



**MAC Islamic School**  
Edmonton



# Parent & Student Handbook 2022 - 2023

**MAC Islamic Elementary School:**

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<https://schools.macnet.ca/edmontonmacislamicschool/>

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## **MAC Islamic School (MIS)**

The Muslim Association of Canada (MAC) and the Edmonton Muslim Community established the MAC Islamic School (MIS) in 2013. MIS is a registered full-time accredited Elementary and Jr. High school serving children from pre-school to grade 10. We have over 600 students from varying cultural backgrounds. At MIS we are committed to mainstreaming Islamic values and teachings in all subject areas. We cover the Alberta Education curriculum along with Quran, Arabic, and Islamic Studies.

### **Mission, Vision, and Core Values**

#### **Mission**

*MAC Islamic School is a school of choice focusing on academic excellence that produces positively influential individuals with exceptional Islamic character, while having fun.*

#### **Vision**

At the MAC Islamic School, we are determined to teach our young Muslim students to be lifelong learners, strong members of the community and to accept all of Allah's (SWT) creations with an open heart. We strive to develop a strong relationship with Allah SWT and embody the values of Rabbaniya, integrity, service, and excellence. Furthermore, we want to develop the love of reading in our students and enable them to become confident writers, scientists, and mathematicians.

#### **Core Values**

Passion

Integrity

Quality

## School Priorities

1. Health & safety needs of our students and staff
2. Develop a strong relationship with Allah swt and embody the iRISE values of Rabbaniya, integrity, service, and excellence.
3. As a community of learners, we will work together to invest ourselves in the growth of our children by catering to their spiritual, social, emotional, and academic needs.
4. Provide our students a dynamic and vibrant educational environment to promote student-centered learning.



### To Create a Community of Learners

#### Teachers/Staff

- Create a safe environment
- Promote love for Allah swt and embody the values of Rabbaniya, integrity, service, excellence
- Build relationships
- Challenge and support each student
- Recognize perseverance, growth, and achievement
- Foster social growth and an Islamic environment
- Embrace differences in who we are and how we learn

#### Students

- Act kindly, responsibly, and justly
- Develop a strong relationship with Allah swt and embody the values of Rabbaniya, integrity, service, excellence
- Get involved in our community
- Take risks to learn
- Work hard; Be curious
- Respect yourself and others
- Appreciate how we are similar and different

## Muslim Association of Canada (MAC)

MAC is a religious, educational, social, charitable, and non-profit organization. MAC provides services and programs designed to assist in the holistic educational and spiritual development of Muslim individual and family. A primary tenet of MAC is community engagement and service not only with the Muslim community, but with our wider Canadian society, regardless of faith or background.

MAC is a wholly independent Canadian organization that only operates within Canada. MAC offers an approach that emphasizes the holistic message of Islam within the context of a pluralistic society and hence, a message that respects all faiths and Canadian institutions, traditions, and values. MAC believes that the personal development of every individual is key to real and fruitful involvement in the community. It brings a balanced, constructive and engaged understanding of Islam that aims to inspire Muslims in Canada and throughout the world.

### Statement of Identity

The Muslim Association of Canada is a grassroots Islamic movement that emphasizes God consciousness and good works. We serve the Muslim community and Canadian society at large through our own initiatives, as well as constructive engagement with others. We inspire, enable, and engage people to uphold the fundamental values of faith, justice, and being of benefit to all of humanity. By balancing authenticity and creativity, we advance an understanding of Islam that is relevant to Canadian society.

