
- Monitor the radio, television or web for announcements about snow days causing school closures,
- Show support for the school by participating in school functions
- Closely cooperate with school personnel,
- Read and understand all the school rules and regulations, including those rules outlined in this handbook,
- Inform the school office prior to picking up your child for early dismissals,
- Inform the school office whenever the family changes their addresses, email, and phone numbers, as well as when any other important information about their children changes.

## **2.8 Behavior Expectations**

Our school's behaviour expectations are to ensure that students are organized, safe, cooperative, and show and receive kind treatment. These expectations are placed on signs around different areas of the school, and outline specific expectations for each school area.

### **2.8.1 Be Organized**

It is expected that all students will be organized, punctual, and committed. They will be on time and prepared for classes. They will complete assigned tasks in a timely manner. All students will be encouraged to keep bookshelves neat and organized. They will be encouraged to develop a sense of responsibility towards personal cleanliness, Islamic hygiene, and school uniforms.

### **2.8.2 Be Safe -**

It is expected that all students will act in a safe, caring and helpful manner towards each other. They will work and play safely while at school. During drills, students will refrain from talking and follow instructions. All individuals will be encouraged to develop a sense of community and think of positive ways to make all areas safe for everyone.

### **2.8.3 Be Cooperative -**

It is expected that all students will cooperate with each other, staff members, and school visitors. Students will treat school property with care and respect. They will

respect the behavioural expectations for all designated school areas, which are posted around the school.

#### **2.8.4 Be Kind -**

It is expected that all individual students will show kindness and respect towards others and themselves. All individuals will be courteous, use positive language, and avoid infringing others' rights. Students will be encouraged to develop a positive attitude towards others in their community. They will share, be agreeable, work out their difficulties, and help others whenever they see the opportunity.

### **SECTION 3 MISSION, PHILOSOPHY AND BELIEFS**

#### **3.1 Mission**

*BCMS and SMS are committed to nurturing and developing our student's attitudes, skills, and knowledge to ensure that they are able to lead positive and satisfying lives.*

#### **3.2 Our Vision**

*BCMS and SMS will provide an Islamic foundation for life-long learning and prepare students to become responsible Muslim citizens.*

#### **3.3 School Motto**

*Perseverance, Excellence, Commitment and Knowledge*

#### **3.4 Philosophy**

BCMS and SMS derive its mission and vision from the belief that future generations of young Muslims need both consciousness of their creator, Almighty Allah (god), and excellence in attitude and academics to succeed. This is achieved by raising the standards of education by focusing on the development of Islamic manners and good moral characters amongst our students, while simultaneously raising the academic standards by exceeding BC Ministry of Education curriculum requirements. Our school strives to develop outstanding students who will be role models for future generations by combining academic excellence with an Islamic lifestyle.

#### **3.5 Beliefs**

- All students can learn and experience success.
- All students have the right to equitable access to quality education programs that meets their diverse needs.
- Students are entitled to a safe, secure and caring learning environment where each individual is respected and valued.



- Providing an Islamic education and atmosphere develops the whole person.
- Our educational system must provide our society with creative, critical thinkers, and problem solvers, who are well prepared for post-secondary studies, diverse work environments, life-long learning, and global citizenship in a complex, multicultural world.
- All students should challenge themselves to reach their highest potential.
- The success of students is the shared responsibility of students, families, school, community, and government.
- Parents should have opportunities for meaningful involvement in important decisions about their children’s education.
- Parents and the public should have access to timely information about the performance and cost of the educational system in which they enrol their children.
- Resources and relevant decision-making should be available where education exists.

#### **SECTION 4 SCHOOL VALUES**

##### **Core BCMS/SMS Values:**

<b>RESPECT</b>	<b>INTEGRITY</b>	<b>FAIRNESS</b>
	<b>COOPERATION</b>	
<b>PATIENCE</b>	<b>MODESTY</b>	<b>HONESTY</b>

All members of the School student body are expected to:

- Care for themselves and others,
- Respect themselves, teachers, their peers and all adults,
- Be honest and truthful,
- Honor our faith and parents,
- Be cooperative and work as a team member,

- Be committed to the Islamic principles,
- Use their talents and abilities,
- Speak well of others.

These are timeless values, honoured by both Islam and people everywhere. They are essential to the development of integrity and the building of lasting relations with others.

## **SECTION 5 ADMISSION REQUIREMENTS**

### **5.1 New Students**

BCMS/SMS accepts students between the ages 5 and 12 on a space-available basis both at the beginning of each new school year and on a rolling-admissions basis during the school year. We do not discriminate on the basis of gender, race, color, national origin, religion, familial status, genetic origin or native language.

### **5.2 Returning Students**

The suitability of every child's continuance at BCMS/SMS will be assessed each year. Current students will be assessed continually throughout the school year and ongoing interactive communication about progress will be shared with the parents and, when appropriate, with the students themselves.

If the school feels that the child's best interests are not being met, the parents will be informed no later than by the end of the second term (mid-year) reporting period. For certain students with exceptionalities, we may recommend testing and certain accommodations, which we will supply in-house wherever possible. We may also refer students to public schools when we cannot meet or support the child's learning needs. If such a recommendation is presented to the family, the administration will work closely with the parents to assist them with finding accommodations, assistive technology, or a more suitable placement for their child.

