

BC MUSLIM SCHOOL

PARENTS & STUDENTS

HANDBOOK

2009-2010



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OUR SCHOOL

The School at a Glance

The BC Muslim School was founded by the BC Muslim Association in 1983. Originally established as a private co-educational Muslim Elementary School, the school has grown to be one of the most highly regarded Muslim High Schools in North America.

The BC Muslim School is an Independent School serving students from Kindergarten to Grade 7. The purpose of the School is to provide a superior standard of education, to foster academic achievement and cultivate an Islamic spirit in each student.

Through formal classroom instruction, regular homework, meaningful assignments, complimented by a solid Islamic Studies program, the BC Muslim School offers a unique environment. It is the school's aim to produce Muslims of character who are able to excel academically, physically, and spiritually. The BC Muslim School fulfils all the requirements of the BC Ministry of Education.

Daily school life at the BC Muslim School includes Islamic Studies, Arabic as a second language, and salaah in the Masjid, not to mention participation in various Islamic competitions and other extra-curricular activities.

Our institution has a very solid academic track record. We have a very challenging curriculum that is delivered diligently by a dedicated teaching staff. We provide an exceptional atmosphere and an excellent pupil to teacher ratio that allows our students to learn and excel in all courses.

Parents' involvement in the education of their children is the key to the children's success. The school encourages and facilitates parental involvement and participation.

Mission Statement

The School provides the foundation based on Islam for life-long learning and prepares students to assume their responsibilities as adults.

We are committed to developing in our students the attitudes, skills and knowledge that are necessary for leading positive, satisfying lives and becoming contributing members of the community and Canadian society at large.

Our Objectives:

- Strive for excellence in all areas of education.
- Help students develop the knowledge, skills and the attitude that are necessary for leading positive and satisfying lives.
- Encourage and help students prepare for life-long learning.
- Foster good conduct and etiquette based on Islamic principles. Strive for complete integration of Islam across the curriculum.
- Provide a solid Islamic Studies program that nurtures balanced and progressive minds.

School Motto

The BC Muslim School's motto is "PERSEVERANCE, EXCELLENCE, COMMITMENT and KNOWLEDGE". On a daily basis, the BC Muslim School strives to instill these virtues in students. The school expects of its pupils a high standard of academic achievement, commitment, and integrity combined with respect, self-discipline and conduct based on Islamic teachings.

Our direction in the future will continue to follow the School Motto to achieve EXCELLENCE. It is important to remember that the process of learning is as important as the product of learning. How well we learn and our degree of perseverance and commitment affect the result of learning.

At BC Muslim School, we expect our students to follow the Ministry's curriculum and to achieve the expected learning outcomes with excellence. There is every opportunity for all students to express their individual excellence in their own unique ways within the context of our accepted system of values and to receive a well-rounded education.

The School is prepared for new challenges and ready to employ new techniques of teaching in today's rapidly changing technological world. We are committed to offering our students the tools necessary to meet the challenges of the future.

BOARD OF EDUCATION

The B.C.M.S. Board of Education is an organization of 7 members drawn from our school and larger Vancouver Muslim community. The members of this all-volunteer Board are appointed by the B.C. Muslim Association Executive Committee. Like all School Boards, the B.C.M.A. Board of Education is not directly responsible for dealing with the concerns of individual parents. Rather, the School Board is a decision and policy making body monitoring the Principal and the professional functioning of our school.

PARENTS' ADVISORY COUNCIL (PAC)

The B.C.M.S. Parents' Advisory Council is a parent's association formed under the constitution and gains its mandate from the Board of Education. Once every two years, an election is called jointly by the Board of Education and the current Chairman of the Parent's Committee. Any B.C.M.S. parent in good standing may either nominate a candidate or be elected to the Parent's Committee. The primary function of the Parent's Committee is that of fund-raising and the co-ordination of special events throughout the school year.

