



Rose City
Elementary School

Parent Handbook 2022-2023

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Windsor, ON
N8T 2E7, Canada

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MAC Rose City Elementary School, just established in 2022 as a project of the Muslim Association of Canada, offers the Ontario Ministry curriculum, in addition to programs in Arabic language, Quran and Islamic Studies. Our school emphasizes the essential values of our youth's development and social training.

MAC Mission Statement:

At MAC our mission is to establish an Islamic presence in Canada that is balanced, constructive and integrated, though distinct, in the social fabric of Canada.

MAC Schools Moto:

Inspiring Believers to Be Community Leaders

RCES Mission Statement:

We at MAC schools inculcate excellence to empower students to love, learn, and live Islam, while achieving their full academic and leadership potential integrated within the social fabric of Canada by engaging home, school and community partners through enriched programs.

The Children's Agenda and Google Classroom

The agenda and the Google Classroom is a great tool when it is used on a daily basis. They act as a homework organizer allowing students to prioritize their tasks and manage their time. Teachers will encourage students to write down important information in their agenda (agenda may only be used by grades 1 to 3).

Parents should review the Google Classroom each day so they are aware of the projects, tests and assignments which are occurring in each subject area. Parents may also write comments or feedback to the teacher to ensure that the lines of communication are open.

All required homework and information is posted by the teacher on Google Classroom by 5pm of the current school day.

Teacher/Parent Communication

Each grade will have a Google Classroom account to display different information pertaining to the grade. Each grade will also have a calendar of important dates at the start of every month. Arabic Teachers will also have a Google classroom where weekly goals will be posted. Teachers will also send messages to parents whenever the need arises.

If a parent has any question or concern about their child's education they should arrange an interview through the agenda, an email, leave a voice message or speak directly with the teacher. Each teacher will have a personalized school email and voice mail extension. Parents are strongly encouraged not to bring up a concern with the principal without having first discussed the issue with the teacher. If you feel that your question or concern has not been sufficiently addressed, only then should you discuss it with the principal.

Class placement requests

Unfortunately we are unable to accommodate specific teacher requests. Students are placed in classes with great care and consideration. Previous teachers, the Administration and Guidance office all consult on the placement of your child in their class. If you have a serious concern regarding your child's placement with another child, please email adahbour@windsor.macnet.ca

Communication Day

Communication day at RCES is every Wednesday. Our weekly school-wide reminder, the "Rose City Elementary School", will be sent online and posted on the website. We will try our best to send home all correspondence such as event flyers and field trip announcements on this one day. Make sure to check your child's bag on Wednesday for important news. Forms that need to be returned to the school should be returned promptly to the class teacher.

Arrival and Dismissal (Normal Routine at RCES building):

- Supervision of students starts from 8:30am. If you need to drop off your child before that

time, you must enroll him/her into our Before-School Program (BSP). **There will be no supervision before 8:30am** and guardians must stay with their children until 8:30am if they are not enrolled in the before BSP.

- All students should be dropped off at the Kiss 'N Ride area starting at 8:30 am until 8:40 am. Please be safe and drive slowly and courteously as staff are out there to help with the process. There's no need for parents to get out of their vehicles.
Please ensure your child's bag is in their lap, or beside them ready to take when they leave the car. Backpacks stored in the trunk of the vehicle slow down the arrival and dismissal process and are unsafe for the child.
- For **safety reasons**, all RCES doors are either locked or supervised by staff to help direct parents and students to the right space and procedures. All visitors are to wear visitor or volunteer badge while in the school. Staff may stop and verify visitors' identities and direct them to sign in the office when not wearing visitor badges. Parents of **preschool** children are the exception to this rule and they are to escort their children to the preschool rooms. Parents with preschool siblings are expected to drop off their older siblings into the designated drop off area with their classmates.
- After 8:30am parents are expected to park their vehicles in the parking lot, and escort their children into the school and sign them in at the front office. After this time, morning *duaa* and announcements would have started and there's no supervision in the Kiss 'N Ride area.
- At 8:45 am all students should be settled at their desk and be ready for the morning *duaa* and announcements. All students are expected to stand quietly listening to the announcements and repeating the morning *duaa*. Visitors are expected to observe the same rule during morning *duaa* and announcement. Please note your child will be marked late if they arrive to class after the morning *duaa* and announcements, regardless of whether or not they are in the building.