## **SECTION 6 SCHOOL UNIFORMS AND APPEARANCE OF STUDENTS**

All students are encouraged to feel pride in being members of the BCMS/SMS community. Their uniform identifies them as such. Our uniform ensures that students are neatly and sensibly dressed, and that competition and extremes of fashion are avoided. Appropriate dress is expected of all students and good grooming is equally important. All members of staff have been asked to review and enforce the school's uniform policy. Parents will be contacted if the uniform worn by the student is

incomplete or inappropriate. Students are not permitted to change out of their school uniform at the end of the day, unless they have permission from the school administration due to special circumstances. **Inappropriately dressed students will be asked to change promptly into a school uniform or will be sent home immediately.**

Please note school's uniform policy below:

## **6.1 Policy Guidelines for Student Dress, Appearance and Grooming**

- 6.1.1** Boys are expected to wear long sleeved white dress shirts with navy blue or black dress pants, unless informed otherwise.
- 6.1.2** Boys' hair should neatly cut and trimmed. Dramatic hairstyles and/or hair colours are not permitted.
- 6.1.3** Nail polish and make-up cannot be worn by female students
- 6.1.4** Body piercing and tattoos are not permitted
- 6.1.5** Jewellery is unacceptable in school for either boys or girls
- 6.1.6** Shoes should be clean, tied, and polished at all times
- 6.1.7** Hoodies, ball caps, or fashion hats of any description cannot be worn in the school building at any time

## **6.2 Purchasing a Uniform**

- 6.2.1** Parent can purchase Uniform from our designated uniform supplier **“Neat Uniform” 1050 Boundary Rd., Burnaby, V5K 4T3 Tel: (604) 205 7560.** White Hijab is required for girls. Hijabs can also be purchased at school office.

## **6.3 Failure to Purchase the School Uniform**

Every child must come to school with the proper uniform. All teachers have been instructed to send any student who is not dressed in the proper uniform to the office so that the school office administrative assistant can contact the parents of the student. Students who receive three uniform infraction warnings will be asked to remain at home until the matter is rectified.

Each item of clothing **must be marked with the student's name** on a conspicuous inward facing seam or hem line. The student's name should not be visible when the item is worn.. It is wise to use a laundry pen or specifically manufactured iron-on labels. Do not use ink pens, as they will run and smear in the wash. We do have an informal “Lost & Found” area; however, checking for lost items is the child's responsibility (not the teacher's or the parent's). The school will not be responsible for lost clothing. Please see Appendix “A” for more information.

## SECTION 7 ARRIVAL AND DEPARTURE

We are concerned about safety when students are being dropped-off and picked up by parents. To minimize the dangers and hazards as much as possible, parents are asked to abide by the list provided below.

### 7.1 General - Safety when Dropping-Off and Picking-Up Students

- Use and make the children aware of safety procedures;
- Obey all posted traffic and parking signs;
- Watch for students who may inadvertently dart out from between vehicles;
- Be respectful of other drivers and the community.

All parents are to drop off and pick up students from the main entrance of the school grounds. All staff, parents, and volunteers are to park their vehicles in the sides of school parking lot, if they need to enter the school. Otherwise, follow the arrows and flow of traffic in the proper directions. Drive slowly and watch for unaccompanied children who may dart out.

### 7.2 Morning Drop-off

Parents are to drop off their children between 8:00 a.m. and 8:10 a.m. **Access to the building is not available to students before 8:00 a.m.** unless a prior arrangement has been made with the school office, or there is a planned, pre-arranged school activity under the **direct supervision of a teacher**. Leaving your child at the school before 8:00 a.m. without any contact with the school authority is negligence and the school will not be held accountable for such actions. **(We are not responsible for any student outside of the building before 8:00 A.M.)**. Teachers are not required to arrive until 7:45 A.M. and they have morning duties to prepare their classrooms for the day's work.

To ensure the safety of all students, parents who are driving their young child/children to school are requested to park their cars and accompany their children to the front door/gate. Older children are asked to walk safely to the front door using the sidewalks. Do not rely on older siblings to be responsible for walking children inside.

### 7.3 Afternoon Pick-up

On Monday through Friday, school ends when the 3:25 p.m. bell rings. Parents are asked to refrain from coming into the building or the classrooms, as it is disruptive to school proceedings. **The school building will be locked at 4:00 p.m. We cannot provide supervision for children after 3:45 P.M.** Please ensure that travel arrangements for students are settled and shared with your children in advance.

Only people authorized by the parents IN WRITING can take your child from the school. We are not permitted to release a child to someone other than the parent or guardian with phone permission. Please fill out the form in the office naming all people you wish to allow to pick up your child. In the case of a family separation proceeding or court ordered child custody arrangement, please provide the school with the court order designating custody.

#### **7.4 Non-Compliance with School Hours**

In the event that a child is routinely left on the premises before and/or after school hours, we are obliged to take action, including but not limited to, informing Child and Family Services. The following steps will be taken:

- a) Step 1: Email warning to arrange a formal meeting appointment with parents;
- b) Step 2: Written letter to parents- also with second copy placed in child's file;
- c) Step 3: Contact Child and Family Services.

Parents are not to use drop-off or pick-up times to engage teachers, administrators, office staff or other parents in conversations concerning student progress. Teachers and the school leadership are always willing to discuss student progress, but at mutually convenient times. Parents are requested to arrange for a formal appointment for such matters.

### **SECTION 8 ATTENDANCE**

Regular attendance and punctuality on the part of the student is an important component of the learning process and student achievement. All teachers will keep attendance records. Absences and tardiness will be recorded on the report cards. Consistent tardiness or excessive absenteeism is possible grounds for suspension from school. Teachers are required to report excessive tardiness/absences to the Principal. Parents may then be required to attend a meeting with the Principal to explain these absences.

