



Parent Handbook 2018-2019

www.olivegroveschool.ca

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Table of Contents

Mission Statement	3
MAC-iRISE	3
Letter from the Principal	4
The Children's Agenda and Google Classroom	5
Teacher Parent Communication	5
Class Requests	5
Communication Day	5
Arriving in the morning	6
Student Absences / Lates	7
Appointments during the day	7
What is the Drop off and Pick up System?	7
Custody Rights	8
Bus Transportation	8
Before and After-School Care	9
What do kindergarten parents need to know?	9
What is the procedure for visitors at Olive Grove?	10
Dropping off items at the office	10
Confidentiality	10
Harassment	10
Bullying	11
Duty to Report Abuse or Neglect	11
Emergency Situations	12
Guidance Counselling	13
Enrichment Program for everyone	14
Care of Textbooks and Classroom Equipment	14
Library	14
Litterless lunches	14
Uniform	15
Physical Education and Gym Clothes	16
Non-Uniform Days	17
Emergency Contact	17
Emergency School Closures	17
Injury or Illness at School	17
Peanut/Nut Allergies	17
Medication at School/Non-Prescription Medication	18
Head Lice	18
Periods of Exclusion	18
Celebration Policy	19
Lost and Found	20
Probation Period	20
Homework	20
Extended Absences during the School Year and Homework	20
Report Cards	21
Curriculum	21

Parents Advisory Council (PAC)	21
Volunteers	22
School Hours for 2018-2019	22
Backpack suggestions	23
Cell phone policy for students	23
Invitations to Private Events	23
Ramadan Schedule	23
School Awards	24
OGS SCHOOL 2018-19 YEAR CALENDAR	26

Olive Grove School 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 Schools Moto: Inspiring Believers to Be Community Leaders

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.

MAC-iRISE

OGS is becoming a MAC iRISE school. iRISE is an evidence-based, community-driven, character education program whereby students embody Islamic values and acquire relevant life skills to meet the 21st century challenges, rooted in developing a strong relationship with Allah SWT.

Our vision for iRISE is to encourage students to embody the Islamic character; to reach their full potential; to have a strong sense of responsibility and care; and to be prepared to rise above any challenges they may face.

iRISE

stands for:

- **i:** symbolizes personal connection to Allah SWT and ownership of the values
- **Rabbaniyah:** Developing faith and being God-centered
- **Integrity:** Strong internally-driven moral principles
- **Service:** Acting upon one's responsibility with respect to all concentric circles: from individual to family to society to the world
- **Excellence:** Developing knowledge, skills and personal attributes to reach one's full potential

We are excited for our students to embark on this journey to rise to please Allah SWT; rise to do what's right; rise to care for others; and rise to do their best.

September 2018

Dear Parents and Students,

Assalamu alaikum wa rahmatullah wa barakatuhu.

Peace, mercy, and blessing be upon you all

Welcome to the 2018-2019 MAC Olive Grove School year! We hope you and your family had an enjoyable summer. We would like to welcome our new and returning students. For those parents who are joining us for the first time, we would like to thank you for choosing Olive Grove School for your child's education. This handbook is intended to help parents get acquainted with the policies and procedures at OGS. At OGS, we believe establishing good lines of communication between the school and home are vital to ensuring student success.

Islamic character education is our focus at Olive Grove School. We are continuing to implement different strategies to help us develop best results. Olive Grove School is a learning community where teachers, administrators, and parents all enjoy the mutual respect and caring essential for growth and learning.

May Allah accept all of our effort Insha'Allah, we look forward to a successful school year working with you and your child.

Mr. Abdullatif Bakbak, Principal

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 will 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 or speak directly with the teacher. Parents are strongly encouraged not to bring up a concern with the Principal or Vice-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/Vice-Principal.

Class 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 the office.

Communication Day

Communication day at OGS is every **Wednesday**. All reminders for this year 2018-2019 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.