- **JK/SK arrival/dismissal procedures:**
 - JK/SK children can be dropped off at the Kiss 'N Ride to the staff on duty, or dropped off at the enclosed playground across from the east door. This will help our JK/SK children to be more independent, and keep the school hallways safe and orderly, and give our teachers the opportunity to focus on getting ready for their long day. We recognize, encourage and appreciate the need for continuous dialogue between teachers and parents for the success and wellbeing of our children. Parents who need to speak to a teacher should book an appointment to avoid any disruption to the class while teachers are in session teaching or preparing.
 - At dismissal time of JK/SK (starting 3:20pm), all JK/SK students will be in the school foyer with their team of educators. Parents are expected to provide names of their children to the staff on duty at the school's front door and allow us the opportunity to call your children and bring them to you at the door. There's no need for parents to go inside the school and over crowd the foyer and hallways

during dismissal. At 3:30pm, JK/SK students can be picked up from the Kiss ‘N Ride. They will be escorted by staff on duty until they reach your vehicle. If there is an older Sibling in Grade 1 and up, they are expected to come and collect their JK/SK brothers and sisters at 3:30pm, and lineup in their respective classes for ease of

- **Late pick up:**

- At 4:00 pm all students, if they are not in a registered after school program, and who are not picked up on time, will be moved to the RCES gym.
- If you have not registered your child(ren) in an after-school program, late pick up charges will apply
- For safety purposes, older students who are granted permission by admin to wait for their late pickup have to be with their siblings, in the designated safe space, and cannot be walking in and around the school property, playing in the back or front yard or using their Chromebooks, etc. This privilege will be removed from any student who exhibits any unsafe behaviour during this wait time or is not directly supervising siblings and will be directed to stay, and charges will apply, in the “after school care” room.

Student Absence / Late Arrival:

- Students at RCES entering after the morning announcements at 8:45am will be signed-in by a parent or have a note from a parent.
- It is important for students to arrive on time to school everyday. When students arrive late, after 8:45am, this impacts their learning and it is distracting for other students who are already in class. Teachers may decide on a special arrangement for late students during the first period. Administration may decide on further action to deal with repeated late arrivals.
- Parents can call the school anytime and leave a message if their child will be absent. If parents/guardians have not called the office to inform the school regarding an absent child, RCES administration will be calling your home or work via our automated messaging system to inquire about your child. **Please ensure the school has your correct contact information on file. Student safety is a priority at RCES.**
- In case of absence, please notify the school before 8:30 AM that day.

Appointments During the Day and Early Dismissal Procedure:

If there a need to pickup your child early, then

- Please email the school at info@windsor.macnet.ca (no need to call), the office will notify the teacher.
- Only in person requests or send note with child in the morning
- Please specify the person picking up the student
- Specify the class/grade and time for pick up

- Please inform the school before 3pm. To avoid disruption to the learning of other students, there will be no early dismissal between 3:00-3:30pm.
- When arriving to pick up your child, please come to the office and your child will be called from class to come down to the office.
- You must sign your child out at this time. No child will be allowed to leave the school grounds, during school hours without permission from a parent.

Custody Rights:

In the case of parents who are separated or divorced, the school needs to be informed of custodial rights. It is important for the school to know these details to prevent legal issues and provide the best support for the student(s) involved. Please inform the school of any custodial arrangements, so that there is no question about which parent has the right to pick up the child(ren) from the school.

What is the procedure for visitors at RCES?

For safety reasons, during school hours, all visiting adults must sign in and out at the office and wear an approved Rose City Elementary School badge. From 8:45am – 3:30 pm , all entrance doors will be locked. All visitors will use the front door and have to report to the office.

Dropping off items at the office (lunches, homework etc.):

Office staff appreciates parents who have pre-planned and organized their child(ren's) things before they come to school. In the case that items may need to be dropped off (i.e: lunches, forgotten homework, etc.) the office staff will do their best to accommodate. It is important to know that there will be some situations when it is not possible to provide the item right away. It is school policy not to disrupt the class unnecessarily. Effort will be made to provide the item to the student at an appropriate time.