#### **8.1 Tardiness**

Parents are asked to send a note in advance or call the school by 8:00 a.m. if their child will arrive at school late. If stuck in an excessively slow traffic jam, please have another adult or responsible child call the office at 604-270-2511 from your mobile phone. All students arriving after 8:15 a.m. must proceed to the office to receive a late slip prior to entering their classes. A parent or guardian must also record the arrival time in the sign in/out book in the office. If you know of an upcoming lateness (e.g. an appointment), please communicate this to the homeroom teacher and school office in advance.

## 8.2 Absences

Parents are asked to call the school by 8:00 a.m. or send a note in advance if their child is to be absent. To avoid congestion on the phones between 8:00 A.M. and 8:20 a.m., parents are encouraged to leave a voicemail message at their earliest convenience in the morning. When making outside appointments, parents are asked to be considerate of the child's school schedule and arrange appointments during non-core instructional time when possible. Parents are to meet their child at the office to sign them out.

## 8.3 Acceptable Excused Absences

- Illness of the student,
- Medical diagnosis and/or treatment,
- Death in the immediate family; funerals of other relatives or close friends, may not exceed one day if in the locality or three days if outside the province,
- Contagious disease in the home of the child subject to regulations of the Department of Public Health,
- Legal business requiring the student's presence,
- Suspension or expulsion from school,
- Approved educational visits/trips,
- Authorized school-sponsored activities.

## 8.4 Extended Leave of Absences

Students are expected to attend school during the entire school year. Similarly, parents are expected to arrange their travel times according to the school calendar. Students who will be out of the school for an extended period of time and do not meet the criteria for excused absences are considered truant. The School may refuse the re-admission of any student who is absent from school without permission (10 or more consecutive school days). Further, the School reserves the right to test a student who has gone on extended leave before deciding on a promotion to the next grade in all missing tests. It is the parent's responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills and knowledge in the case of an extended leave of absence from school.

If a student is to be absent from school for an extended period of time, the Principal and teacher should be informed **in writing**. A minimum of two weeks' notice is expected so that the necessary materials/homework can be collected. It is the student's responsibility to redo the missing tests and **hand in all work** that has been assigned during the time away from school.



If this extended leave of absence results in a student not meeting the minimal hours of instruction required by the Ministry parents must compensate the school for any grant loss. To qualify for a full grant, a student must meet the Ministry's minimum attendance of 600 hours before May 15.

### **8.5 Withdrawal from School (Mid-Year)**

Due to the fact that we are committed to the teachers' contract for the entire year, penalties exist for withdrawing children from school before the completion of the entire school year cycle.

We understand that people move, change jobs, and other circumstances arise. However, we cannot guarantee any reimbursement, unless a waiting-list exists for your child's spot in a particular grade level.

Parents who sign a contract to enroll students in our school must pay the entire tuition amount, even if they withdraw or go on an extended vacation.

## **SECTION 9 STUDENT'S EVALUATIONS**

### **9.1 Report Card**

At BCMS/SMS, report cards are issued three times a year. Formal parent/teacher interviews are held after the first and second reports are distributed. Both parents are encouraged to attend, when possible.

Teachers may schedule special conferences to discuss specific issues with parents or guardians. Parents are also welcome to make individual appointments with the teachers of their children, as needed.

### **9.2 Evaluation Scheme**

Each subject will be evaluated according to the following scheme:

- Tests, quizzes and examinations: [40%] At least three tests will be given each term.
- Projects/ Assignments: [40%] Projects (including homework) will be graded according to teacher's criteria, as outlined in a rubric and distributed to the students in advance.
- Participation/ "Hands on Activities/ Attitude [20%] this includes presentations of work, general responses during lessons and behavior.

Academic and Arabic Language Arts teachers will retain samples of students' work for the child's "evidence" file; this portfolio will show progress and improvement over time.

Upper grade teachers may choose to keep digital portfolios that include artwork, as well.

## **SECTION 10 HOMEWORK POLICY**

Students at BCMS/SMS can expect homework almost every evening throughout the school year, beginning in Grade one. Support for education must be provided at home and is directly related to a child's success at school; however homework is for the child to improve skills, not for parents to do their work for them. We expect parents' support by creating a space, providing a quiet environment for the students to work in, providing necessary tools and endorsement for homework time by encouraging students to complete and submit all assignments by the stated deadlines. Suggested homework times are as follow:

❖ Grade 1 and 2	15-20 minutes
❖ Grade 3 and 4	30 - 45 minutes
❖ Grade 5 to 7	1 hour - 1 hour 30 min.

It is the responsibility of the student and parent(s) to inform teachers of classes that will be missed. Arrangements will then be made to deal with work that the student will miss. If a student is ill, it is his/her responsibility to make up any missed work upon his/her return. Families are advised not to arrange holidays during the school term as the absence disrupts the child's studies.

Incomplete assignments will be recorded and these form part of a student's academic achievement records. Teachers may also elect to keep students indoors during recess to complete homework assignments, so that each child continues to progress along with his or her class. Should a student consistently choose not to complete homework assignments, his/her continued attendance at BCMS/ SMS will be reviewed.

## **SECTION 11 DISCIPLINE & EXPULSION POLICY**

Students should share in making our school and community better. They should not do anything that could negatively affect the improvement of our school and community. The full version of the discipline and expulsion policy document is kept in the office and parents may review it at any time.