BCMS CALENDAR 2009-2010

August 31

Orientation Day (Teachers only)

September

Theme: Self-Discipline

Islamic Event: Fasting

- 1-4 Orientation Week (Teachers Only)
- 8 School Opening (Full Day) & Kindergarten
- 10 Assembly @ 9:15 a.m.
- 14 Photo Day
- 15 Fire Drill
- 18 End of Ramadan – School Closed
- 21-22 Eid ul-Fitr Holiday – School Closed (Tentative)
- 23 In-School Eid Celebration

October

Theme: Listening

Islamic Event: Battle of Uhud

- 1 Meet the Teachers' Night (6:00 – 7:30 p.m.)
- 6 Earthquake Drill
- 12 Public Holiday
- 18-22 Waste Reduction Week
- 20 Photos Retake
- 23 Pro-D Day – School Closed (Tentative)
- 29 Assembly @ 9:15 a.m.

November

Theme: Patience & Tolerance

Islamic Event: Hajj

- 1 Daylight Saving
- 11 Public Holiday – School Closed
- 17 Fire Drill
- 18 Food Basket Delivery
- 25 Assembly @ 10:50 a.m.
- 26-27 Eid ul-Adha - School Closed (Tentative)
- 30 In-School Eid Celebration

December

Theme: Planning

Islamic Event: Hijra

- 10 Report Cards Out
- 14-15 Term 2 Begins
Parents phone-in for Parent/Teacher Interviews

- 17 P/T Interviews 1:30 – 6:00 p.m.
(Early Dismissal 12:00 noon)
- 17 Assembly @ 10:50 a.m.
- 18 Pro-D Day – School Closed (Tentative)
- 21-31 Winter Break – School Closed

January

Theme: Read

Islamic Event: New Islamic Year

- 1 Winter Break – School Closed
- 4 School Reopens after Winter Break
- 18 Fire Drill
- 28 Assembly @ 10:50 a.m.

February

Theme: Commitment

- 1-26 Foundation Skills Assessment, Grades 4 & 7
- 8-12 Scholastic BookFair
- 24 Earthquake Drill
- 25 Assembly @ 10:50 a.m.

March

Theme: Honesty

Islamic Event: Birth of Prophet Mohammed

- 5 Pro-D Day – School Closed (Tentative)
- 8-12 Spring Break – School Closed
- 14 Daylight Saving
- 18 Report Cards Out – Term 3 Begins
- 22-23 Parents phone-in for P/T Interviews
- 25 Parent/Teacher Interviews (1:30 – 6:00 p.m.)
(Early Dismissal 12:00 noon)
- 25 Assembly @ 9:15 a.m.
- 26 Fire Drill

April

Theme: Courage & Perseverance

Islamic Event: Battle of Moota

- 2-5 Public Holiday – School Closed
- 20 Earthquake Drill
- 22 Earth Day
- 29 Assembly @ 9:15 a.m.

May

Theme: Strive

Islamic Event: Isra & Mi'raj

- 20 Sports Day – Tentative

- 24 Public Holiday
- 26 Volunteers Appreciation Day
- 27 Assembly @ 9:15 a.m.

June

Theme: Forgiveness

- 4 Science Fair
- 23 Grade 7 Graduation
- 24 Kindergarten Graduation
- 29 Awards Ceremony, Gr. 1 – 6
Report Cards Out
Last Day of School for Students
- 30 Administrative Day

ADMISSIONS POLICY

Applications for admission to the B.C. Muslim School are accepted year round. All applicants are required to provide a completed application package and other required documents at the time of registration. The following documents are requested:

- Proof of Citizenship - Birth Certificate (if the child is born in Canada)
Record of Landing/Citizen Card/Refugee Status
Valid Canada Immigration Student Visa (authorisation for non- residents)
- Copy of Legal Canadian Status of Parents
- B.C. Care Card
- Last School Report Card
- Immunization records and other important health/medical information
- Proof of Guardianship - Legal documentation