For the safety of our students, no SkiptheDishes or other food service delivery is allowed.

Confidentiality:

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents / guardians, children, staff and volunteers, except when information must be disclosed for legal reasons. It is required of parents to be mindful when discussing any issues that arise in the school regarding students, teachers, and other staff. This includes the use of social media forums (i.e. facebook, whatsapp, instagram, etc). This is so that we can model appropriate behaviour for our students, foster a more positive climate and build healthy relationships within the school. If there are areas of concern, please speak directly to a teacher or administration.

Harassment:

Our Duties and Responsibilities

MAC Schools have a duty to maintain an environment respectful of human rights and free of discrimination and harassment for all persons served by them. There must be awareness of situations which might interfere with this duty. In fostering this environment, the

school expects that all members of the school community (parents, staff, and students) will:

- be aware of and sensitive to issues of discrimination and harassment
- support individuals who are, or have been, targets of discrimination and harassment.
- prevent discrimination and harassment
- take reasonable steps to remove any discriminatory barriers in employment policies and practices and in accessing programs, resources, and facilities
- take all allegations of discrimination and harassment seriously and respond promptly
- provide positive role models
- not demonstrate, allow or condone behaviour contrary to this policy

Bullying:

What Parents Can Do?

- Be aware of the signs of bullying such as: fear of going to school, school work problems, injuries, changes in attitude, disturbed sleep
- Phone the teacher/VP/Principal immediately if your child indicates that he/she has been the victim of physical, social or emotional abuse
- Assure your son or daughter that he/she has the right to take care of him/herself by telling someone about the situation
- Assure your son or daughter that the teacher/vp/principal will act to ensure his/her safety and with his/her input and consent
- Help your child develop safe strategies for dealing with future incidents
- Let the teacher/vp/principal know immediately if the problem is not solved

Duty to Report Abuse or Neglect:

It is the law in Canada and subsequently a legal obligation, The Child and Family Services Act, which requires reasonable suspicions of abuse or neglect of children to be reported to a Children's Aid Society. The responsibility lies with the person (employee, teacher, volunteer, administration and parent/guardian) who receives the disclosure or who suspects abuse of neglect.

Emergency Situations:

Emergency procedures are in place to insure the safety of the students during various emergency situations: fire, evacuation, bomb threats or an intruder. During an emergency, children will be dismissed by the administration to go home only if there is time to return students safely to their homes, and parents can be notified. If a student's parents cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the student until the parent or authorized individual can pick up the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by radio announcements and/or information posted

at the school site. Evacuation of the school will not be attempted unless there is no alternative.

In the event of an emergency, school personnel need to be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities. To help prepare for emergency situations, Emergency Drills may take place at RCES, which will consist of one or more of the following:

- Fire/Evacuation Drill

The fire alarm sounds. The teacher walks the students to their designated area a safe distance from the building. The teacher then takes attendance and waits for further instructions from the Principal.

- Lockdown Drill Procedure:

There is an imminent threat to anyone in the RCES building, parents, staff and students.

- Go to the nearest classroom/room
- Remain away from doors and windows and out of the line of sight from the windows and doors
- If anyone is from the school community are outside the school, they should run for cover behind the nearest solid structure or seek safety and security in a spot off of school grounds – they should **NOT** re-enter the building unless absolutely necessary for protection
- Classroom doors and windows are to be locked
- REMAIN QUIET!!! - Make the classroom look, feel and sound empty
- No contact with office unless information about suspect/incident/bomb/fire
- No cell phone usage within the classroom
- Ignore the fire alarm unless there is clear evidence of a fire and an immediate threat to student safety
- Washroom: If a student is in a washroom and can't go to another room immediately and safely during a lockdown they should enter a stall, lock the stall door and climb up on the toilet so their feet cannot be seen while remaining quiet
- EVERYONE in the school (staff, students, parents) needs to remain in their safe location until they are removed by the police.