The intent and spirit of the current discipline policy, is designed to:

- Streamline discipline process and procedures,

- Clarify to the students, teachers, and the parents the school expectations of student's behaviour; and anticipated logical consequences of misbehaviour,
- Implement the Discipline Policy efficiently, effectively and fairly.

It is the goal of the school to provide an exemplary learning environment for every student in the school. We will do our utmost to provide this environment. In very few cases, students may be deemed to be unfit to attend classes. If a BCMS/SMS school-initiated expulsion occurs for any reason, the remaining fees and tuition will be pro-rated accordingly and the balance of money remaining returned to parents or guardians.

## SECTION 12 TUITION AND OTHER FEES FOR 2014-2015

Full version of the Annual Tuition Fee is available at the school office.

## SECTION 13 TUITION FEE - PAYMENT POLICY

There are three options for paying tuition:

### **Option 1      Cheque**

- Provide 10 postdated cheques dated the 1<sup>st</sup> of each month.
- Make a full payment with a single cheque dated September 1. Parents will receive a 3% discount on clearing cheque.

### **Option 2      Credit Card**

- Parents can pay by monthly instalments through their credit cards. However, there will be a 3% surcharge on each payment due to the credit card processing fee.
- Parents who make a full payment with a single credit card transaction dated September 1<sup>st</sup> will not be charged 3% surcharge.

### **Option 3      Cash**

- Parents can pay by monthly cash instalments but must provide a 10% deposit dated for September 1<sup>st</sup> (either by cheque or credit card). The deposit will not be processed if cash payment is made in the first week of school in September.
- Parents who make single full cash payment in September will receive a 3% discount.

**SECTION 14  
CONFLICT RESOLUTION**

**14.1 Mediation**

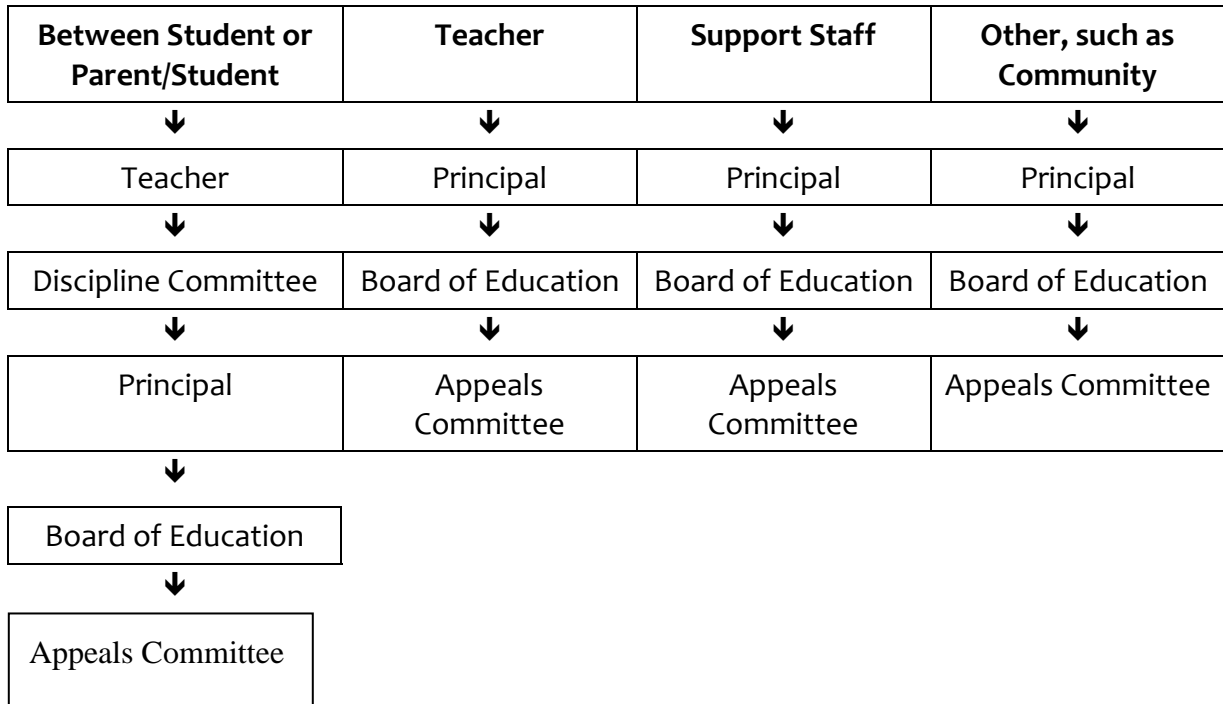
BCMS/SMS will do its utmost to ensure harmony and cooperation between all. In the event of conflict, we train our students to be good mediators and advocates for their own rights. The students are taught to be fair and to expect justice from adults. Inevitably, conflicts do arise between different students, parents, and teachers or between teachers and administrators.

For a conflict between two or more students, the procedures we advocate are:

- The students attempt to solve the conflict amongst themselves, using their words
- If unable to resolve things, they can bring the issue up for adjudication to their teacher
- If s/he deems it necessary, it will be brought before an impartial referee- first the Discipline Committee, then the Principal, and if still unresolved, ultimately formally to the Board of Directors. If there is no agreement, the school will arrange for an appeal committee (that is not part of the community) to deal and finalize the issue. His decision will be final.

**14.2 Grievance Resolution Procedure**

In the event that there is a grievance which is at an impasse, the following diagram indicates the process for resolving/reporting the issue.