There are four key elements in this statement that distinguish MAC's identity and purpose. Anyone joining MAC as a member, an employee, or stepping forward to be part of the leadership of MAC, is making a commitment to nurture these elements and remain faithful to this identity. These elements are:

1. A grassroots Islamic movement. The basis of unity of this movement is a commitment to:
  - a. A shared understanding of Islam.
  - b. Sincerity, a quality that we commit to individually and nurture within the group.
  - c. Good works, service to society, and benefit to all humanity.
  - d. Struggle to our utmost to promote what is right and oppose injustice.
  - e. Sacrifice to uplift our community and society.
  - f. The discipline to work together as one body according to agreed structures and processes.
  - g. Perseverance when faced with difficulties or delays in achieving results.
  - h. The focus that makes our contributions pre-eminent in our lives.
  - i. Our brotherhood and sisterhood that binds us together.
  - j. Trust in one another and in our leadership.
2. A holistic understanding of Islam. Our faith is infused in every aspect of life and inspires us to service and activism. Our worship of God requires us to be of benefit to His creations. We share a framework of

understanding of Islam that emphasizes holism, faith-inspired action, justice, and service. This framework is articulated in 20 guiding principles included in *The Message of the Teachings* (by Hasan al-Banna) and is meant to enshrine diversity and enable consensus building and team-based activism. As an inclusive movement, it is not our mandate to adopt or impose one particular school of thought or religious edict.

3. Authenticity, creativity, and relevance. We believe Islam to be a dynamic faith. It is necessary that Muslims in Canada understand their faith in ways that are simultaneously true to the traditions and relevant to their context.
4. Inspire, enable, and engage. Our holistic understanding of Islam inspires us to provide Muslims with the tools and the opportunity to serve society in every arena of human contribution. We play an intellectual and spiritual role to inspire people to do good performances in society. We play an institutional role as a catalyst to enable people to have an impact, and we play a direct role both as an organization and as individuals within the organization to advance our mission. In each of these roles, the good that we envision is not limited to our community or our society but must extend to all of humanity. Constructive engagement with all those who work for justice and service is an integral part of our understanding of our tradition.

## **MAC Vision and Mission**

**MAC** envisions a time when:

- The prevalent understanding of Islam is one of balance, constructive engagement, and relevance to life
- The understanding of Islam and Islamic values are commonplace in Canadian society and Islam and Muslims are not perceived as alien.
- Muslims are well represented in various aspects of Canadian society including the social, legal, and political circles, as well as the media.
- MAC is at the forefront in articulating this vision, developing leadership, mobilizing grassroots, and offering institutional services in the community.

MAC's mission is to establish an Islamic presence in Canada that is balanced, constructive and integrated, though distinct, in the social fabric and culture of Canada

Source: MAC Handbook (2015)

## **Management Committee**

Issam Saleh – Chair

Angie Teliani – Treasurer

Moona Khan – Member

Momin Saeed – Member

## Faculty and Staff

Principal	Mariam Hashmi	principal@macislamicschool.com vp@macislamicschool.com
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## General Policies and Guidelines

### Admissions

Admission to MIS is open to all students in pre-school to grade 10. The school does not discriminate in enrollment on the basis of race, age, gender, religion, or national origin. However, MIS may decline to admit a student(s) with special education or language needs that the school is not equipped to adequately address. Enrollment is on a first-come, first-considered basis and continues until all available spots are filled in a given grade.

The minimum age requirements for enrollment are as follows:

1. A Pre-school student must be 3 years of age before January 1<sup>st</sup>.
2. A Pre-kindergarten student must be 4 years of age before January 1<sup>st</sup>.
3. A Kindergarten student must be 5 years of age by before January 1<sup>st</sup>.
4. A grade 1 student must be 6 years of age by before January 1<sup>st</sup>.

Priority in enrollment is as follows:

1. Students already enrolled at MIS

2. Staff children (on a first-come, first-considered basis)
3. Siblings of students already enrolled at MIS (on a first-come, first-considered basis)
4. All others (on a first-come, first-considered basis)

In order for a new student to be considered fully registered at MIS, parents must take the following steps:

1. Fill out and sign all the required registration forms and associated documents. This includes an acknowledgement that the parents have read and will abide by the policies included in the Parent-Student Handbook.
2. Pay the first tuition installment according to the installment agreement plan chosen.
3. Pay the appropriate student Fees.
4. Students entering grades 1-10 will be administered an entrance exam.

