



MAC Islamic School
Edmonton



Parent & Student Handbook 2025 / 2026

MAC Islamic Elementary School

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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 2012. MIS is a registered full-time accredited Elementary, Junior High and Senior High School serving children from preschool to grade 12. 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 character education, 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 scholars.

Core Values

Passion. Integrity. Quality.

Tarbiyyah Framework - Our Core Values

1. الرِّبَانِيَّة Rabbaniyah

Develop a strong Muslim identity based on a firm relationship with Allah SWT.



2. حُسْنُ الْخُلُقِ Husn Al-Khuluq

Embody strong internally-driven moral principles and manners, and learn to live by these values to please Allah SWT.



3. خِلَافَةٌ Khilafa

Fulfilling the responsibilities entrusted upon us by Allah SWT towards individuals and family, society, the ummah, humanity, and the environment.



4. الْإِحْسَانُ Ihsan

Develop knowledge, skills and personal attributes rooted in Rabbaniyah to reach the level of Ihsan.



School Priorities

1. Health & safety needs of our students and staff
2. Develop a strong relationship with Allah swt and embody the Tarbiyyah values of Rabbaniya, Ikhlāq, Stewardship and Ehsan.
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 and God-centered learning.

To Create a Community of Learners	
Teachers/Staff	Students
<ul style="list-style-type: none">● Create a safe environment● Promote love for Allah swt and embody the values of Rabbaniya, Ikhlāq, Stewardship and Ehsan● 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	<ul style="list-style-type: none">● 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

Moona Khan – Chair	Angie Teliani – Treasurer
Samir Kheireddine – Member	Fahad Shaikh – Member
Jouman ElAsmar – Member	Marwan Salam – Member
Sophia Kasozi – Member	

Faculty and Staff

Principal	Mariam Hashmi	principal@macislamicschool.com
Creative Minds (CM) Pre-School Supervisor	Noha Rahal	N.Rahal@macislamicschool.com cmnorth@macislamicschool.com
Jr./Sr. High Assistant Principal	Eman Ahmed	E.Ahmed@macislamicschool.com
Elementary Assistant Principal	Ayesha Ahmad	A.Ahmad@macislamicschool.com
Office Administrators (Accounting & HR)	Alaa Hassan Sehrish Baig Maleeha Fuad	HR@macislamicschool.com admin@macislamicschool.com accounting@macislamicschool.com

Elementary Administrative Assistants	Yasmin Akhtar Sanaa Assaf	office@macislamicschool.com officeassistant@macislamicschool.com
Jr./Sr. High Administrative Assistant	Rabika Iqbal	JSoffice@macislamicschool.com
IT Director	Adam Nashman	IT@macislamicschool.com
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MAC Islamic Elementary School (K - Grade 6)		
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QAIS for Grades 2&3 Arabic Lead	Nada Haymour	arabic1@macislamicschool.com N.Haymour@macislamicschool.com

QAIS Grades 4 & 5 Islamic Studies Lead	Hend Fouda	arabic2@macislamicschool.com H.Fouda@macislamicschool.com
QAIS Grade 6 Islamic Studies Lead	Amira Ali	arabic4@macislamicschool.com A.Ali@macislamicschool.com
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Grades 4 - 6 ELL EA Librarian Assistant	Areej Khan	A.Khan@macislamicschool.com
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7 - 9 Islamic Studies & Quran Islamic Leadership	Shaikh Omar Abdulkadir	A.Omar@macislamicschool.com
7 - 9 Arabic Arabic Lead	Kawthar Awad	K.Awad@macislamicschool.com
Boys' Athletics Lead SS 9	Husam Charkeih	H.Charkeih@macislamicschool.com
High School Science	Fathima Khadri	F.khadri@macislamicschool.com
7A Homeroom Girls' Athletics Coach Health & Wellness Lead Options	Sheena Lee	Sheena@macislamicschool.com
7B Homeroom English Lead	Mustafa Ahmed	M.Ahmed@macislamicschool.com