“Hold and Secure” – the potential threat is outside the school

- All exterior doors are to be secured
- Staff and students need to remain with their class in whatever location their class is located and secure themselves within the room
- If parents, staff and students are outside of their classroom (outdoors, hallway) they should go into the nearest classroom/office
- Classroom activities can resume within reason
- If students are in the washroom or hallway they should return to their class immediately. No one is allowed in or out of the room until the code is cancelled.
- Before School - All students report to first period immediately
- At Breaks/Lunch - All students report to their next class immediately
- After School - all students re-enter the school and report to their last class of the day immediately

“Shelter in Place” – this is a non-violent threat in the community or a weather

situation that could place students at risk.

- Students should remain with their class in whatever location their class is located
- If students are in the washroom or hallway they should return to their class immediately
- If students are in the office, guidance or cafeteria they should remain there unless instructed otherwise
- If students are outside they should re-enter the building with their teacher and go into a classroom.
- Before School - All students report to their first period class immediately
- At Breaks/Lunch - All students report to their next class immediately
- After School - all students re-enter the school and report to their last class of the day immediately

(Upper Canada District School Board Parent Handbook)

Care of Textbooks, Chromebooks and Classroom Equipment:

Textbooks and equipment used in our programs are expensive. 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 lost or damaged textbook or equipment, by their child.

Litter-less lunches:

Please send all food in plastic reusable containers (no glass containers), reusable drink containers, stainless steel forks and spoons, in order to reduce waste.

Uniform:

Please view the uniform pricing and item details included in the welcome package. **We strongly encourage you to purchase items at T-Shirt (870 Ottawa St, Windsor, ON N8X 2C8|)**. If the RCES embroidered merchandise is not in stock, McCarthy's will ship them at an additional cost. They can size your child(ren) and ship the items when they are ready.

Girls: Grade 1 to Grade 4

- Navy Blue embroidered tunic
- Light Blue RCES embroidered shirt
- Gym uniform: RCES t-shirts & track pants

Boys: Grade 1 to Grade 4

- Light Blue RCES embroidered shirt
- Navy Blue embroidered pants
- Gym uniform: RCES t-shirts & track pants

School Photographs

Students must come to RCES in full formal uniform on school photograph days.

Physical Education and Gym Clothes:

All of the children at Rose City Elementary School will be encouraged to take an active part in the well-balanced Physical Education programme designed to improve fitness, teach cooperation as well as sportsmanship, and develop skills, etc. It is important that each child be prepared to participate in every Physical Education lesson. This means coming to class with the proper attitude and suitable gym clothes. If your child cannot take part in a P.E. class, parents please provide a detailed note with an explanation.

Other uniform requirements and grooming

- Uniforms must be clean and no torn clothes will be permitted.
- Students are not allowed to have unusual piercings, dyed, highlights or streaked hair.
- Students cannot wear nail polish or make-up to school.
- Excessive jewelry is also not permitted for girls and no necklaces/earrings/bracelets for boys
- Girls must wear hijab in Grades 4 and up at all RCES activities, including field trips.
- If a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be provided to the school office.
- A student's hair must be kept clean and tidy at all times.
- Boys hair needs to be short and not touching the shirt collar and off the face.
- The fringe when straightened /combed down must not hang in the eyes.
- Extreme hairstyles are discouraged. i.e:mohawk, shaved styles and/or patterns, and ponytails and braids for boys hair.

Students who do not comply by the school uniform rules may be refrained from participating in school activities.

Non-Uniform Days:

From time to time we will have special days when no uniform is required. On these days students must wear loose Islamic clothing. Modesty is encouraged, no tight clothing or skinny jeans. Girls in grades 4 and up must wear hijab.

Emergency Contacts:

Please ensure that the school is notified immediately with up-to-date information if there are any changes to information including; address, telephone numbers at work or home, emergency contacts, medical contact and custody arrangements.

Emergency School Closures:

In the event of inclement weather:

Please check our school website, facebook page or twitter by 7am. www.olivegroveschool.ca

RCES will be closed if Greater Essex Count District School Board is closed.

