

MAC



Olive Grove School



# Parent Handbook 2019-2020

[www.olivegroveschool.ca](http://www.olivegroveschool.ca)

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MAC Olive Grove School, established in 2006 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

### **OGS 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.

## Principal's Letter

Dear Parents and Students,

*Assalamu alaikum wa rahmatullah wa barakatuhu.* Peace, mercy, and blessing be upon you all

Welcome to the 2019-2020 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. Please take a few moments to read over this letter to have a better understanding of our school's operation and its areas of focus.

Our dedicated staff is excited about providing an array of engaging and challenging learning experiences for all students aimed at giving them the confidence to be positive agents of change in the world. Olive Grove is a learning community that is committed to helping all students grow their confidence as learners and individuals.

### **Overview of MAC Student and Parent Surveys**

Alhamdulillah, as per MAC's student and parent surveys, we are pleased to see that that most of our students and parents are extremely satisfied with our school and feel that the school is extremely responsive and effective in resolving your concerns.

It was comforting to see that more than 80% of you strongly agree with the following statements from the survey:

- I trust my child's school
- My child's school is inclusive and welcomes people across gender, ethnic, racial, social, economic and political lines
- My child is well cared for at school
- My child is safe at school
- My child's school experience has positively impacted their understanding and relationship with Allah SWT

### **OGS is more than just academics!**

Alhamdulillah, on top of our excellent academic achievements in teaching core subjects, learning of Quran, Arabic and Islamic studies have been distinctive and sources of success for OGS students. We have been blessed with many beneficial exciting interlinked programs and activities available for our students during the school year such as iRISE, Mental Health initiatives, STEAM, and EnrichIt! We have developed, incorporated and staffed with expertise all of these programs and activities to ensure alignment with the curriculum, quality of the delivery and

measurability of the outcomes. Realizing the importance of parent involvement in the well-being of their children, we have extended many of these programs to service all stakeholders, including our parents and the general community.

### *iRISE (I rise to please Allah through Rabaniyyah, Integrity, Service and Excellence)*

Rooted in developing a strong relationship with Allah SWT, iRISE is an evidence-based, community-driven, character education program for all grade 1-10 students, whereby students embody Islamic values, acquire relevant life skills to meet the 21st century challenges and rise to please Allah SWT, rise to do what's right, rise to care for others, and rise to do their best.

### *Mental Health Matters*

At MAC OGS, we believe in being progressive by empowering parents with the knowledge and tools to holistically promote the overall mental health and wellness of their families. At the same time, we recognize the need to build capacity on all levels by promoting mental health literacy within students, staff, and the community. The goal of the MAC OGS Mental Health Plan is to enhance student mental health and wellness, while using guiding principles of Islam, which will in turn promote student social, emotional, behavioural, and physical well-being as well as academic and learning performance. Accordingly, in our student survey, a high number of students feel that their mental health and wellness are supported at OGS by their teachers and staff, including a team of qualified guidance councillors and social workers.

### *EnrichIt!*

Along with strong academics and Islamic education, we at OGS believe in providing opportunities to further develop our students' minds and bodies through an assortment of extra curricular activities. This is achieved through our EnrichIt! program, which is the established brand of our extra curricular activities and program since 2007 and has continued to grow into programs during school hours, after hours and season breaks. EnrichIt! activities are age appropriate and motivate students to extend their interest beyond the Ontario Curriculum, and hence broaden their horizons through a variety of engaging and interactive opportunities.

### *STEAM*

OGS is a STEAM based school. STEAM is an educational approach to learning that uses **S**cience, **T**echnology, **E**ngineering, the **A**rts and **M**athematics as access points for guiding student inquiry, dialogue, and critical thinking. The end results are students who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process. These are the innovators, educators, leaders, and learners of the 21st century!

### *Our vision continues - please join us!*

Looking into the future, we are counting on your relentless support in our vision to further improve the mental and physical health of both our staff and students. For this reason we are actively executing the following initiatives:

- A new and revised plan for a sports complex and expansion of the existing gym space. We realize the importance of physical activity for our students on a daily basis and hence, intend to provide these growing minds and bodies with a state of the art facility In Shaa Allah.
- A soccer and track field on the backyard of OGS that will allow our students to develop their athletic skills and explore a career in sports.
- MAC's introduction of a pension plan in partnership with OpTrust for all our full time staff, both teaching and non-teaching. This is to ensure that our dedicated staff are not only appreciated but are also taken care of in the years to come with the help and mercy of Allah SWT.

Needless to say, these initiatives cannot be successfully executed without the help and support of our parents and the general community. We are hopeful that our parent body recognizes the need and offers its support in any form possible In Shaa Allah.

We look forward to embarking on the 2019-2020 journey with you and your children.

On behalf of all staff at MAC-OGS, best wishes for a successful school year.