Should there be a decision made that is not satisfactory to any or all parties, the grievance can be submitted **in writing** within 10 days of the decision to:

Appeals Committee  
C/O BC Muslim School  
12300 Blundell Rd  
Richmond, BC

Please clearly state the:

- Name, phone number, address, and student name
- Grievance including dates
- Decision
- Reason for the appeal request

The Appeals Committee, which is an independent body not associate with the community, will then contact the family within 7 days to schedule a hearing date. The decision of the Appeals committee is final.

## **SECTION 15 COMMUNICATION**

At BCMS/SMS, we believe in open, honest, and transparent communication. If you have a question or concern, please do not hesitate to contact the school administration. The recommended protocol is listed below.

### **15.1 Communication Protocol**

- Should the question/concern be directly related to the delivery of an academic program, parents are asked to speak with or email the teacher involved first.
- Should the response/resolution not be satisfactory, then a parent is asked to contact the Assistant- Principal.
- Should the question/concern be general in nature about the overall operation of the school, please contact the Resource Teacher or the Principal.
- Should the question/concern be related to payment of fees, please contact the Accountant.
- Should the question/concern be about admission/withdrawal, please contact the Office Staff.

## **15.2 Newsletters**

Newsletters will be sent home by email during the first week of each month. Notice of special days, field trips, concerns and general school news will be included. Student work and achievements will be highlighted. As our newsletter is an important means of communication, we ask all families to read the newsletters to become familiar with events and activities within the school community. Please ensure you enter your home email address on our website [www.bcmuslimschool.ca](http://www.bcmuslimschool.ca) or [www.surrymuslimschool.ca](http://www.surrymuslimschool.ca) . The newsletter will be available as a PDF document on the school website as well.

## **15.3 Agendas/ Homework Logbooks**

Each student in Grades 1 to 7 should purchase and bring daily an agenda booklet/ yearly calendar. This booklet can be used to help students record daily homework assignments, upcoming tests, school events, and notices. It is also an effective means for teachers and parents to communicate with one another in writing. All students are encouraged to develop the habit of using the agenda effectively.

## **15.4 Notices**

Notices are sent home via email or with students as needs dictate. Please check with your child (or in their backpack, bag or homework folder) on a daily basis to ensure that all notices are delivered and received. We will always attempt to email notices, as well, but some (eg. permission slips) require signatures. Notes to be returned to the school will be on yellow paper. For families with more than one child attending BCMS/SMS, our goal is to send home one notice per child, with the eldest child, unless there is a need for each child to have something signed. Parents should advise the school office of current e-mail addresses, and update contact information, should things change.

## **15.5 Appointments**

Parents and teachers may contact each other in order to arrange a meeting. If you would like to initiate a meeting with a teacher, please email that teacher or call the main office to leave a message for the teacher. Please be advised that although teaching time finishes at 3:40 p.m., teachers are often busy with after-school activities. A scheduled appointment ensures that your concern will have the proper amount of time, preparation, and attention.

## **15.6 Phones/ Cell Phones, iPads and e-readers**

Telephones in the school office are for business purposes only. Students will only be allowed to use the phone in an emergency or if they become ill during the school day. Please make all arrangements for drop-off, pick-up, and appointments prior to the school day.

In our increasingly global and rapidly-changing world, some teachers may request students to bring iPads, laptops or e-reader digital touch devices. These will be allowed



in the particular class by that teacher for educational purposes only, and subsequently must remain in the office for collection after school.

### **15.7 Electronics, Toys and Sports Equipment**

You may not bring toys or sports equipment from home to school without prior permission from the Principal. The school has sufficient balls for recess times. Kindergarten has scheduled “Show & Tell” days. Appropriate items to share include interesting items from nature, from a recent trip, cultural objects, art work done at home, crafts, or even wearing a new piece of clothing. The purpose of “Sharing Time” is to encourage a child to talk to their classmates publicly. Any toys brought to school will be confiscated and placed on a high shelf by the teacher. These will not be returned until departure time.

## **SECTION 16 SCHOOL CALENDAR**

A school calendar, with details of all scheduled activities and reporting periods for the school year. **Note:** the schedule may be subject to minor changes.

## **SECTION 17 PARENT COUNCIL**

### **17.1 Membership**

Every parent is automatically a member of the BCMS/SMS Parent Council and, as such, is invited to attend and take part in the meetings held throughout the school year. Meeting times will be announced throughout the year. The Parent Council has supported the school in numerous ways including fundraising for the playground, book fairs, scheduling weekend sports events such as bowling, and helping to arrange some student community service placements. They are an integral and necessary part of the school; your participation is highly encouraged.

### **17.2 Governance**

All leadership positions for the parent Council in the new school year will be selected at the first meeting.

### **17.3 Designated Positions**

Chairperson – chairs all meetings, sets up the agenda, and ensures the order of the meeting

Vice Chair – works with the chair and can perform the same duties if the chair is not available

Secretary/Communications Officer – records the minutes of all meetings, publishes minutes

Treasurer – handles all financial transactions for the Council, arranges for audited statements each year

Volunteer Coordinator – organizes the school volunteer program in cooperation with the parents and teaching staff

#### **17.4 Parent Council Objectives**

**17.4.1** To promote the welfare of students at BCMS and SMS,

**17.4.2** To support the school’s unique programs, both with time and financial resources,

**17.4.3** To facilitate the involvement of parents with the school through coordination of volunteer opportunities,

**17.4.4** To offer advice and make recommendations to the school principal and administration team.

#### **17.5 Volunteer Program**

Parent involvement is crucial to the sustainability and success of any school. The success of the BCMS/SMS volunteer program depends upon each family doing their part. We can use volunteer help in many areas of the school. The volunteer fee of \$150.00 is reimbursed when 15 hours of volunteer work is completed at the BCMS and \$50.00 when completing 5 volunteer hours at the SMS campus.