The following additional criteria will be considered in assessing all applicants:

- Entry Assessment Results
- Interview with student and parents
- Parental and student commitment to the pursuit of academic and behavioural excellence
- Valid legal status in Canada
- Siblings in attendance at the school

All prospective students will be tested for competence. Parents will be contacted by our Admissions personnel regarding the application outcome and assessment result via mail or by telephone as time permits. If the student is accepted, parents will be directed to discuss transport and financial arrangements with the appropriate personnel. ***Priority is on a First Come First Serve Basis.*** When arrangements for fee payment and bus transport are completed, parents should confirm date of starting school with the school administration.

In accordance with the Ministry's criteria, any student wishing to attend Kindergarten must have reached the age of 5 years by December 31 of the academic year in which the student wishes to enrol. The BCMS will not admit or promote any under age student before grade 3.

Any student admitted after the 2nd reporting period may be asked to repeat the same grade unless teachers are totally satisfied with the students' competence in all subject areas and/or student's performance in standard testing carried out by the school.

All new students will be given a provisional offer for 3 months. During this provisional admission period, student academic and behaviour performance in the school will be evaluated and observed by teachers. Parents may periodically be requested to attend conferences pertaining to issues about student adjustment in the school.

FEE SCHEDULE

RE-REGISTRATION

- ✚ Enrolment by March 10, 2009 No Cost
- ✚ Enrolment after March 10, 2009 \$ 50.00/student

Not refundable

NEW REGISTRATION

- ✚ Registration/Assessment Fee by May 4, 2009 \$ 100.00/student
- ✚ Registration/Assessment Fee after May 4, 2009 \$ 125.00/student

Not refundable

ZAKAT APPLICATION

- ✚ Form available at the office (deadline March 10, 2009)

BOOKS & SUPPLIES

- ✚ Kindergarten \$ 100.00/student
- ✚ Grade 1 – 7 \$ 150.00/student

Not refundable after May 4, 2009

FACILITY IMPROVEMENT

\$ 250.00/family

Not refundable after September 8, 2009

TUITION FEES

- ✚ Kindergarten – Grade 7 \$1265.00/student

PARENTAL CONTRIBUTION TO THE SCHOOL

\$ 150.00/family

(Amount to be credited with the completion of 10 volunteer hours)

Please note:

- Parents are encouraged to pay full tuition fees by September 8, 2009.
- All postdated cheques must be handed in during re-registration/registration.
- Please inform the office a week in advance to avoid any NSF cheques. (NSF fee (\$20.00) BC Muslim School will enforce a strict policy on NSF cheques. Upon notification, only ten (10) working days will be allowed to replace NSF cheques. **All unsettled accounts will be referred to a collection agency.**
- Family concessions: The first and second child will pay full fees; third child will get 33% off on the tuition fee and the fourth one and more will get 50% off.
- *A tax-deductible receipt will be issued for the Capital Fund payment and 30% of tuition fees (only upon full payment of all fees).*

BUS FEES

Particulars	1 child	2 Children	3 Children	4 Children
Richmond (Home)	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00
New West, Vancouver, Burnaby (Home)	\$900.00	\$1,700.00	\$2,500.00	\$2,500.00
Surrey (Home)	\$1,000.00	\$1,950.00	\$2,500.00	\$2,500.00
Surrey (Group, at any masjid)	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00

SCHOOL HOURS

Grade KG – 7	8:15 a.m. – 3:15 p.m.
Office	7:45 a.m. – 4:15 p.m.

SUPERVISION

Morning supervision starts at 8:00 a.m. and afternoon supervision finishes at 3:30 p.m. For safety reasons, parents should not bring their children too early in the morning and should pick them up promptly soon after dismissal.

ABSENCE AND EARLY DISMISSAL

Parents are required to contact the office to let the secretary know about the absence of their children before 9:00 a.m.