8A Homeroom Science & Mathematics	Hamdi Mohamud	H.Mohamud@macislamicschool.com
8B Homeroom Humanities	Amal Hassan	Amal.Hassan@macislamicschool.com
9A Homeroom Arabic Lead	Kawthar Awad	K.Awad@macislamicschool.com
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10 Homeroom High School Humanities	Summaya Aden	S.Aden@macislamicschool.com
11 Homeroom High School Biology & Chemistry	Maleeha Sarmad	M.Sarmad@macislamicschool.com
12 Homeroom High School Physics & Math	Mostafa Mahfouz	M.Mahfouz@macislamicschool.com

General Policies and Guidelines

Admissions

Admission to MIS is open to all students in pre-school to grade 12. 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 1st.
2. A Pre-kindergarten student must be 4 years of age before January 1st.
3. A Kindergarten student must be 5 years of age by before January 1st.
4. A grade 1 student must be 6 years of age by before January 1st.

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 1-12 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.

MAC Islamic School (Kindergarten to High School) Tuition:

1st Child: \$3,750

2nd Child: \$3,550

3rd Child: \$3,350

4th Child: \$3,350

Creative Minds Preschool and Prekindergarten Tuition:

4 days: \$2,400

5 days: \$2,800

Compassionate Fund

Limited financial aid is available based on need. Compassionate Fund application forms are available in the office. Applications for Compassionate Fund are processed on a year to year basis.

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 for more information.

Dress Code Rules

1. Students wear the approved uniform.
2. Parents ensure their child(ren) wears the uniform to school. If students are not in uniform, then they may be asked to contact their parents to 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. 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

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

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

Boys: Grades 4 - 11	
Style	Colours
POLO SHIRT	Forest Green
PANTS	Black
CARDIGAN (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
VEST (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
GYM SHIRT (Mandatory for Gr.6 ONLY)	Forest Green
GYM PANTS (Mandatory for Gr.6 ONLY)	Black

Girls: Grades 4 - 12	
Style	Colours
A-LINE MIDI (Polo Dress)	Forest Green

MIDI DRESS	Forest Green
MAXI DRESS	Forest Green
PANTS	Black
HIJAB Jersey Style (Mandatory for Salah and Quran class)	White
CARDIGAN, HOODIE, ZIPPERED JACKET (Optional. If a student is cold and wishes to wear something in school they must wear a school cardigan)	Black
Girls GYM SHIRT (Mandatory for Gr.6 - 12 ONLY)	Black
GYM PANTS (Mandatory for Gr.6 – 12 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.

Personal Mobile Devices and Social Media Policy

Technology provides staff, students and the community with unique and powerful ways to enhance teaching and learning. Regulated use of mobile devices can contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety, disrupt instruction; invade personal privacy and compromise academic integrity.

REGULATIONS:

1. According to Ministerial Order (#014/2024) in the Education Act, schools are required to limit the use of personal mobile devices and restrict access to social media as follows:
 - a. Children and students may not use personal mobile devices during instructional time; they are required to keep these devices on silent or powered off, and stored out of view.
 - b. Children and students may not access social media on school networks or on school devices.
2. Personal mobile devices may not be used in personal settings such as washrooms, change rooms, counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
3. Limited use of personal mobile devices will be permitted, as determined by the Principal, for medical reasons or to support special learning needs.