Arriving in the morning (Normal Routine):

JK/SK Pick-Up & Drop-Off Routine:

- ❖ supervision of students starts from 8:00am. If you need to drop off your child before that time, you must enroll him/her into our Before-School Program.
- ❖ students should be dropped off after 8:00am at the preschool playground on the east side of OGS building.
- ❖ An EA will be there to receive and help transition the JK/SK student. As part of the JK and SK growth and learning skills, it is important for them to become independent and learn responsibility.
- ❖ Parents are requested not to linger in the school to help make the transition easier. To foster this, parents are encouraged to drop off their JK child and leave as soon as possible. The longer parents are with their child in school, the harder the transition is for some of the students.
- ❖ If your child is being dropped off after 8:30am, please sign them in at the front office and obtain a late slip, they will be taken to class by an EA.
- ❖ JK&SK dismissal begins at 3:20pm. Parents should pick up their child from the JK door at the back of the school. In order to make it a smooth dismissal it is important for students to be picked up on time.
- ❖ 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 dismissal so that whole families can be picked up together.

Grade 1 to Grade 5 students must enter from the east gate between 8:00am-8:30am. students will line with their classes outside until the first morning bell at 8:25am.

Students in Grades 6 to 9, upon arrival, should only enter the OGMS/OGHS building from the east side door across from Hadwen Rd.

Grade 6 to 8 students will proceed to the supervised gym room if they arrive between 8:00-8:25am. Grade 9 students will proceed to their respective supervised classrooms upon arrival.

At 8:30am 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 8:30am, regardless of whether or not they are in the building.

Please be advised that there will be no supervision before 8:00am. Parents must stay with their children until then, or enroll them in the before school program for supervision at OGS library.

Arriving in the morning during rainy, snowy, or very cold days:

Grade 1-5 students will be requested to enter the school and assemble in the gym.

JK&SK students will proceed to their classrooms

Student Absence / Late Arrival

- Students need to line up with their class at the 8:25am bell. Students entering after the 8:30am bell will enter through the front entrance and 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 8:30am, 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, OGS 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 OGS.**
- In case of absence, please notify the school before 8:30 AM that day.

Appointments During the Day and Early Dismissal Procedure

- Please email the school at info@olivegroveschool.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
- 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.
- For siblings in OGMS, parents sign them out at OGS. OGS Office will call for the child to be dismissed from OGMS driveway. A student does not walk to the other building alone.

What is the Drop off and Pick up System?

- OGS and OGMS's parents/guardians please drop off your child(ren) using the drive way (the Kiss 'N Ride) or you can park in the school parking lots at 2270 or

2300 Speakman Drive.

- **Please do not park in the Kiss 'N Ride area.**

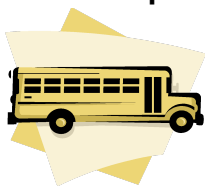
Kiss 'N Ride area is designated as a fire route zone. It is **illegal** to park in this area.

- Parents/guardians please enter the driveway and drop your child off at the Far East entrance and NOT the front door. At OGS, staff will be stationed at the East gate, driveway, and parking lot for traffic and safety control.
- **No early pick up will be permitted between 3pm to 3:30pm, unless your child has an appointment.** This causes unnecessary class disruption and students miss valuable instruction. **Pick up is at 3:30pm sharp.**
- **Please wait outside for your child to be dismissed.** At dismissal, the staff on duty will call your child's teacher via a walkie talkie and your child will come out to your car, do not leave your car unattended. Parents have the option of parking their car if parking spots are available at either 2270 or 2300 Speakman Dr.
- **Grade 6 to 8 students are not allowed to walk over to OGS building on their own for dismissal and have to be picked up from the OGMS driveway.**
- **High school students, by parent permission, will be allowed to leave the building during lunch (11:35am-12:25pm) and upon dismissal at 3:30pm.**
- **Please do not stop or park in the area designated for the bus, fire routes or reserved.**
- **Please review the Traffic Safety Procedures**
- **If a child is not registered in an after school program, there will be a cost of \$1 per minute after 4pm for late pick up. All JK-8 students will be at library of OGS building after 4:00pm for late pickup.**

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.