Academic performance depends, in part, on good attendance. Therefore, the B.C. Muslim School requests parents to schedule doctor's appointments, personal vacations and travel, etc. outside of regular school hours. Long absences (3 days or more) will require notes from the parents upon student's return and these notes will be kept in the student's file. If parents fail to verify the absence in writing within five days of their child's return, the absence becomes un-excused and will result in any of the following:

1. Teacher/student conference
2. Notification of office administration
3. Notification of student's parents
4. Student will be assigned in-school detention to complete all missed assignments
5. Principal/student conference

Additionally, to qualify for the Independent School Support Act Grant a student must meet the Ministry attendance requirement for full funding. For any student not meeting this attendance criteria, parents must compensate the school for any lost of grant.

Parents who would like to take their child out during school hours must sign out at the office.

EXTENDED LEAVE

It is the parent's responsibility to notify the school of any extended leave (10 school days or more) that a student intends to take.

The school reserves the right to test a student who has gone on extended leave before deciding on a promotion to the next grade. Teachers are not under any obligation to provide homework packages for students in extended leave. 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. Please note that parents are responsible for the loss of any government grants due to extended leave of absence.

TARDINESS / LATE ARRIVAL



Punctuality is important to the efficient running of a classroom. All students arriving after 8:15 a.m. must proceed to the office to receive a late slip prior to entering their classes. Any student not following this procedure will be marked absent for the day, which will result in a phone call home to the parent. Parents can report a student's absence during school closure hours by leaving a message on the school's answering machine.

EARLY DISMISSAL

Should a student need to leave school early, parents are required to send a note to their child's teacher stating the time and date of the early dismissal. Teachers may not be able to provide homework if enough notification is not given. Parents are also required to come to the office to pick up their child and to sign their child out of school. Students will not be permitted to leave the school building by themselves. Also, parents must not approach classrooms to pick up children. The students will be informed to meet their parents at the office.

Any changes in daily routine tend to upset/confuse students, especially the young ones. If you need to change your child's dismissal arrangement for the day, the office should be informed by 2:00 p.m. so that the message can be relayed to the child, teacher and bus driver. If a request comes to the office after 2:00 p.m., we may not be able to relay the message. In such cases, parents will be advised to seek other alternatives.

DROP-OFF AND PICK-UP

The safety and well being of our students while at school are our major concerns. Parents must follow dismissal procedures when children are picked up at the end of the school day. It is the responsibility of each and every parent to assure student safety in the parking lot before and after school. It is necessary to abide by the following rules and regulations:

- 1) Never pick-up or drop-off students in the "no parking" zones.
- 2) Always park your car in a designated parking space and allow children to carefully exit and enter the car from this location.
- 3) Obey all traffic signs and any school personnel directing traffic.
- 4) Supervise your children once you have picked them up



SPECIAL NEEDS STUDENTS

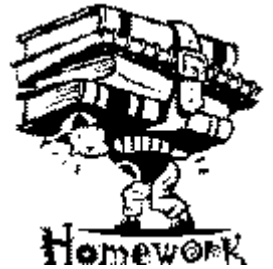
The B.C. Muslim School does not have adequate facilities to accommodate children requiring special assistance due to learning disabilities, emotional or behavioural difficulties or are physically challenged. In the best interest of these children, they will not be considered for admission and parents will be requested to withdraw them from the school if they are observed to have these difficulties after admission.

STUDENT PLANNERS

As part of each student's textbook fee (Grades 1-7) a customized student planner is provided. The purpose of the student planner is to help in the development of organisational skills and responsibility. It also provides a channel for regular home-school communication. Students will be required to write down their homework assignments and parents are expected to monitor their child's progress through the planner. The manner of monitoring will be communicated and to parents by class teachers. Parents are also encouraged to use the planner as a means of communication between home and school.