GUIDELINES:

1. The following policy applies to the use of student personal mobile devices and student access to social media during the school day and school events on or off campus.
 - a. Students who bring personal mobile devices to school are expected to comply with this policy.
 - b. Students who refuse to comply with this policy will be subject to disciplinary measures.
 - c. Parents/guardians and staff members are expected to support the implementation of this policy.
2. The School has the authority to temporarily confiscate, restrict and/or prohibit cell phone usage while individuals are on school property and/or in attendance at school sponsored activities.
3. Confiscation, restrictions and/or prohibition are extended to:
 - a. Students and visiting students
 - b. Instructional time
 - c. School sponsored activities
4. Confiscation, restrictions and/or prohibitions may also be extended to:
 - a. Non-instructional time
 - b. Periods of time students are being transported
5. In an event of an emergency, such as lockdown or an evacuation, the Principal will permit acceptable use of personal mobile devices to communicate with family and safety personnel.
6. Personal mobile devices will be stored out of view as follows:
 - a. Students are encouraged to leave their personal mobile devices at home.
 - b. Students bringing personal mobile devices to school are required to store it in their backpacks and/or lockers. Devices should be stored on silent or powered off.

- c. The personal mobile device may be stored by a staff member and this does not indicate that it has been confiscated
- 7. The School assumes no responsibility for the safety, security, loss, repair, or replacement of personal mobile devices.
- 8. Disciplinary actions for inappropriate personal mobile device usage may include:
 - a. Student asked to put it away
 - b. Conversation with the student
 - c. Parent/guardian will be notified
 - d. Temporary confiscation, where student or parent may regain access the personal mobile device at a later time
 - e. Prohibition of personal mobile device on school property and/or school events
- 9. Children and students in Kindergarten to grade 9 may not use personal mobile devices during the school day.
- 10. High School students may have limited access to their personal mobile devices during non-instructional time for important matters, as determined by the Principal.
 - a. During the school day, High School students may not use their personal mobile devices for social media purposes.
- 11. Children and students may not access social media on school networks or on school devices.
- 12. Personal mobile devices may not be used in personal settings such as washrooms, change rooms, counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

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 or birthday invitation cards 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 nasheeds to reinforce academic concepts in the lower elementary grades. Students benefit spiritually, emotionally, mentally and physically from participating in these nasheeds. 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

Student Assessment, Achievement and Growth

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.

Honors with Distinction Core Subjects (90% or higher)

Honors with Distinction Arabic (90% or higher)

Honor Roll Core Subjects (80% - 89%)

Honor Roll Core Arabic (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 to 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 Health, Safety and Crisis Management Plan, refer to the following document: [Health, Safety & Crisis Management Plan](#)

Parents and guardians are primarily responsible for the medical needs of their children. It is important they work with schools, community partners and healthcare providers to ensure their child's medical needs are met. MAC Islamic School ensures the compliance with the provincial legislation *Protection of Students with Life-Threatening Allergies Act*.

Schools need to understand a student's medical condition in order to:

- help teachers plan effective instruction and classroom support
- prepare for possible impacts on student learning, social or emotional behaviour and on the classroom environment
- prepare written procedures for responding to emergency situations involving students with anaphylaxis, diabetes, epilepsy or other serious life-threatening conditions
- implement strategies to reduce the risk of exposure to life-threatening allergic reactions in classrooms and school common areas through providing information, building awareness and setting school procedures around anaphylaxis that reduce risk.

If a child becomes ill or injured at school, staff will complete an Accident Report (Appendix I) and 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.

Administering Medication to Students

- All medication must be kept in its original packaging.
- Parents must complete a form for dispensing medications. See Appendix II. Printed copies of the form are available in the Office.
- Medications may only be dispensed by teachers or administration when accompanied by written consent from parents or guardians. However, if a staff member has reason to believe that the student is experiencing an anaphylactic reaction, the staff member will conduct an emergency administration of an epinephrine auto-injector or other medication prescribed to a student for the treatment of an anaphylactic reaction.
- Documentation will be kept regarding the name, dose, time medication is administered, how it should be administered and possible side effects.

- When developmentally capable, students shall be allowed to carry EpiPens or inhalers.
- Parents should share an Individual Care Plan with the school if their child requires medical attention. See Appendix III. Printed copies of the form are available in the Office.