Bus Transportation



OGS utilizes the service of a third party bus company to drive student's to and from school

Any concerns regarding busing should be addressed directly to the busing company NOT the school.

Students are required to be on time at their designated stop, buses will not wait. Upon arrival at school, students will enter from the far East gate and proceed immediately to the supervised playground area until the 8:25 AM bell.

Students are expected to observe all bus safety rules.

- There is no eating or drinking allowed on the bus.
- All students must remain seated with the seat belt on at all times.
- The bus driver is at all times in complete charge of the bus.
- In the case of student(s) misconduct, they may lose their privilege of transportation following consultation with the parent.

Before dismissal time, at 3:25pm, students are expected to line up in the designated area in an orderly fashion. Attendance is taken before students board the bus. If a parent/guardian is picking up a bus student, the school needs to be notified ahead of time. This is so staff knows where bus students are and prevents detaining the bus.

Late Buses

There may be times that the school bus will be late in arriving to the school ,dismissal time, or in the morning to pick-up your children. Please call the bus company, rather than the school, for information about any late issues; as the bus driver is in direct communication with the dispatcher.

Bus Cancellations

During the winter months, buses may be cancelled due to inclement weather. There will be no transportation provided on these days. If you drop your child off at school, please remember to also arrange for pick up on these days.

Before and After-School Care

Please refer to the Before/After School information guide. Please inquire in the office regarding details of the program. **If a child is not registered in an after school program, the cost is \$1 per minute after 4pm for late pick up.**

What do kindergarten parents need to know?

Junior Kindergarten students will have a staggered entry procedure which will be explained by the teachers. This process allows for an easy transition to the school setting and establishing class routines.

Regular full day classes will begin on Monday, September 10th for all Junior

Kindergarten students.

JK/SK is a full day program. The JK/SK group will follow a slightly different schedule which is tailored to their specific needs as new and young students.

What is the procedure for visitors at Olive Grove?

For safety reasons, during school hours, all visiting adults must sign in and out at the office and wear an approved Olive Grove School badge. From 8:30am – 3:30pm, 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.

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

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 or 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 OGS, 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 OGS 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)

Guidance Counselling

OGS student services includes two guidance counsellors who are available to provide interventions for students and support. Extensive behavioral counseling is not available in the school. This can be accessed from community resources. Please speak to a guidance counselor directly regarding these resources. Parent consent forms are required for ongoing in school support.

Enrichment Program for everyone

EnrichIt! was established in 2007 and has continued to grow into a program for students, parents and families! The purpose of EnrichIt! is to strive to enrich education through a wide variety of experiences. The advantage of enhancing the theory with hands-on learning methods is that students grasp difficult concepts more easily when

they are having fun and seeing the theory bloom into something they created. Many EnrichIt! activities may act as motivation for long term student success as they take part in activities that challenge them and broaden their horizons through a variety of fun and interactive opportunities. School day EnrichIt! activities at school or with the GTA are included as part of the OGS tuition.

It has also lead to numerous achievements in literacy, science, math, physical education, dramatic arts and more!

EnrichIt! activities are age appropriate and motivate students to extend their interest beyond the Ontario Curriculum. They contribute to a well rounded education.

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.

Library

The school maintains a library that contains books and audio-visual material for use by students and staff. Students are responsible to maintain borrowed materials in proper condition and will be required to pay or replace lost or damaged material.

Litterless 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 McCarthy's (360 Evans Avenue in Etobicoke) immediately.** If the OGS 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.