### **SECTION 18 SEXUAL HARASSMENT POLICY**

Based on the spirit of Islam, there will be absolutely no physical contact whatsoever between male and female students and/or male and female students and staff at any time. Any advances, sexual remarks or contact, whatsoever, whether wanted or unwanted, will be construed as sexual harassment and will be cause for immediate and permanent expulsion of the student whereby **the parent will take full responsibility their child(ren)’s education**. If it is determined that a staff member is in breach, this is cause for immediate and permanent dismissal.

## SECTION 19 ABUSE POLICY

### 19.1 Behavior

BCMS/SMS has high expectations of behaviour for all. BCMS/SMS supports mutual respect and dignity for those we serve and for those who serve. Inappropriate conduct or abusive behaviour towards students, staff, volunteers, parents, or Board members, as well as the rest of the community will not be tolerated inside or outside school. Any and all inappropriate conduct or abusive behaviour is considered a Major Offence and will be dealt with directly. All disciplinary measures are at the Board's sole discretion. It is everyone's responsibility to maintain a positive and safe environment. **Respect earns Respect.**

In the event of abuse or neglect by a student, **the parent will take full responsibility for their child(ren)'s education if the School expels the child from the school.** This policy deals with the following issues: emotional abuse, assault and battery, financial abuse, neglect, physical abuse, sexual abuse, sexual harassment, bullying, cyber bullying and substance abuse.

### 19.2 Definitions of Abuse

BCMS/SMS will take swift action in dealing with anyone against whom allegations of abuse are levied **inside or out of the school.** The above terms are defined as follows:

19.2.1 **Emotional Abuse** - Refers to verbal assault (yelling, swearing, ridiculing, intentionally embarrassing and name-calling), lack of attention (being ignored) or placing in isolation or confinement;

19.2.2 **Financial Abuse** - Refers to the theft of money or personal property, the deceitful manipulation of finances, and/or the misuse of someone's assets or funds;

19.2.3 **Neglect** - Refers to the withholding of basic care (food, water, medical attention, toileting and emotional support);

19.2.4 **Physical Abuse** - Refers to physical assault, (slapping hitting, kicking and punching), use of excessive and unnecessary force or the rough handling of another individual;

19.2.5 **Sexual Abuse** - Refers to any sexual contact (inappropriate touching, intercourse, exploitation) committed and/or forced on another individual;

19.2.6 **Sexual Harassment** - Refers to unwanted and offensive sexual advancement or sexually derogatory or discriminatory remarks made to another person;

19.2.7 **Bullying** - is targeted negative behaviour that is sustained over a period of time;

19.2.8 **Cyber Bullying** – using information and communication technology to convey a message that threatens or perpetuates fear and intimidation, or threatens bodily harm/death; and

19.2.9 **Substance Abuse** – BCMS/SMS is a smoke-free environment and smoking is not permitted on any area of the property. The consumption of alcohol or the use of drugs - prescription or legal – without the express authority of the school is prohibited and will result in immediate dismissal.

Any member of the school who witnesses or suspects an incident of abuse must immediately report the suspicion to the Principal. Should the complaint be brought against the Principal, it should be taken to the School Board.

Any incident of suspected or actual abuse will be documented and reported.

Any member of the school who fails to report an incident or suspicion of abuse or neglect is subject to disciplinary action by the Board of Education.

An allegation or charge of abuse or neglect will result in immediate suspension of the student, parent or volunteer.

It is required by law that all school personnel will cooperate fully with authorities charged with investigating the allegations. The school has the right to immediately expel any student that has any involvement, or criminal charges, or civil charges, whatsoever, with any level of the police services in any place worldwide.

## **SECTION 20 FOOD POLICY**

Children are to bring their lunch and snack from home. Please make sure their lunch is nutritious and adequately filling. Consider packaging lunch in a thermos and/or a reusable sandwich container.

Parents are encouraged to avoid delivering food to the school for their children's lunches. Please also ensure that all snacks and lunches are "nut free" as there may be other students with severe allergies. Additionally, students may not order lunch from external vendors during school hours.

### **20.1 Lunch**

Students eat lunch with their classmates and homeroom teacher in their classrooms. Microwaves are not available due to safety reason.

Water fountains are available at the school. It is recommended that each child has a reusable personal water bottle labeled with their name in permanent marker. Disposable plastic water bottles are recycled at school, but cannot be used repeatedly do to degradation of the plastic during multiple uses.

## **20.2 Hot Lunches**

Teachers and the Parent Council organise monthly hot lunches. Notices are sent out in advance to inform parents of the days and anticipated menu.

## **20.3 Unhealthy Food**

Lunch is the fuel for your children's afternoon. If you put unhealthy fuel in, then the students tend to not have the energy needed to continue with the day. **Healthy lunches do not include** items such as chocolate in any form, gum, candy, soft drinks, or potato chips or other snacks with excessive salt or sugar. If you feel the need to send a treat, try items such a piece of fresh fruit, a muffin, raisins, cut up vegetables, a small pudding, or Fruit-To-Go.