Anaphylaxis

Anaphylaxis is a severe, potentially life-threatening allergic reaction. It can occur within seconds or minutes of exposure to life-threatening allergens such as peanuts, bee stings, shellfish, certain medications, and latex. Based on a doctor's diagnosis and treatment, it requires the immediate administration of an epinephrine auto-injector and a visit to an emergency room.

Signs and symptoms can include:

- Skin reactions, including hives and itching and flushed skin
- Low blood pressure
- Constriction of airways and a swollen tongue to throat which can cause wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness or fainting

As per the Protection of Students with Life-Threatening Allergies Act, each MAC Islamic School will implement the following risk reduction plan

- a) maintain records of administration (procedures for administration, type, dosage, incident that initiated the anaphylactic reaction)
- b) ensure stock of one epinephrine auto-injector in each MAC Islamic School
- c) Emergency administration of an epinephrine auto-injector or other medication prescribed to a student of the treatment of an anaphylactic reaction if an employee has reason to believe that the student is experiencing an anaphylactic reaction

Parents are responsible for informing the Office in writing. The documentation regarding preauthorization and administration of the medication will be kept in the Office and the homeroom teacher. Staff are required to document anaphylactic reactions and the administration of medication.

Student information for emergency procedures and contact information will be posted in the staffroom and Office. Staff members will check the expiration date on the epinephrine auto-injector and ensure that it is easily accessible. **Staff members are required to update their anaphylaxis training annually.** The following source may be used: <https://www.allergyaware.ca/courses/>

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. Medication must be kept with the teacher and/or Office.

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.

Communicable Diseases

If parents suspect that their child has a communicable disease that may spread to others:

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

Epilepsy

Epilepsy is a common condition that causes repeated seizures. Seizures are sudden bursts of electrical activity in the brain that may affect muscle control, movement, speech, vision or awareness (consciousness). A seizure usually lasts about a minute and a half. If the person stops breathing for about 30 seconds or if the seizure lasts 3 minutes, it is advised to call 911. Parents are expected to inform the school if their child has seizures and provide guidance on what to do if a seizure happens. They should provide the school with information and medication according to the doctor's diagnosis and treatment.

Seizure Training for School Personnel:

<https://www.epilepsy.com/programs/training-education/school-personnel> (online training is only 60 minutes.)

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/student'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.

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
 - o a daily management plan
 - o emergency plan
- An ICP must be annually reviewed and adjusted as needed. See Appendix III.

For more information on guidelines on how to support students with diabetes, see the following link [Guidelines for supporting students with Type 1 diabetes in schools - Open Government](#)

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.

Head Lice

Parents/guardians will inform the school if their 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 and search "Head Lice and How to Treat Them".

Exclusion from Activities

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

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. (See Appendix I)

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.

Appendix I: Incident Report



MAC Islamic School
Edmonton



MAC Islamic Elementary: 11342 - 127 Street, Edmonton, AB, T5M 0T8 Phone: 780-453-2220

MAC Islamic Jr./Sr. High: 12325 - 140 Street, Edmonton, AB, T5L 2C9 Phone: 587-635-5437

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

Email: office@macislamicschool.com

JSOffice@macislamicschool.com

INCIDENT REPORT FORM

Student Name: _____ **Grade:** _____

Date of Incident: _____ **Time of Incident:** _____

Reporting Teacher: _____ **Witness:** _____

ACCIDENT INFORMATION

A. Time of Accident _____ a.m. _____ p.m. Date _____

B. Supervised Activity? ☐ Yes ☐ No

C. If yes, person in charge _____

D. Nature of Injury (may be completed after medical examination)

- | | | | |
|--------------------------------------|---|--|-------------------------------------|
| 1. <input type="checkbox"/> Abrasion | 4. <input type="checkbox"/> Burn | 7. <input type="checkbox"/> Fracture | 10. <input type="checkbox"/> Sprain |
| 2. <input type="checkbox"/> Bruise | 5. <input type="checkbox"/> Concussion | 8. <input type="checkbox"/> Laceration | 11. <input type="checkbox"/> Strain |
| 3. <input type="checkbox"/> Bump | 6. <input type="checkbox"/> Dislocation | 9. <input type="checkbox"/> Puncture | 12. <input type="checkbox"/> Other |