HOMEWORK POLICY

Homework is an integral part of the learning process. Its purpose is to reinforce classroom concepts, provide further analysis of these concepts and finally to develop the necessary self-discipline to foster good study habits. Students at the Muslim School are expected to complete nightly homework assignments. Suggested homework times are as follow:



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

Parents are expected to monitor their child's homework each day. Should a student be unable to complete a homework assignment, the parent is requested to send a note to the child's teacher with an explanation. Consistent failure to complete homework assignments may lead to withdrawal of privilege as the teacher sees fit until the assignment has been completed and may require a Parent/Principal conference. Some suggestions for helping your child with their homework:

- Motivate with praise
- Encourage children to do their homework on their own
- Provide a quiet organised study area
- Encourage good work habits
- Communicate with the teacher
- Use the student planner



FIELD TRIPS

Throughout the school year students in all grades participate in field trips to enhance their classroom learning experience. Students are expected to exhibit the best behaviour when out in public representing our school and the Muslim community. Uniforms are normally required unless the activity requires other outfits. Teachers must obtain permission from the Principal for non-adherence of the uniform code. Those students who have demonstrated poor behaviour in the past and those students not following the dress code, stipulated by the teacher, will not be permitted to participate in class field trips. The parents will then be contacted and asked to take their children home.

REPORT CARDS



Report cards are issued three times a year. Students in Grades K-3 receive grades “G”, “S” or “T” in their respective subjects and students in Grades 4 - 7 receive ministry recommended letter grades and percentage in their respective subjects. Formal parent/teacher interviews are held after the first and second reports are distributed. Dates for report cards distribution and parent/teacher interviews are included in the school calendar.

STUDENT AWARDS

At the conclusion of each school year, the B.C. Muslim School hosts the Annual Students Award Ceremony. This event serves to recognize excellence in academic achievement by students. The awards recognize excellence in a variety of disciplines in each grade.



CODE OF RESPONSIBILITY AND BEHAVIOUR (CONDUCT)

“The best among you are those with the best behaviour”. (Al-Bukhari)

Day-to-day experiences have warranted the adoption of various policies and procedures both for the safety and well-being of the students and to better serve and maintain academic standards at the school. It is necessary for parents to instil the importance of respecting and obeying School Rules, which will, in future, help our students become law-abiding citizens.

All minor incidents of inappropriate behaviour will be dealt with by teachers. Repeated minor infractions will be classified as a major infraction. Major infractions will require parent notification by the teacher, or Principal.

Code of Conduct

1. Respect for Others and Oneself

It is expected that all individuals will show respect to each other. They will be polite and helpful. They will respect the rights of others and exercise tolerance with regards to differences. All individuals will be encouraged to develop a positive attitude towards others in their community.

2. Safety for Others and Oneself

It is expected that all individuals will act in a safe and helpful manner to each other. They will be aware of their environment to work and play safely. All individuals

will be encouraged to develop a sense of community and to think of positive ways to make all areas safe for everyone.

3. Care of Property of Others and Their Own

It is expected that all individuals will keep the school environment and property clean and treat all property with care and respect. All individuals will be encouraged to develop a sense of pride in their environment and keep their respective areas neat. They will be encouraged to develop a sense of pride in themselves, their appearance, and their property and to take adequate care of these.

Students are expected to uphold and demonstrate Islamic behaviour at all times by:

- ◆ Maintaining cleanliness of mind, body, and clothing.
- ◆ Displaying Islamic courtesies to all teachers, administrators, elders, classmates, etc.
- ◆ Learning and respecting classroom routines and rules.
- ◆ Treating personal and school/Masjid property with care and respect.
- ◆ Working and playing co-operatively.
- ◆ Behaving as role models for other students (especially younger students).

When at school, whether in the classrooms, hallways, playground, gym, masjid or bus, students are expected to:

- Use polite language.
- Respect teachers and listen carefully to their instructions.
- Respect opinions and feelings of others.
- Respect school property and the personal belongings of others.
- Adopt actions that will safeguard the safety and welfare of self and others.
- Refrain from physical fights.
- Resolve conflicts peacefully.