## **Tuition Schedule**

MIS is a private school, and while we do receive partial government funding, we still rely heavily on student tuition in order to provide the very best education for our students. Therefore it is critical that tuition is paid for in a timely manner. Tuition is calculated on a monthly basis and can be paid by a monthly or yearly schedule (10 month academic year). Failure to pay tuition fees in a timely manner will result in the school taking action (late charges, report cards being held, cancellation of school registration). For extenuating circumstances, an appeal can be made with the school administration.

Tuition for a student in KG to Grade 10 is:

\$3,000 for the first child

\$2,800 for the second child

\$2,600 for the third and fourth child

## **Compassionate Fund**

Limited financial aid is available based on need. Compassionate Fund application forms are available in the office.

## **Student Dress Code**

Our Dress Code is designed firstly to unify the student body according to their school colors. Secondly, like a nurse in scrubs or an attorney in a suit, a clean sharp dress says "I am ready to perform an important job". Insha'Allah the dress code gives the student a sense of pride and respect for himself and his/her environment. All families are required to purchase the MIS uniform from UniteForms. Contact Ebian Ali at [UniteForms@gmail.com](mailto:UniteForms@gmail.com) for more information.

## **Dress Code Rules**

1. Wear the approved uniform.
2. A student not wearing the appropriate uniform will remain in the office until parents bring the uniform.
3. Keep your uniform clean, neat, and tidy and tucked in.

4. Jackets and sweaters with images, decals, messages, or insignia other than those of MIS will not be permitted.
5. All girls in Grades 7 and higher must wear a hijab at school.
6. Boys' hair must be trimmed to a regular-length, 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.)
7. Make-up, jewelry, and tattoos are not permitted in school.
8. Shoes made for outdoor play/ weather must be worn outside (slides, slippers, sandals, and party shoes are not acceptable).

## Uniforms

<b>Boys: KG to Grade 3</b>	
<b>Style</b>	<b>Colours</b>
<b>POLO SHIRT</b>	Kelly Green
<b>PANTS</b>	Black
<b>CARDIGAN</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
<b>VEST</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black

<b>Girls: KG to Grade 3</b>	
<b>Style</b>	<b>Colours</b>
<b>JUMPER</b> (Dress Style Shirt)	Kelly Green
<b>PANTS</b>	Black
<b>CARDIGAN</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
<b>HIJAB 2-PIECE</b> (Mandatory for Salah)	White

<b>Boys: Grades 4 - 10</b>	
<b>Style</b>	<b>Colours</b>
<b>POLO SHIRT</b>	Forest Green

<b>PANTS</b>	Black
<b>CARDIGAN</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
<b>VEST</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
<b>GYM SHIRT</b> (Mandatory for Gr.6 ONLY)	Forest Green
<b>GYM PANTS</b> (Mandatory for Gr.6 ONLY)	Black

<b>Girls: Grades 4 - 10</b>	
<b>Style</b>	<b>Colours</b>
<b>A-LINE MIDI</b> (Polo Dress)	Forest Green
<b>MIDI DRESS</b>	Forest Green
<b>MAXI DRESS</b>	Forest Green
<b>PANTS</b>	Black
<b>HIJAB Jersey Style</b> (Mandatory for Salah and Quran class)	White
<b>CARDIGAN, HOODIE, ZIPPERED JACKET</b> (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
<b>GYM SHIRT</b> (Mandatory for Gr.6 - 9 ONLY)	Black
<b>GYM PANTS</b> (Mandatory for Gr.6 - 9 ONLY)	Forest Green

## Operational Hours and Punctuality

- Students may arrive at school in the morning between 8:00 and 8:25. Students arriving in class after 8:30 will be marked as late.

- Dismissal for Elementary students is at 3:10 Monday through Thursday. At 3:20 remaining students will be sent to the Office and parents will incur late pick up fees.
- Dismissal for Elementary students on Friday is at 2:10. At 2:20 remaining students will be sent to the Office and parents will incur late pick up fees.
- Dismissal time for Jr. High students is at 3:00 Monday through Thursday.
- Dismissal time for Jr. High students on Friday is at 2:00.
- Please note that all full-time staff members are contractually obliged to be in school from 8:00 a.m. to 4:00 p.m. Therefore, we cannot accommodate students arriving before 8:00 am or staying at school after 4:00 pm.