## **SECTION 21 FIELD TRIPS / OFF-SITE EXCURSIONS**

### **21.1 Rationale**

**Off-site excursions and field trips allow students to:**

- 21.1.1** Be presented with “real world” experiences not available in the regular classroom,
- 21.1.2** Reinforce, support, extend and enhance the concepts they have learned in their classes,
- 21.1.3** Relate their classroom activities to everyday life,
- 21.1.4** Understand that learning has application,
- 21.1.5** Have the opportunity to learn from others who have expertise in a particular field,
- 21.1.6** Participate in hands-on experiential learning,
- 21.1.7** Better familiarize themselves with the resources available in the community, and
- 21.1.8** Find out & explore more about potential careers and employment opportunities.

### **21.2 Guidelines for Fieldtrips and Off-site Excursions**

- 21.2.1** Students are required to wear full dress uniform unless otherwise stated;

21.2.2 Parent consent forms will be sent home at least three to five days prior to the excursion/field trip; and

21.2.3 All consent forms must be signed and returned to the teacher by the date stipulated on the notice. Handwritten consent notes may be accepted depending on the type of field trip/excursion being undertaken.

21.2.3 **Telephone consents will not be permissible;** we must have permission in writing.

21.2.4 Only a parent's or legal guardian's signature is acceptable on the consent form;

21.2.5 The cost of transportation, as well as other incidental expenditures that might be necessary, must be paid in advance of the trip; and

21.2.6 Volunteers are requested to adhere to the school's Islamic dress code on all excursions and fieldtrips.

## **SECTION 22 ASSEMBLIES AND SPECIAL EVENTS**

Assemblies will be held on a regular basis. The purpose of assemblies is to enhance school spirit within the school community and to do group Duaa' and Quran Recitation. Assemblies will also be used to inform the student body of current events within the school environment and to celebrate successes. As such, students and parents are expected to behave in a manner benefiting a Muslim gathering. Other special events will be announced where students will be performing and parents will be invited to attend. When attending these functions all parents should be respectful of the school's Islamic dress code.

## **SECTION 23 MEDICAL CONCERNS AND EMERGENCY SITUATIONS**

We do not have a staff school nurse on the premises. Any medical problems or medication requirements should be recorded on the medical section of the application update form each year. Parents are also required to inform the classroom teacher of any health concerns. The school office will keep this information on file. Parents are encouraged to keep BCMS/ SMS informed as to changes in the medical condition of the student, as well as to any other changes in family or personal circumstances which impact the student.

### **23.1 Minor Medical Concerns**

The school is modestly equipped with a basic first aid kit. Several staff members have First Aid training. Small cuts and scrapes can be dealt with at school. If in doubt, staff will err on the side of caution and attempt to call parents or else seek medical attention. Students who feel unwell during the day must report their illness to a teacher who may send them to the office or may decide to send them home after contacting the parent.

Make sure the office has your emergency medical information current and updated contact information form for the child's file.

### **23.2 Major Medical Concerns**

If the medical issue is one that cannot be handled by the school, the parents will be contacted immediately so they can pick up their child from the school. In the event of a more serious injury, when parents are unavailable to transport their child to a hospital, an ambulance will be called to the school. The responsibility of BCMS/ SMS is to ensure that the child enters the care of a qualified doctor or a hospital, and the remaining duty is to continue efforts to contact the parents if such has not been done before.

### **23.3 Medications**

Parents must make sure that the school has full and up-to-date medical information about each child. This information will help teachers and office personnel to provide the best assistance to a child in case of emergency.

School personnel can only dispense prescribed medicine in its original packaging. All medicine must be handed to the office and dispense by the office staff only. We cannot dispense over the counter medication to a child under any circumstance. A sick child is best left at home under family care.

During an illness, parents of any recovering children are welcome to come into school at the designated times to administer medicine prescribed by a doctor for their own child.

## **SECTION 24 DRILLS**

### **24.1 Safety and Security Policies**

BCMS/ SMS has a new manual containing all of our security and emergency management policies. It is available in the school office, if you wish to read it in its entirety. Evacuation procedures are clearly explained, in the case of any on-site incident that requires taking the children off campus for their safety.

### **24.2 Fire Drills/Earthquake Drills**

As required by law, students will be notified and trained in fire and earthquake drills protocol, including where to meet in the case of an emergency.

### **24.3 School Lockdown Drills**

There will be two major school lockdown drills during the year. A letter will be sent home to the parents on the same day that drills are completed.



**SECTION 25**  
**ACTS OF VANDALISM**  
**AND/OR PULLING OF THE FIRE ALARM**

In the event a student is identified as having committed an act of vandalism or is identified as having pulled the fire alarm for no reason, then:

1. The student will receive:
  - i. First infraction: a Level 1 – Suspension under 5 days;
  - ii. Second infraction: a Level 2 - Suspension over 5 days;
2. For every infraction, a written report will be prepared and placed on the student's file;
3. The amount of the bill to repair or replace the item or items that are vandalized, or if the fire department sends BCMS/ SMS a bill for attending a false alarm, the amount will have to be paid in full immediately by the parent of the student. In the event payment is not immediately made in full, then the outstanding amount will be added to the student's or a sibling's tuition fee, which could result in the student not being admitted into BCMS/ SMS the next school year.

**SECTION 26**  
**COMPUTER LABS AND ROOMS**

**26.1** Both students and parents must sign an agreement to abide by the school's technology policies; this will be included in the Appendix or available from the office.

**26.1.2** Food or drinks cannot be brought into the computer room.

**26.1.3** Students may only utilize the computer room under the supervision of a teacher.

**26.1.4** Games are not allowed during school time on lab computers; the lab is for computer instruction (keyboarding and multimedia skills development) and research for educational purposes.