Injury or Illness at School:

- If your child becomes ill or injured at school, we will make every attempt to contact you or your designate to determine an appropriate course of action.
- If the injury is serious, he/she will be taken to the hospital.
- If your child is too ill to follow the daily routines at RCES, please keep him/her at home.
- If a student becomes ill while at school, parents must pick the child up or arrange for transportation in a timely manner. Generally, children do not recover at school and we are not equipped to make youngsters feel as comfortable as they would be at home or in the care of a friend or relative.
- **It is critical that emergency contact information be kept up to date.**

Peanut/Nut Allergies:



RCES is an Allergen sensitive school. We have several students with severe peanut/nut allergies.

Do not send your child to school with any peanut products or items containing nut by products!

For further information, please visit www.anaphylaxis.org

Prescription Medication at School:

- If your child must take prescription medication at school, we require a permission form signed by the parent. Staff can only administer routine prescribed medication when a written permission is submitted to the school by the parent. Forms are available in the office.
- The container should be childproof and **clearly labelled with your child's name**, the doctor's name, the name of the medication, and the time for administration. All medication should be stored in the office for safety reasons.
- We would like to encourage parents to administer medication for their children at home if possible.

Note: EPIPENS for students with life threatening allergies. These may be stored in the child's classroom by the teacher or carried by the child where the child is age 6 or up. Such students must carry their EPIPEN in a pouch attached to a belt at all times.

Non Prescription Medication:

- Staff is **not** permitted to administer non-prescription medication (Tylenol, Benadryl, etc.) Students are NOT permitted to keep non-prescription medication in their personal possession or in their locker.

Head Lice:

- Please inform the school if your child has head lice, so that we may prevent the spreading of lice to other students.
- The best way to prevent this is to encourage your child to avoid sharing combs, hats, scarves, etc.
- If your child has head lice, you must provide medical clearance before he/she will be readmitted to school.

Please refer to the following website for a list of reportable diseases and the Health Protection and Promotion Act.

<https://www.publicboard.ca/en/index.aspx>

Periods of Exclusion:

Children with the following diseases should remain at home and away from others:

Disease	
Chickenpox (varicella) and Shingles (herpes zoster)	Until well enough to participate in all activities regardless of the state of the rash.
Diarrhea	Daycare: Until 24 hours after diarrhea stops * Schools: Until diarrhea stops * * Depending on the cause, the Health Department may require a longer period of exclusion.
Fifth's Disease (parvovirus)	No exclusion Children well enough to participate in all activities can attend school.
Impetigo	Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.
Measles (rubeola)	For at least 4 days after the rash begins.
Mumps	For at least 9 days after the swollen glands first appear.
Pink-eye, bacterial (conjunctivitis)	Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.
Ringworm	Until treatment has started.
Rubella (German Measles)	Until at least 7 days after the rash first appears.
Scarlet Fever	Until antibiotic treatment prescribed by a doctor has been taken for 1 full day
Strep Throat	Until antibiotic treatment prescribed by a doctor has been taken for 1 full day

Source: Canadian Paediatric Society

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

Keep your child at home and away from others

Contact your family doctor for a diagnosis

Your doctor will advise you about care and treatment when a communicable disease is diagnosed

*Note the above information is taken directly from the Halton Regional Health Department

Celebration Policy:

If you wish to recognize a special day such as Eid at the school we would like to remind you that we are promoting a peanut and nut free environment at Rose City Elementary School. Some of our students have other types of allergies.

- Parents must have teacher approval before sending any food to school to avoid any health or cultural issues.
- In keeping with this policy we are requesting that you send NON-FOOD items for celebrations. Some alternatives are stickers, pencils, erasers, books or an item from your child's teacher's wish list for the class.
- Absolutely NO HOME BAKED items are permitted for sharing in the classroom with children with allergies.

Lost and Found:

The lost and found box is located beside the secretary desk. Please check this box if your child has lost anything. Please label all of your child's items to prevent loss. All unclaimed items will be donated to Goodwill at the end of each month.

Probation Period:

All new students will be placed on a probation period of three months. If a student is not achieving the academic requirements at the end of this period they may be asked to leave the school. Students must be at a grade level of C- or above at the end of this probation period.