## **Student Absences**

Children are required by law to attend school during school hours. Absences caused by personal illness, quarantine, approved religious holidays, or emergencies will be excused. When a child is absent, the parent must notify the school by 9:00 a.m.

In case of extended leave, for example due to an illness, parents must inform the school in writing. In case of an extended period of absence a written notice should be submitted to the office; the tuition for the period of absence must continue to be paid in accordance with the installment agreement.

The student will be responsible to make up any work missed during his/her absence. Whenever possible, the student's teacher should be contacted in advance to get the work before the student leaves.

## **Student Late Arrivals**

Good attendance is important and parents are requested to bring their children to school on time. If a student arrives at school after 8:30a.m., he/she is marked as late. Late arrival will be noted on each student's attendance record.

## **Visitors**

We welcome parents to visit the school. After making arrangements with the classroom teacher, parents are expected to sign in the office. Visitors should schedule an appointment and sign in the office before proceeding through the school.

## **School Rules**

1. Strive to develop a strong relationship with Allah SWT and embody the values of Rabbaniya, integrity, service, and excellence.
2. Be kind. Work hard. Play Fair.
3. Respect yourself and others.
4. Be punctual. Arrive to school and classes on time.
5. Be prepared. Bring what you need with you to class.
6. Always use your indoor voice inside the school.
7. Take care of your safety and the safety of others.

### **Birthdays Policy**

As an Islamic school, our birthday policy differs from that of other schools. Celebrating birthdays falls into the “gray area” of Islam. Please do not send birthday treats to school. We appreciate your cooperation and understanding.

### **Movie Policy**

Occasionally, appropriate movies may be used for teaching purposes or for celebrations/free time. Educational movies may be used across all the curriculum subjects. It is required that all students watch educational movies that are being used to supplement the curriculum.

### **Song/Music Policy**

At MIS, we use songs to teach, in the remembrance of Allah and for Eid celebrations. We especially use music to reinforce academic concepts. It is recommended in the lower elementary grades, KG through grade 3. Students benefit spiritually, emotionally, mentally and physically from participating in these songs in class. Rarely, instruments are used. On occasion, some of our students participate in vocal concerts and concerts using instruments (tambourine or daf). Our students also sing nasheeds at assemblies and ceremonies.

## **Academic Policies and Procedures**

### **Report Cards & Progress Reports**

- Elementary Students will receive one progress report and three report cards.
- Jr. High students will receive two progress reports and two report cards.

- Parent/Teacher conferences are held three times a year. Otherwise parents should request meetings with teachers as needed.

### **Report Cards: Student Performance**

The quality of performance or how well a student is demonstrating curricular expectations, is reported as follows:

**A (80 - 100%)** Student has assembled an in depth understanding of the concepts, generalizations, and skills fundamental to the program. Student demonstrates an in depth understanding and degree of skill on various assessments. Student surpasses the MIS standard.

**B (70 - 79%)** Student has assembled a thorough understanding of the concepts, generalizations, and skills fundamental to the program. Student demonstrates a substantial understanding and degree of skill on various assessments. Student meets the MIS standard.

**C (50 - 69%)** Student has assembled a basic understanding of the concepts, generalizations, and skills fundamental to the program. Student demonstrates a satisfactory understanding and degree of skill on various assessments. Student approaches the MIS standard.

**D (0 - 49%)** Student has demonstrated insufficient understanding of the concepts, generalizations, and skills fundamental to the program. Student demonstrates insufficient understanding and degree of skill on various assessments. Student falls below the MIS standard.

### **Report Cards: Learning Skills and Work Habits**

Strong learning skills and positive work habits are often an indicator of future success in school, at home, and overall. Learning skills and work habits will look different in individuals as they grow and mature.