These rules are strictly enforced to ensure the well-being of all students. We find this is one of the main reasons why parents and students choose to attend the Muslim School. If you do not agree with the above behavioural expectations and/or do not wish to monitor your child in following these expectations, then perhaps, the B.C. Muslim School is not the school for your child.

We would like the full support and co-operation of all parents in helping students understand and adhere to all School Rules.

DISCIPLINE

As every teacher enjoys a high degree of autonomy in his/her own classroom, discipline arising from a teacher's immediate environment e.g. classroom will be the responsibility of the teacher. The teacher may formulate his or her own system of rewards and punishment in a professionally acceptable way in accordance with existing discipline policy.



Students will be sent to the office immediately for the following actions:

- © Cheating, stealing and/or lying.
- © Defiance of teacher authority.
- © Offensive language at school.
- © Fighting or otherwise endangering the welfare of others.
- © Vandalism of school property or grounds.
- © Smoking or bringing firecrackers/matches to school.

The B.C. Muslim School is not equipped to handle children with severe behavioural problems or learning disabilities. In cases of habitual inappropriate behaviour, the school will work closely with parents in identifying the source of the problem and ways of changing those patterns. If the staff and parents together have exhausted all possibilities to modify the behaviour of offenders, parents will be advised to seek professional counselling or enrolment may be terminated.

BUS RULES AND REGULATIONS



The B.C. Muslim School provides bus transportation to and from school for a fee. This service is designed to assist the many parents who live and work far from the Richmond area. Safe transport of students to and from our school is our primary concern; therefore, strict adherence to bus rules and regulations is a must. Students who continually disregard bus rules may have their riding privileges suspended or, in extreme cases, terminated. The following are the bus rules and regulations:

1. Students returning from school are required to be dropped off at their regular location. Any changes to the drop off location will require either a written, dated, and signed authorization from the parent or written authorization from the Principal by 2:00pm of the day when such arrangements are to be made.
2. When boarding the bus, smaller children are to enter first.
3. Seats are assigned by the bus driver. No changing of seats will be permitted without the permission of the bus driver.
4. No part of the body is to be out of the bus.
5. No pushing or shoving while boarding the bus.
6. No eating or drinking on the bus.
7. No littering or depositing of garbage on the bus.
8. No swearing, intimidating, threatening or abusive language will be tolerated.
9. No racial slurs or ethnic insults will be tolerated.
10. Do not vandalize, deface, or damage the interior or exterior of the bus.
11. Do not stand or walk while the bus is moving.
12. Do not call out to the driver unless there is an emergency.
13. Do not talk, laugh or shout loudly as it may distract the driver.
14. The bus driver is the authority on the bus. Students must respect and obey him at all times.

SUSPENSION OF BUS SERVICE

Any breach of the bus rules may result in withdrawal of service for a period as determined by the administration. Parents may be requested to bring the offending student to school for a conference before the bus service can be resumed.

UNIFORM POLICY

As cleanliness and neatness in appearance is a duty incumbent upon all Muslim, the B.C. Muslim School observes a uniform dress code.

The school uniform must be worn properly by all students except during authorized times. This policy will be in effect from the first day of school and applies to all students. Any student failing to observe the uniform policy will be:

1. Removed from class.
2. Assigned for in-school detention for the whole day **OR**
3. Required to have parent bring proper uniform to school.

Repeated uniform policy violations may result in disciplinary action leading to suspension. Periodic unannounced inspection of student uniforms and cleanliness will be carried out during the school year.