Homework:

Homework is a planned part of the education process designed to enhance student learning, and is directly connected to The Ontario Curriculum Learning Expectations. Homework provides students with opportunities to apply learning and practice skills. Homework helps to develop life long skills such as self discipline, task commitment, time management, responsibility, independence, initiative, and problem solving. It also helps to build a partnership between home and school which leads to higher academic success.

What are the types of homework?

1. Completion - anything not finished in class.
2. Practice - review and reinforcement of lesson
3. Preparation- review for a test, re-reading or research
4. Extension - creative applications that integrate or expand on class lessons.

Teachers use professional judgement and discretion to alter quantity and time frame of homework to meet the needs of a classroom or a specific student.

Extended Absences during the School Year and Homework:

- If parents choose to take their child(ren) out of school for an extended holiday, the school cannot provide the exact academic activities that replicate the missed schoolwork. Responsibility for this decision must rest with the parents.
- Parents are encouraged to plan activities such as daily journals, travel, reading, mathematics, science and technology activities during their trip.
- Teachers are not responsible for providing work in advance of the trip and use their judgement to assign make-up work.
- Please note that if your child is absent for an extended period of time assessment in all areas of the curriculum may not be possible and this may result in some blank areas on your child's report card.
- Please complete an extended absence form found in the office if your child will be absent for more than 1 week of school.

Report Cards:

Grades JK-4:

- Progress report in November
- Term 1 reports in early February
- Term 2 reports in June

Please note we are following the Ministry of Education guidelines for the new report cards.

Curriculum:

Staff design their classroom programs by integrating Islamic character education with the Ontario Curriculum Documents. Please follow your child's Google classroom to keep up to date on what your child is learning.

Parents can review the Ontario Curriculum documents on the Ministry of Education and Training website. <http://www.edu.gov.on.ca/>

PARENTS ADVISORY COUNCIL (PAC):

Parents committee or Parent Advisory Council (PAC) is the elected parents' body to provide consultation to the school administration.

- **Composition**

The parents committee includes:

- At least 5 and up to 12 parents whose children are registered in the school, elected by their peers.
- One teacher elected by his/her peers
- The principal of the school or his representative.

Note: The principal (or his representative) and the teacher cannot vote, or become the president of the parents committee, or represent the parents in the school board.

- **President**

On the day of the election, members of the parents committee hold their first meeting and decide, among themselves, who will become the president who will manage the parents committee and represent the parents in the school committee.

- **Charges and responsibilities**

The parents committee assumes the following tasks:

- Provide parent opinions, feedback and concerns to the principal of the school.
- Promote participation of the parents in improving the school.
- Organize extra-curricular activities.

Volunteers:

One of the most important resources of a school are the people of the school community. There is no doubt that students benefit from the assistance provided by staff and parent volunteers. A love for children combined with patience, understanding and some free time are the only requirements to be a volunteer. The time commitment varies according to the individual and the role for which you volunteer. There are many opportunities to be involved with Rose City Elementary School. All volunteers must sign in and out at the office and wear an identification name tag at all times within the school.

It is important to know that in any organization, which works with children, all staff and volunteers must have to have a **Police Record Check**. Volunteers are required to submit this to the office before becoming involved as a volunteer. See the office for a form.

School Hours:

- School office hours: 8:00am-4:00pm
- Morning supervision starts at 8:30am
- Students arriving before 8:30am have to proceed to before school care at RCES's waiting room.
- Our entry bell is at 8:45am and classes will start at 8:50am. Our dismissal is at 3:30pm sharp. Kindergarten dismissal begins at 3:20pm. Please ensure your child is picked up on time. Please see your child's teacher regarding their schedule.
- Any child who has not been picked up by 4pm is considered "late pickup" and will be moved to the "Emergency Care".
- **There will be a charge of \$1.00 for every minute you are late picking up your child.**
NOTE: This is not a structured program and is intended for the case of emergency late pickups only!