**Collaboration:** Student works with others to share and resolve conflicts; responds positively to others

**Initiative:** Student demonstrates curiosity and an interest in learning; approaches tasks with a positive attitude

**Independent Work:** Student uses time appropriately to complete work with minimal supervision

**Organization:** Student creates and follows a plan to complete tasks

**Responsibility:** Student fulfills commitments in learning environments; manages his/her behaviour

**Self-Regulation:** Student perseveres when facing challenges; seeks assistance when needed; sets goals and monitors progress

### **Student Awards**

We would like to give our students an incentive to perform to the best of their abilities during the school year. Throughout the school year, students will be reminded of the criteria for winning an award. Classroom and subject teachers will present their recommendations for the award winners.



Awards will be given during the assemblies at the end of the year. Parents will be informed of the dates and the times and if their child is being recognized with an award. Parents/guardians are encouraged to attend and celebrate student successes.

Principal's Award (90% or higher)

Honor Roll (80% - 89%)

Most Improved (ELA, Math, Science, Social)

Most Improved (Quran, Arabic, Islamic Studies)

Service Award (School)

Service Award (Community)

## **Homework**

The purpose of homework is to develop independent study habits, reinforce classroom instructions, and encourage parental involvement. Teachers are required to assign homework that reviews and reinforces concepts taught in class.

MIS students are expected to spend a reasonable amount of time on school-related work at home.

- Kindergarten and grade one parents should read to their children daily.
- Students in Grades 1 – 3 should spend 10 to 30 minutes
- Students in Grades 4 – 6 should spend about 30 – 40 minutes
- Students in Grades 7 – 10 should spend about 45 minutes to an hour

## **Care of Textbooks, Chromebooks, and Classroom Equipment**

Textbooks and equipment used in our programs are costly. It is the responsibility of each student to handle textbooks and equipment with care. Parents will be required to pay for the replacement of any textbook, chromebook, or equipment damaged or lost by their child.

## **Field Trips**

Students will participate in about three to five field trips during the school year. Teachers will send home information (details of the event and fees required) along with permission slips to attend. Permission slips and fees must be signed/returned in order for the student to participate. The homeroom teacher may send one parental consent form for scheduled and unscheduled walking field trips in the neighbourhood during the school year. Field trips are another great opportunity for parents/guardians to volunteer!

## **Student Discipline**

Discipline is embedded in every fiber of Islam. Self-discipline is an integral part of the Muslim personality. Allah loves a person who observes self-discipline. Therefore, the code of conduct at MAC Islamic School (MIS) is aimed at nurturing this concept of self-discipline amongst students in order to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff.

Prophet Muhammad (saw) was able to instill self-discipline in his companions who were amongst the most undisciplined people in human history. Therefore, he (saw) serves as the best example for all of us to follow.

Refer to the MIS Discipline Policy for more details.

## **Communication**

The school will make every effort to keep parents and students informed by sending weekly emails and posting notices on the school's website. Parents are encouraged to attend all orientations, Parent/Teacher conferences, and Parent Council meetings.

## **Parent Council (PC)**

Working together for the benefit of our children is what the PC is all about. The PC provides the school with educational, social, and fundraising activities. Families have contributed a tremendous amount of time, effort, and money to ensure that their children receive an enriched education.

The PC holds monthly meetings during the school year. They lead the hot lunch program and other activities for the students. All parents are strongly encouraged to join the PC.

## **Custody Rights and Non-Custodial Parents**

In the event that parents are separated or divorced, the school should be clearly informed of custodial rights in writing. The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding his/her children. Otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

## **Concerns**

In an effort to hear and resolve concerns or complaints in a timely manner and in an appropriate manner, MIS has adopted an orderly grievance process. Parents and students are encouraged to discuss their concerns or complaints directly with the teachers involved. If the situation is not resolved, then they may meet with the principal/supervisor at any time.

The formal process provides all parties with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Management Committee.

## **Parents' Code of Conduct**

The school sets an example on how to live by the values we promote and teach our children. Parents and staff members are expected to show courtesy and restraint when dealing with the school in accordance with the protocol above.

## Bus Transportation

Bus transportation is only provided to students on field trips. Transportation fees are calculated by bus companies. Students are expected to observe all bus safety rules.