E. Part of Body Injured

I. Head

1. ☐ Scalp
2. ☐ Back
3. ☐ Front
4. ☐ Eyes
5. ☐ Ear
6. ☐ Nose
7. ☐ Mouth
8. ☐ Tooth
9. ☐ Neck

II. Trunk

1. ☐ Chest
2. ☐ Abdomen
3. ☐ Back

III. Arms

1. ☐ Shoulder
2. ☐ Upper Arm
3. ☐ Elbow
4. ☐ Lower Arm
5. ☐ Hand
6. ☐ Fingers

IV. Legs

1. ☐ Hip
2. ☐ Upper Leg
3. ☐ Knee
4. ☐ Lower leg
5. ☐ Foot
6. ☐ Toes

F. Kind of Accident (check one only)

G. Where Accident Happened (check one only)

1. ☐ Animal bite or insect bite
2. ☐ Collision with a student (bump, etc.)
3. ☐ Contact with hot or toxic substance
4. ☐ Fall or slip
5. ☐ Fighting
6. ☐ Struck by auto, bike, etc.
7. ☐ Struck by object (swing, etc.)
8. ☐ Student collided with object
9. ☐ Other _____

1. ☐ Classroom
2. ☐ Hallway
3. ☐ Gym
4. ☐ Playground
5. ☐ Restroom
6. ☐ School Bus
7. ☐ Stairs
8. ☐ Outside School Building
9. ☐ Other _____

ACCIDENT DESCRIPTION

Describe the accident in your own words. Please give all details so that this accident report may be used to prevent other similar accidents.

POST-ACCIDENT INFORMATION

A. Was first aid given? ☐ Yes ☐ No

By Whom _____

Description of first aid

B. Was the parent or other responsible person notified? ☐ Yes ☐ No

By whom _____

If no, explain

C. Advised on tetanus immunization? ☐ Yes ☐ No

D. Injured, sent home. If so, was he/she accompanied? ☐ Yes ☐ No

☐ Injured, sent to the physician. Name of physician _____

☐ Injured, sent to the emergency room. Name of hospital _____

E. Days absent from school or work _____

ACTION TAKEN

A. *Instructional*

1. ☐ Discussed at staff meeting

- 2. ☐ Discussed in each class as part of regular instruction
- 3. ☐ Discussed with parent
- 4. ☐ Personal instruction given to injured

- 5. ☐ Personal instruction given to person in charge
- 6. ☐ Presented to a class of students

B. Policy or Corrective Action

- 1. ☐ Discussion with the school Principal

- 2. ☐ Principal notified

SIGNATURES

Person In charge

Person Giving First Aid

Appendix II: Dispensing Medication Form



MAC Islamic School
Edmonton



MAC Islamic Elementary: 11342 - 127 Street, Edmonton, AB, T5M 0T8 Phone: 780-453-2220

MAC Islamic Jr./Sr. High: 12325 - 140 Street, Edmonton, AB, T5L 2C9 Phone: 587-635-5437

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

Email: office@macislamicschool.com

JSOffice@macislamicschool.com

Parent / Guardian Permission to Dispense Medication

Student's Name:	Date of Birth:
Grade:	Date:

Name of Medication:
Dosage:
How often:
Time to be given at school:
Reason for medication:
Possible side effects:

I request that my child, _____, be assisted in taking the above medication by
(child's name)
authorized persons. I will notify the school if there are changes in my child's health status or changes in medication.

Parent/Guardian's Name

Signature

Date

Necessary Conditions

Medications must be stored in original labeled containers.