Backpack Considerations:

As children start a new school year, the Greater Essex County District School Board has compiled the top 10 tips to help students and parents select a suitable backpack, and pack it properly, to prevent injury:

- Choose a bag that has two-inch shoulder straps and a hip or chest belt to remove the weight from the neck and lower back. Adjust the straps so that the backpack sits on your child's hips
- For additional support, select a backpack that features a padded back and shoulder straps.
- Make sure the pack fits properly, is not too snug around the arms and under the armpits and that its size is proportionate to your child's body.
- Ensure that your child is carrying less than 20 percent of his body weight—some doctors recommend no more than 10 per cent for young children. For example, a 50 lb. child should carry a backpack no more than five pounds.
- Talk to your child about the importance of wearing both straps of the backpack and discourage carrying the backpack on just one shoulder. If your child is leaning forward, the bag is too heavy.
- Pack heavier books closest to the body.
- Consider choosing a bag with a strong handle and wheels so your child doesn't have to put strain on his back—this is especially helpful if your child walks to school.
- Get into the habit of cleaning out the backpack with your child each evening.
- Pack only the items that are essential—other supplies can be stored at home and brought

to school when necessary. .

Cell phone policy for students:

RCES students will not be allowed to use their cell phones during school hours. If parents/guardians wish to communicate with their child(ren), they are to call the school office. If a student brings a cell phone to school, it will be kept with the teacher during the school day and returned at the end of the day. Parent cooperation with this matter is appreciated.

Digital Citizenship and the Use of Technology

Parents and students are expected to conduct themselves with the utmost level of respect with one another and be responsible for their behavior on platforms such as but not limited to Emails, Google Classroom, Whatsapp groups and Google Hangouts or any other social media platforms. Characteristics such as language and or actions that pertain to cyber/bullying or inappropriate content will be dealt with accordingly with a verbal/written warning and/or possible suspension(s) or expulsions upon the discretion of the Principal and School management board.

Invitations to Private Events:

To foster an inclusive environment at RCES, it is requested from parents not to ask teachers to hand out invitations to private off site school events (i.e: Birthdays and other private parties). Parents should distribute these on their own.

Ramadan Schedule:

The daily schedule during Ramadan will be adjusted accordingly to fit the needs of the school. Each year, the schedule will reflect to balance the holy month and respective academic calendar.

School Awards:

We would like to give our students an incentive to perform to the best of their abilities during the school year.

Awards will be given during the Awards Assemblies in June for Grades 1 to 8. Parents will be informed about the dates and the times of the assembly.

Throughout the school year, students will be encouraged to do their best and be reminded of the criteria for winning an award. Winning and losing graciously are also life skills we would like to develop in our children.

Based on the criteria below, teachers will select award winners. A staff meeting will be called to approve the selections and the decision will be final. A student may not receive more than one award.

Category	Description
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Honour Roll (Grades 5 to 8)	Overall achievement over 80% of all subjects. This is a weighted average.
Overall Academic Achievement	Awarded to the student who has the highest overall average in a particular grade.
Principal's Award	Best model of Islamic behaviour, best overall performance in all subject areas, positive attitude towards learning.
Good Character/Citizenship Award	Best model of Islamic behaviour and our iRISE program: honesty, conduct in prayer, cooperation/willingness to help, application of Islam in daily life, respect for others, modesty, Islamic appearance, overall cleanliness, patience, Islamic manners (i.e. salutations, expressions), Islamic approach in resolving conflicts, encouraging others to do the right thing, setting a good example. Student has excellent academic standing.
Islamic Studies	Best overall knowledge in all aspects of the Islamic Studies curriculum.
Quran Recitation	Best pronunciation and memorization of suras learned in class. For grades 4 and up, reading of the Quran included.
Arabic Language	Best overall performance in developing a vocabulary, oral and visual communication, reading and writing, pronunciation, following instructions and homework completion.
Language Arts	Best overall performance in the three strands of language arts: Writing, Reading, and Oral and Visual Communication.
Mathematics	Best overall knowledge, performance and problem solving skills in the five strands of mathematics: Number Sense and Numeration, Measurement, Geometry and Spatial Sense, Patterning and Algebra, and Data Management and Probability.
Science	Best overall performance in the five strands of science and technology: Life Systems, Matter and Materials, Energy and Control, Structures and Mechanisms and Earth and Space Systems.
Visual Arts	Best overall performance and most creativity shown on a consistent basis.
Physical Education (Boys/Girls)	Active participation, skill, leadership, attitude and sportsmanship shown during gym and health class.