### Bus Safety Rules:

Always remember...

Listen to the bus driver.

Keep your hands and feet to yourself. Hands are not for hitting and feet are not for kicking others.

Be courteous and use proper language and gestures.

Talk quietly to your friends.

Keep the aisle clear; backpacks should be in your lap.

Keep food and drinks in your lunchbox.

Keep the bus clean.

Stay in your seat.

Use good manners and respectful behaviours so that the bus ride is safe for everyone.



## Health & Safety

If a child is too ill to follow daily routines at MIS, parents are encouraged keep him/her at home and provide the school with a doctor's note. If a child becomes ill or injured at school, staff will contact the parents/guardians. If the injury is serious, he/she will be transported to the hospital using an ambulance and the office will contact parents/guardians.

For COVID health & safety protocols please see the *MIS & CM Re-Entry Plan*.

### Administering Medication to Students

- All medication must be kept in a locked drawer or cabinet.

- Parents must complete a form for dispensing medications. This is found in the Office. (See Appendix A)
- Medications may only be dispensed by teachers or administration when accompanied by written consent from parents or guardians.
- Documentation will be kept regarding the name, dose, and time medication is administered.
- Parents should share an action plan with the school if their child requires medical attention.

## **Anaphylaxis**

Anaphylaxis can be a life-threatening situation, and based on a doctor's diagnosis and treatment, it requires the immediate administration of IM epinephrine. Parents are responsible for informing the Office in writing and documentation regarding administration of the medication will be kept in the Office.

## **Asthma**

Asthma is a very common chronic (long-term) lung disease that can make it hard to breathe. The symptoms can range from mild to severe and sometime could be life threatening. In accordance with a doctor's diagnosis and treatment, emergency medication (such as a reliever inhaler or stand-by medication) and documentation must be provided to the school.

## **Peanut/Nut Allergies**

MIS is a nut free school. We have students with peanut/nut allergies. Do not send any products containing peanuts or nuts or traces of them. Parents must inform the office and their child's teacher should in the case of nut allergies. They should provide the school with information and medication according to the doctor's diagnosis and treatment.

## **Conjunctivitis (Pink Eye)**

Pink eye (conjunctivitis) is redness and swelling of the conjunctiva, the mucous membrane that lines the eyelid and eye surface. Viral and bacterial pink eye are contagious and spread very easily. Children may return to school 24 – 48 hours after antibiotic treatment.

## **Head Lice**

Please inform the school if your child has head lice so that we may prevent the spread to others. Students are required to stay home 24 – 48 hours after treatment for lice. When occurrence of lice is reported to school, we will inform the parents of the classroom so they may take precaution and help prevent the spread to others.

To learn about how to treat head lice, go to [MyHealth.Alberta.ca](http://MyHealth.Alberta.ca) and search "Head Lice and How to Treat Them".

## **Communicable Diseases**

If you suspect your child has a communicable disease that may spread to others:

- Keep your child at home
- Contact your family doctor for a diagnosis and treatment
- Submit a doctor's note to the school to indicate wellness

## **Concussion**

A concussion is a mild brain injury following the impact on the head or upper body. Common symptoms are headaches, dizziness, nausea, and difficulty concentrating. Allowing the child's brain to rest and recuperate is the best treatment for concussions. Recovery times are variable and a child's doctor must be consulted to provide specific guidelines.

## **Type 1 Diabetes**

Diabetes is a medical condition where the body either does not produce sufficient insulin or cannot properly use the insulin it produces. Type 1 diabetes is a disease in which the immune system attacks and destroys cells in the pancreas that produce insulin. It is controlled by daily doses of insulin. Students with Type 1 diabetes will need to monitor blood sugar levels via a finger prick and a blood glucose meter.

- Low blood sugar (less than 4.0 mmol/L) must be treated immediately with a source of fast-acting sugar
- An Individual Care Plan (ICP), provided by the parents/guardians, will outline and support the needs of the student. The 2 main components of an ICP are
  - a daily management plan
  - emergency plan
- An ICP must be annually reviewed and adjusted as needed.