JK and SK students

- Gym uniform: OGS green gym t-shirts and OGS sweatpants/track pants

Girls: Grade 1 to Grade 8

- Grey embroidered tunic
- White OGS embroidered oxford shirt
- Dark grey pants (Girls in JK to Grade 3 may wear dark grey tights)
- Plain white hijab (no lace, etc.) for grades 4-8, required for prayer for all grades
- Gym uniform: OGS green gym t-shirts and OGS sweatpants/track pants (Girls wearing size YXL or larger must wear the longer length gym shirts available at OGS)

Boys: Grade 1 to Grade 5

- Embroidered green golf shirt
- Dark grey pants
- Gym uniform: OGS green gym t-shirts and OGS sweatpants/track pants

Boys: Grades 6 to 8 uniform

- Embroidered white oxford shirt (long or short sleeve)
- Dark grey pants
- OGS crested tie (sold at OGS)
- OGS sleeveless green vest (optional, sold at McCarthy's)
- Gym uniform: OGS green gym t-shirts and OGS sweatpants/track pants

NOTES:

- Girls wearing size YXL or larger must wear the longer length gym shirts available at OGS
- Students **MUST** wear an **EXACT MATCH** of the McCarthy's uniform. No non-McCarthy's products will be permitted.

*** OGS embroidered green long-sleeve pullover (optional) for all grades sold at OGS

School Photographs

Student must come to OGS in full formal uniform on school photograph days.

Physical Education and Gym Clothes

All of the children at Olive Grove 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 or streaked hair.
- Students cannot wear nail polish or make-up to school.
- Excessive jewelry is also not permitted.
- Girls must wear hijab in Grades 4 to 9 at all OGS 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.
- Boy's 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 boy's hair.
- Dyes and highlights in student's hair are not allowed.

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.

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 by 7am. www.olivegroveschool.ca

Radio stations will be informed by 7am in the morning.

OGS will be closed if Peel District School Board schools are 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 OGS, 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



OGS 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.

<http://www.peelschools.org/departments/sch-serv/peelhlth/4-00.htm>

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 Olive Grove 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 between the back exit doors leading to the playground. 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 logs, 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.

Ramadan Schedule

School timings may be changed during the month of Ramadan. Parents/guardians will receive notification of the changed schedule

Report Cards

Grades JK-8:

- 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 Olive Grove 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 for 2018-19

- School office hours: 8:00am-4:00pm
- Morning supervision starts at 8:00am
- Students arriving before 8:00am have to proceed to before school care at OGS's library.
- Our entry bell is at 8:25am and classes will start at 8:30am. 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 Peel 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

OGS and OGMS 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.

Invitations to Private Events

To foster an inclusive environment at OGS, 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 4 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
Honour Roll (Grades 5 to 8)	Overall achievement over 80% of all subjects. Core subjects are weighted more. No C or D in any subject area.
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.
Citizenship Award	Best model of iRISE core values and Islamic behaviour: 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.
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.
Islamic Studies	Best overall knowledge in all aspects of the Islamic Studies curriculum.
Quran Recitation	Best pronunciation, reading and memorization of suras learned in class.
Arabic Language	Best overall performance in developing a vocabulary, oral and visual communication, reading and writing, pronunciation, following instructions and homework completion.
Social Studies (Grades 1-6) History & Geography (Grades 7& 8)	Best overall performance in the study of Community and Environmental Studies.
Visual Arts	Best overall performance and most creativity shown on a consistent basis.
Physical Education (Boys/girls separate)	Active participation, skill, leadership, attitude and sportsmanship shown during gym and health class.
French	Best performance in oral and visual communication, reading and writing, and pronunciation.
Persistence Award	Consistent hard work and perseverance in the academic work. Sets goals to improve work and is highly motivated to always do their best.
Award of Distinction (Grade 8 only)	Attained a 90% overall average in Grade 8, with no C or D in any subject area. Core subjects are weighted more.

OGS Spirit Award	Excellent attitude towards school, with at least a "B" average. Participates in several school clubs and events. Positively contributes to the school culture and shows leadership skills.
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Male/Female Athlete of the Year one student each from Grade 7 and 8	Participates on school teams (basketball, volleyball, and soccer.) Displays excellent sportsmanship and skills and contributes to the success of the teams.
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To view the 2018-19 year calendar, please click on [OGS SCHOOL YEAR CALENDAR](#)