**26.1.5** BCMS/SMS policies regarding software usage, importing outside software, computer room decorum and copyright must be adhered to.

**26.1.6** Students are permitted to access the Internet in supervised situations only. There is **zero tolerance** for accessing inappropriate sites.

**26.1.7** The supervising teacher has the authority to remove any student who is displaying inappropriate behaviour from the computer room; parents will be informed by in writing should this situation occur.

## **SECTION 27 LOST AND FOUND**

Students are responsible for all of their belongings including all uniform items, school supplies, and personal items that they may have in their possession. **All possessions should be clearly labelled with the student's name.** Students will be notified of the location of the lost and found area. The teachers take no responsibility for items the child loses. All unclaimed items are donated to charity at the end of each school term.

## **SECTION 28 SCHOOL SUPPLIES AND TEXTBOOKS**

BCMS/SMS provide basic school supplies and workbooks to the students. All textbooks are the school property. Lost or damaged books belonging to school are to be paid for by the student, at their replacement cost. The school office will issue invoices for lost or damaged books.

## **SECTION 29 VISITORS**

**All visitors are required to report to the school office.** Visitors to the school should make an appointment through the office with the appropriate person. Though an attempt will be made to accommodate unscheduled visitors, it may be necessary to ask the visitor to return when an appropriate appointment has been made.

## **SECTION 30 PARKING**

All staff, parents, and volunteers are to park their vehicles in the parking lot within the indicated lines for legal spaces. Please do not park in front of the gate or drive your vehicle on the school ground.

## **SECTION 31 TOLERANCE**

A positive school climate promotes student learning and development. A school community where everyone feels safe, respected and engaged prepares children for life in a diverse multicultural and democratic society.

The fostering of attitudes and prejudicial behaviours such as hate, bias, racial intolerance, name-calling or psychological battering is not tolerated at BCMS/SMS. Our school has a “No bullying” policy which we strictly adhere to at all times. Any student or teacher engaging in this type of behaviour will be subject to discipline by the administration. Our staff consistently attempts to model tolerant, respectful behavior and sensitive cross-cultural communication

**SECTION 32**  
**STUDENT RECOGNITION**

Academic success is at the core of the school's philosophy; therefore, the celebration of success is very important. The school will recognize achievement and effort of students throughout the year in classes and at school assemblies.

**SECTION 33**  
**USE OF SCHOOL PROPERTY**

It is the strict policy of BCMS/SMS that all things (equipment, instructional materials, etc.) within and outside of the building of BCMS/SMS belong to BCMS/SMS. Under no circumstances are parents or visitors allowed to borrow, remove, have, or take home to use any of the items belonging to BCMS/SMS. Amongst other things, this would include all equipment and items in the home economics room, in the custodial rooms, in the classrooms, science lab, and all computers or peripherals throughout the school.

***Thank you for taking the time to read this Parent-Student Policy Handbook.***  
***We hope you have found it informative and helpful.***

***Please read and sign the contract attached.***

## PARENT CONTRACT FORM

This 2-page Parent Contract is made in accordance with **Section 1** of this Handbook. **Please complete and return this 2-page form to the school office no later than Monday, September 2, 2014.**

The parent(s)/guardian(s) of:


I have read the Parent and Student Handbook and this Contract and I agree to abide by the following:

**WHEREAS**, I, the undersigned parent(s)/guardian(s) has made a personal decision to enrol my child(ren) at BCMS/ SMS in order to provide my child with a unique educational opportunity;

**WHEREAS**, my desire and decision to enrol my child at BCMS/SMS is based upon my desire to become an active partner in the education of my child; and

**WHEREAS**, I recognize that BCMS/SMS is a private school of **choice** not entitlement.

**NOW THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at BCMS/SMS, my commitment is to abide by the following rules and regulations adopted by the School Board.
2. To agree to all the rules, regulations, policies and information as presented in the Parent and Student Handbook.
3. To recognize and embrace my role as having primary responsibility for the education of my child(ren).
4. To attend all conferences/meetings scheduled with any member of BCMS/SMS staff or administration.
5. To volunteer minimum 15 hours (Richmond) 5 hours (Surrey) during the School year.
6. To purchase uniforms for my child(ren) from BCMS/SMS and ensure my child abides by the dress code of BCMS/SMS.
7. To supply a healthy lunch and snack each School day for my child.
8. To be responsible for timely payment of any and all fees accrued to my account at BCMS/SMS.
9. To ensure my child will abide by the School Code of Conduct as presented in the Parent-Student Policy Handbook.

**In order to enhance my child's academic growth, I/We agree to do the following:**

- A. To read and use information sent home by the School to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To check my child's homework folder nightly, and ensure that homework is completed and returned on time.
- D. To encourage my child to research his or her academic level with deep commitment and enthusiasm for learning.

**I/We further understand that I shall:**

- A. Treat the School and its property with respect.
- B. Treat the teachers, staff, administration and volunteers with due courtesy and respect.

**I/We understand that I/we will fulfil my/our contractual obligations to the School and to my/our child(ren). As well, I/we will follow and abide by all of the rules, regulations and policies contained within the handbook. In the event I/we do not, the result will be suspension or expulsion of my child(ren) from the School, which in turn means that I/we will take full responsibility of my/our child(ren)'s education.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**For office use only**

Acknowledged by: \_\_\_\_\_  
Representing the BC Muslim School/Surrey Muslim School

Date \_\_\_\_\_