Medication must not be in reach of children and access to medication must be restricted.

Parents/guardians must give the medication to the child's teacher or to administrative staff.

Those who administer the medication should carefully log dosages, times, and reactions.

STAFF: Dispensing Medications Log

Student's Name:	Staff:
Grade:	Date:

Name of Medication:
Dosage:
How often:
Time to be given at school:

Dosage	Time	Dispensed by	Reactions

Appendix III: Individual Care Plan (ICP)



MAC Islamic School
Edmonton



Name: _____ Date of birth: _____ School year: _____

School: _____ Grade: _____ Homeroom teacher: _____

Home address: _____

Medical contact: _____ Phone: _____

If student has another care plan, note here: _____

Designated staff to provide support with care (minimum 2):

1. _____

2. _____

3. _____

STUDENT
PHOTO

Before-school care: No • Yes • _____ After-school care: No • Yes • _____

Transportation #: a.m. _____ p.m. _____

Medical Condition: _____

Concerns: _____

Signs / Symptoms: _____

Avoidance / Prevention Strategies: _____

CONTACTS

	Name	Relationship	Preferred phone #	Alternate phone #
1st				
2nd				
3rd				

EMERGENCY KITS / SUPPLIES

SCHOOL must ensure a kit is accessible at all times (class, gym, field trips, lockdowns, fire drills, etc). Advise parents when running low on supplies. **PARENT** must maintain/refresh supplies.

CONTENTS (check all that apply)	With student	Classroom	Office	Other location(s)
Epinephrine				
Allergy Medication:				
Medication:				
Blood glucose meter, test strips, lancets				
Fast-acting sugar (juice, glucose tabs, candy) for low blood sugar				
Carbohydrate snack(s)				
Glucagon (expiry date: ____/____)				
Sharps disposal container				
Ketone strips/meter				
Insulin pen, pen needles, insulin (in case of pump failure)				
Extra batteries for meter				
Parents' names and contact numbers				
Other:				

CONSENT

Pre-authorizations by parents/guardians

Consent to release information: I authorize and provide consent to the school staff to use and/or share information in this plan for purposes related to the education, health and safety of my child. This may include:

1. Displaying my child's photograph on paper notices or electronic format(s) so that staff, volunteers and school visitors will be aware of my child's medical condition.
2. Communicating with bus operators.
3. Sharing information in special circumstances to protect the health and safety of the student.

Yes • No •

Consent to transfer to hospital: I consent in advance to my child's being transported to a hospital if required, based on the judgment of school staff. I also permit a staff member to accompany my child during transport. Please note: the school principal or designate shall decide if an ambulance is to be called.

Yes • No •

Consent to treatment: I am aware that school staff are not medical professionals and perform all aspects of the plan to the best of their abilities and in good faith. I approve of the management steps and responses outlined in this care plan, including administering medication, if indicated.

Yes • No •

AUTHORIZATION

Parent/guardian signature: _____ Date: _____

Parent/guardian name (print): _____ Relationship: _____

Student signature: _____

Office Administration signature: _____ Date: _____

Office Administration name: _____ Role: _____

Principal signature: _____

Principal name: _____

Designated and trained staff (minimum 2):

1. _____

2. _____

3. _____

ANNUAL RENEWAL

When requirements change significantly, complete a new Individual Care Plan and share with all involved.

If there are no changes between school years, use this sign-off sheet to confirm the plan has been reviewed by the school, the parent(s) and, when age-appropriate, the student.

This plan remains in effect for the _____ to _____ school year without change.

Parent/guardian: _____ Date: _____

Principal: _____ Date: _____

This plan remains in effect for the _____ to _____ school year without change.

Parent/guardian: _____ Date: _____

Principal: _____ Date: _____

This plan remains in effect for the _____ to _____ school year without change.

Parent/guardian: _____ Date: _____

Principal: _____ Date: _____