For more information on guidelines on how to support students with diabetes, see the following link <https://open.alberta.ca/publications/9781460143056>

## **Exclusion from Activities**

A written notice or phone call from parents is required if a child is to stay inside the school during recess and/or be excused from physical education.

## **Health & Safety Incident Reports**

In the case of a minor accident during school hours of 8:00 – 4:00 pm, the supervising staff member will complete an Incident Report.

# Emergency Procedures

## “On Alert” Procedures

When you hear the announcement “**School is now On Alert.**”

### STAFF

- Remain calm
- Clear hallways
- Close classroom doors and windows
- Remain calm. Staff must take attendance to ensure all their students are present and contact the office of any missing students. Once attendance is looked after, instruction and regular instructional activities are to resume within the school.
- Administrators do a complete sweep of the school and schoolyard to ensure that students are in the building and are safe in classrooms.
- The administrative staff will ensure that all exterior doors are locked.
- Classes outside will enter the school.
- After the situation has been resolved, the principal will announce that the On Alert is over.

### STUDENTS

- Remain calm
- If outside of a classroom when the On Alert announcement is given, return to your regularly scheduled class.

## Fire and Evacuation Drill Procedures

All building occupants must immediately vacate the building through the nearest exit.

### STAFF

- Practice Evacuation Fire Drill procedures with the students each term
- Keep students calm and quiet
- Ensure that you take along an updated class list with current attendance
- Leave the lights on
- Close unlocked door
- Teachers are the last to leave the classroom.
  - o Proceed to the allocated muster point (\*see site map)
  - o Take attendance. If all students are present, hold up a Green card.
  - o If not all students are present, then hold up a red card and alert administration
- Re-enter the school/site when directed to by an administrator
- All staff and visitors not working with students exit to muster point

### STUDENTS

- Remain calm.
- Do not go to lockers when the fire alarm goes off – exit the school immediately with your class

- If you are away from your classroom, leave by the nearest exit and rejoin your class outside at the muster point.
- It could be cold and/or wet outside so dress appropriately every day

We will aim for 3 evacuation fire drills in each of the Fall and Spring terms.

## **Lockdown Drill Procedures**

When you hear the announcement **“This is a lockdown. This is a lockdown. This is a lockdown.”** All building occupants have 20 seconds to enter lockdown.

### **STAFF**

- Remain calm.
- Close and ensure that doors are locked within 20 seconds of the lockdown notification
- Lock & close all doors, shut blinds, cover windows and turn out lights
- Move students to the floor away from the door and as ‘out of sight’ as possible
- Remain quiet and do not allow students to leave the classroom
- All cell phones are silenced
- Do not open the classroom door for anyone including police, firefighters, staff or students
- If classes are being held in open areas of the school, move students to a lockable classroom or safe area as quietly and quickly as possible
- Take students to the school’s off-site location as carefully and quickly as possible if classes are being held outside when the lockdown occurs
- If there is a severe weather event, implement the Environmental Safety Plan
- Focus is on safety only
- Lockdown will be over and resume activities when directed to by an administrator using the code word **“Alhamdulillah, lockdown is over.”**

### **STUDENTS**

- Remain calm.
- If outside of a classroom when lockdown is called, proceed immediately to the nearest classroom.
- If unable to enter a classroom or unlocked room within 20 seconds, enter a washroom, lock the stall, and stand on the toilet seat. If unable to find a washroom, evacuate the building and go to a safe location outside such as the muster point.

## **Your Support Is Appreciated**

In Closing, we hope that this handbook has served to better acquaint you with the rules of the school. We ask that you emphasize to your child his or her responsibilities while at school. From time to time you will receive notices from the school. Please ensure that we always have your correct address and telephone number. In addition, if any matter arises, please do not hesitate to call us. We hope and pray to Allah (SWT) that we will have a successful year and that students benefit, understand, and develop self-esteem through their accomplishments. We ask Allah to reward you for your cooperation. Furthermore, thank you for taking the time to read this Parent-Student Policy Handbook.