Girls K-4 Uniform

- Navy blue tunic
- White blouse
- Navy blue stockings or Navy blue elastic waist pants – **No jeans or decorations**
- White hijab, (2 piece, pinless hijab recommended for K – 3)
- Navy blue cardigan
- Navy blue or white socks
- **Black shoes** or non-marking runners (white bottom)

Girls 5 – 7 Uniform

- Navy blue tunic
- White blouse
- Navy blue pants - **No jeans or decorations**
- White hijab
- Navy blue cardigan
- Navy blue or white socks
- **Black Shoes** or non-marking runners (white bottom)

Cleanliness is an Islamic virtue. Students are expected to emanate this virtue at all times. Parents should check that students:

- Regularly cut and clean under nails

- Keep hair neat and clean
- Regularly wash and change uniforms
- Wear clean socks daily.

The following are strictly prohibited:

- No clogs, sandals, slippers, high-heels, platforms, sling-backs or open-toed shoes.
- No sheer stockings.
- No long fingernails or nail polish.
- No flashy, expensive jewelry or nose rings.
- The only jewelry allowed are watches and small pierced earrings.
- No make-up

Boys K – 7 Uniform

- Navy blue dress pants – **no jeans**.
- White shirt (**tucked into pants**).
- White colored T-shirt under white shirt if needed.
- Navy blue pullover v-neck sweater.
- Navy blue or white socks.
- **Black shoes** or non-marking runners (white bottom).

Please note that fleece and sweat shirts are not allowed to be worn as sweaters. They can be worn on warmer days in place of jackets but must be removed while working in the classroom.

The following are strictly prohibited:

- No unusual hair coloring or dyes.
- No make-up
- No mushroom haircuts. Hair must be neat in appearance.
- No jewelry except watch.
- No button-down shirts to be unbuttoned.
- No dirty or long fingernails.

SALAAT AL-JUMAA'

“Prayer is the pillar of religion and the key to all (that is) good.” (Al-Hakim)

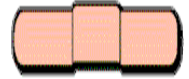


All students are required to come to school every day in their full uniform. However, as Fridays are Salaat Al-Jumaa students are expected to be especially clean and in freshly laundered uniforms, which are neat, and in good repair. Additionally, students should be reminded that they are expected to be on their best behaviour while attending prayers in the Masjid.



STUDENT SICKNESS AND INJURIES

In spite of teacher and staff supervision, emergencies and accidents do occur. While school personnel are capable of handling routine cuts and scrapes, the school is not equipped to look after ill or injured students requiring more than Band-Aids and cold compresses. If an injury is more severe and requires further attention or treatment the parent or emergency contact will be notified. Please be sure to regularly update your child's "Emergency Information Form". The School also has limited resources for dealing with sick children. If your child is unwell in the morning, it is best to keep your child at home. If your child's condition becomes a concern to the teacher during the day, you will be asked to take your child home. Parents and the home environment provide the best nursing needs for a sick child.



MEDICAL INFORMATION

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



DISPENSATION OF MEDICINE

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

LUNCH AND SNACK

Parents are requested to send their children to school each day with nutritious food. Foods such as meats, vegetables, fruit, and bread provide a sound basis for good health and energy for increased academic performance. Foods such as candy, gum, soda, and any other items containing large amounts of sugar may affect behaviour adversely. School garbage and trash in our classrooms and play areas is a serious problem; it is suggested that students bring their food and drinks in clean reusable containers.



TEXTBOOK AND EQUIPMENT POLICY



In order to control costs and to preserve quality academic materials, it is necessary for all students to be responsible for their textbooks issued for their use during the year. Although the school does charge a textbook fee, this fee is but a small portion of what is needed yearly to cover the purchase

of resources and replacement of textbooks. At the end of the school year, should the textbook be returned in an altered/damaged condition, it will be the responsibility of the parent to pay the full purchase price to replace the damaged book.

Students will only use the school equipment under teacher supervision. All equipment must be used with care and returned intact to the teacher. The equipment policy relating to physical education equipment, playground balls, etc. is similar to that of textbooks and library books. Should any student willfully damage or destroy any school equipment or school property, it will be the responsibility of the parent to pay for the damage. In order to assure fairness, any student owing money to the school for damages will not be permitted to re-register for the next school year until replacement moneys/fines are paid.