Yours truly,

Abdullatif Bakbak  
Principal  
September 1st, 2019

## **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, 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 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 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 [admissions@olivegroveschool.ca](mailto:admissions@olivegroveschool.ca).

## **Communication Day**

Communication day at OGS is every Wednesday. Our weekly school-wide reminder, the "Olive Grove Groove", 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 OGS building):**

- 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 (BSP). **There will be no supervision before 8:00am** and guardians must stay with their children until 8:00am if they are not enrolled in the before BSP.
- All students should be dropped off at the Kiss 'N Ride area starting at 8:00 am until 8:30 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 OGS 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 8:30am 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 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 dismissal so that whole families can be picked up together.

- **Grade 1-5 arrival/dismissal procedures:**

- students should be dropped off at the Kiss 'N Ride area starting at 8:00 am until 8:30 am and enter from the east gate. Students will line with their classes outside until the first morning bell at 8:25am.
- For grade 1-5 students, they will be in the company of their younger siblings during dismissal in the gym of OGS. All children can be picked up from the Kiss 'N Ride. For parents who parked their vehicles and want to pick up their children, all grade 1-5 students with their younger siblings will be dismissed from the gym east exit door to the outside of the school. Staff on duty is at the door to help announce your child's name. Please wait for your child, be safe and away from the Kiss 'N Ride traffic, line up along the side of the school wall, and avoid crowding the foyer or the gym doors.

- **Arrival procedures during rainy, snowy, or very cold days:**

- Grade 1-5 students will be requested to enter the school from the main door and assemble in the gym. JK&SK students will proceed to their classrooms

- **Middle/High School arrival/dismissal procedures:**

- Students in Grades 6 and above should be dropped off the Kiss 'N Ride at OGMS/OGHS building. upon arrival, should only enter 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. High school students will proceed to their respective

supervised classrooms upon arrival.

- **If you have children attending both buildings:**

- on arrival, you may
  - a) drop off your children at their respective building using Kiss 'N Ride driveways.
  - b) or drop them all off at OGS building and your older (grade 6 and above) children should walk SAFELY on the pedestrian sidewalk around the parking lot to reach the east side of OGMS/OGHS building. For safety purposes, doors at the west side of the OGMS/OGHS building will always be locked.
- during dismissal you can either;
  - a) Use the Kiss 'N Ride driveways to pick up your younger children first from OGS building then you can pick up your older children from the OGMS building.
  - b) If you have parked your vehicle at the appropriate parking at either OGS or OGMS building, you can request the teacher on duty at the west side door of the OGMS building to dismiss your children in grade 6-8.
  - c) Parents are required to provide a written consent for their older child(ren) at OGMS/OGHS to walk to OGS building on their own using the sidewalk to pick up the younger child(ren). This privilege will be removed from any student who exhibits any unsafe behaviour during dismissal times.
  - d) High school students, by parent permission, will be allowed to leave the building during lunch (11:35am-12:25pm) and upon dismissal.

- **Late pick up:**

- At 4:00 pm all students (OGS and OGMS), if they are not in a registered after school program, and who are not picked up on time, will be moved to the OGS gym.
- If you have not registered your child(ren) in an after school program, late pick up charges will apply
- For safety purposes, older OGMS 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.

- **Parking Lot Rules (between two buildings) :**

- The parking lot is strictly for parking, and should not be used for dropping off or picking up students during arrival and dismissal.
- Please observe the parking lot one way traffic. All traffic which enters the parking lot should go in a circle to exit.
- Please be in and out quick so that other parents can utilize your spot as it will help alleviate congestion.

- **Kiss ‘N Ride Rules:**

- Please do NOT leave your vehicle unattended while using the Kiss ‘N Ride driveways. The Kiss ‘N Ride is a designated fire route and no vehicle is permitted to be parked.
- Please move forward as far as possible or as instructed by staff on duty.
- Never allow your children to cross the driveway to the outer lanes without proper help from staff on duty.
- Never back up your vehicle without assistance from staff on duty during arrival and dismissal.
- Be efficient and have your children get in and out of the vehicles with their backpacks. Please avoid having students drop items in the trunk at this time.
- Always have your children exit the vehicle on the curbside away from traffic.
- Exit to the right on Speakman Dr. when leaving the OGS driveway.

## **Student Absence / Late Arrival:**

- Students at OGS entering after the morning announcements at 8:30am 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 8:30am, 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:**

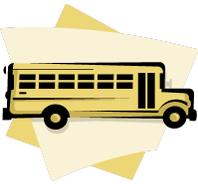
If there a need to pickup your child early, then

- Please email the school at [info@olivegroveschool.ca](mailto: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. 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.
- 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.

## **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 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.

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 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.

## **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**

Students 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, facebook page or twitter by 7am. [www.olivegroveschool.ca](http://www.olivegroveschool.ca)

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](http://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.

## **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:**

- 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.

<b>Category</b>	<b>Description</b>
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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