LIBRARY



Class visits are scheduled once a week. Students are encouraged to also visit the library during recesses. Students are expected to follow the following rules.

1. Silence in the library at all times;
2. No food, drink or bags allowed;
3. Books must be checked out before leaving the library;
4. Books must be returned within one week;
5. Only two books will be issued at a time;
6. Each late book will be charged 10 cents per day;
7. The issuing student will have to replace damaged books.



INDOOR P.E. AND GYM USE POLICY

Students are allowed to use the gym under supervision. Only non-marking runners, white bottom, are allowed in the gym.

VISITORS

All parents and visitors to the B.C. Muslim School must sign in at the office before proceeding elsewhere on the school premises. Please note that classes may not be interrupted once in session. Parents should refrain from approaching teachers during school time for any discussion. If you wish to speak with a teacher, an appointment should be made at the office.

SCHOOL CLOSURES

In case of a school closure due to severe winter conditions, power shortage and other emergencies, a decision will be made by 6:30 a.m. and all the personnel will begin calling

students. School closure will also be broadcast on **BCTV, CKNW 980 AM, Z95.3, CKNW 1130 News.**

It is important that the school has on your child's file an emergency contact name and telephone number in the event of an evacuation of the school. Students will not be released from school until either a parent or an emergency contact has been notified.

LOST AND FOUND



Any lost items will be placed in the Lost and Found Box in the school office. At the end or start of each year, any remaining uniform items will be resold during the uniform buy-back day and all other unclaimed items will be recycled or given to charity.

VALUABLES

It is important that students do not bring large sums of money or valuables to school. Any money brought to school for payments should be handed over to the class teacher or the office early in the morning. Some prohibited valuable items include: pagers, cellular phones, "Walkman" or personal CD players. The school cannot be responsible for damage to or loss of any items brought from home.



COMPLAINT PROCEDURE

Parents having concerns or complaints are requested to abide by the following:

1. Contact the child's teacher. If the outcome of this meeting is unsatisfactory, request a conference with the Principal.
2. If the problem is still unresolved after meeting with the Principal, you may wish to inform the Principal that you intend to contact the Board of Education.
3. Write a letter to the Chairman of the Board of Education. This letter must specify the nature of the concern/complaint along with proposed solutions. The Board will then take steps to resolve the problem in an objective and fair manner.

APPEAL PROCESS

In case of expulsion, the student, his/her parent/guardian may appeal the decision within (1) one week of the incident, in writing to the Principal.

A three-member review panel (3 teachers chosen by the Principal) will review the appeal and make recommendations to the Principal.

Parents/guardians will be notified of the results of the appeal within (2) two weeks from the day the appeal was received. If not satisfied with the decision of the review panel, students and/or parents/guardians may write to the School Board of Education for another review within (4) four weeks of the incident. Parents/guardians will be notified of the

results of the Board's decision within (30) thirty days after the receipt of such an appeal. **The Board of Education's decision is final.**

PERSONAL INFORMATION PRIVACY POLICY

Our school adheres to the Protection of Information Privacy Act (PIPA), which came into effect on January 4, 2004. The Personal Information Privacy Policy describes the policies and practices of the BC Muslim School regarding the collection, use and disclosure of personal information about employees, parents, students and volunteers, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely. Please refer the school's Personal Information Privacy Policy (PIPA).

SERVICES OFFERED AT THE BCMS

A variety of services & activities are provided for students during the school year. These include:

Remedial / E.S.L. Classes

These classes are designed to help students who need some additional support in school. Classes may be pull-out or in-class support by "helping" teachers. This programme is coordinated by the school Resource Teacher.

Extra Instructional Time / Homework Club

Teachers may offer to reinforce some skills to students before school, at recesses during the school day, or after school. This service is at the discretion of the teacher and is on an ad-hoc basis.