



Al Huda Elementary School

Faith | Knowledge | Action

Parent Handbook

2018 - 2019

Al Huda Vision

Quran for all- in Every hand, in Every heart.

Al Huda Mission

**To serve humanity by imparting knowledge of the Qur’an and Sunnah,
 the way to attain peace in this world and success in the Hereafter.**

"And it is not for the believers to go forth all at once. For there should separate from every division of them a group to obtain understanding in the religion and warn [i.e. advise] their people when they return to them that they might be cautious." [9:122]

AHES Motto

Rooted in Faith	Islam is a framework for living, leading to strong faith identity and application of Quran and Sunnah to daily life.
Diverse in Knowledge	Strong academics in all areas of study: Deen subjects; Literacy, Numeracy, World Knowledge (Science, Social Studies, etc).
Exemplary in Action	Ability to display appropriate manners in various contexts and contribute positively to the Muslim community and greater Canadian society.

Program Administration

Al-Huda Elementary School (AHES) strives to provide the highest level of faith-based private education to our students. The school is administered by a dedicated and qualified team of teachers who are Montessori certified and/or members of the Ontario College of Teachers (OCT), while also well-versed in Qur'an and Sunnah.

Academics

AHES combines strong components of traditional academic subjects and deen related subjects. The teaching approach varies across the different grade levels. The multi-age (4, 5) Casa classes are taught using the Montessori approach. The elementary classrooms, Grades 1-8, are taught using a variety of instructional practices to meet the needs of all learners. The Ministry of Ontario curriculum serves as a starting point for: Literacy, Numeracy and World Knowledge. Deen Studies includes Quran (memorization and tajweed), Islamic Studies, and Arabic Language. There is time for study of each subject on its own, as well as time for integrating learning across all disciplines, which provides a more holistic balanced approach. Other classes during a typical week are: Physical Education, Health, and Art.

Hifz Stream

There is a full-time Hifz study option within AHES called the 'Hifz Stream'. Students spend the majority of the day studying the Quran. As well, in order to keep up with academic expectations, students have time in the day for Literacy and Numeracy studies. The Hifz Stream is open to students starting in Grade 4, with the expectation of finishing Hifz by the end of Grade 7, to return to the AHES regular Grade 8 classroom.

Homework

Homework, projects, tests/quizzes, etc are posted on Google classroom. It is each parent's and student's responsibility to check for posting and to follow-up accordingly. Parents are strongly encouraged to help and supervise their children with the assigned work. Students who do not complete their homework may be assigned detention, to allow them the opportunity to finish their studies.

AHES Homework policy and expectations are as follows:

Division	Expectations
Primary (K-3)	<ul style="list-style-type: none">-Children may review Quran at home.-No formal academic homework assigned, with the exception of projects which might need parent support (ex: Science Fair).-Students should practice reading at home to strengthen literacy skills.

Junior (4-6)	<ul style="list-style-type: none"> -Children must review Quran at home. -Reasonable quantity of homework is assigned as needed, especially practice in math. Homework assigned are tasks that the student can complete independently. -Students should read for pleasure at home to strengthen literacy skills.
Intermediate (7-8)	<ul style="list-style-type: none"> -At this age, students are expected to develop the independent study and homework skills to prepare them to be successful in high school. -Students must review/study Quran at home. -Daily homework in each subject could be expected and would focus on practice and strengthening of skills learned in school. Students should be able to complete homework independently. -Reading for pleasure is encouraged.
Hifz Stream	<ul style="list-style-type: none"> -Students must study and review: new lesson; new revision; old revision. Each student must be ready to recite the new material to the teacher at the start of the school day. -There is no homework assigned in literacy and numeracy. However, extra practice in math is encouraged. -Students should read for pleasure at home to strengthen literacy skills.

Special Needs Students

AHES endeavors to accommodate children of all learning abilities. However, where the resources prove to be insufficient, the Administration reserves the right to revisit the child's registration status and advise alternatives better suited for that child's learning needs.

Academic Reporting

AHES will be issuing three formal academic reports:

1. Progress report in November, followed by mandatory parent-teacher meetings.
2. Report card in February, followed by optional parent-teacher meetings.
3. Report card in June.

Parent - School Communication

School-home communication is vital to working together to ensure the success of the students in the classroom. AHES strongly believes in proactive communication from school to home, so parents are aware of what is happening in the classroom and with their child. Any and all parent communication, be they concerns, suggestions, or feedback are welcome; do not hesitate to reach out to teachers or administration.

All AHES Communication will be done through official school email and the school website. Each grade has an online environment with Google Classroom, where teachers post classroom news and homework. All students and parents **must** join Google Classroom. Parents wishing to contact teachers or the school may do so through email or calling the AHES office during regular school hours. AHES respects the confidentiality of each student and will discuss matters only with relevant staff, administration, and parents/guardians. It is the parent's' responsibility to update AHES with any changes in personal information (address, phone, e-mail, etc).

Please note the official AHES email: info@alhudaelementary.ca

Complaints & Disputes Resolution Policy

In the case of concern, AHES has a detailed specific process to report a complaint or a dispute from parents/guardians. This process is outlined in the policy below. AHES is committed to providing a safe and supportive environment for all members of the school community. This policy is intended to ensure that all disclosures, complaints or grievances are handled appropriately by the school.

Confidentiality

- Confidentiality will be maintained and respected by all parties to the extent consistent with legislative requirements. However, principles of natural justice will be followed, in terms of procedural fairness or the opportunity for an accused person to be heard and to ensure a fair decision is reached by an objective and impartial decision maker.
- Information about an allegation, complaint or disclosure will only be disclosed to a third party as required by law or on a reasonable 'need to know' basis in finalizing a formal report or for the purpose of carrying out a recommendation made regarding a disclosure. □
- Anonymous complaints will only be considered if the matter relates to illegal or improper conduct, for example criminal, corrupt or fraudulent activity, by any staff, contractor or employee of the school. Anonymous complaints will, however, be recorded in the Register of Complaints.

General Expectations

- Maintaining procedural fairness protects individuals' rights and will develop confidence in the complaint or dispute resolution process.
- Processes regarding complaints will be kept as straightforward as possible, and made publicly available on the AHES website.
- This policy will be:
 - provided to students, parents or guardians at the time of enrolment.
 - provided to all staff members at the time of new staff onboarding.
 - kept updated and reminders of changes provided to all parents and staff via the appropriate means of communication.
- All complaints and disputes, and the outcomes of attempted resolution, will be recorded in the Register of Complaints held by the Principal (and available only to senior school administration.)

- Complaints and disputes will be monitored and their management or resolution evaluated to reduce the occurrence of systemic or recurring problems.
- Resolution of complaints will prioritize balancing the principles of justice with compassion, and will be guided by the principles of participation and fairness.

Expected Decorum/Behaviour/Adab of filing a grievance or of dispute resolution

- Respect, appropriate confidentiality and sensitivity must be applied to all complaints and disputes.
- Resolution to a dispute or complaint must exhaust all reasonable attempts at reconciliation prior to an imposed arbitrated result occurring.
- Any complaint involving the police or any other statutory authorities must be immediately reported to the Al Huda Institute Board of Directors.
- No action will be taken against individuals who make a disclosure allegation in good faith, that is later shown to be unfounded.

First steps:

- In the first instance, before making a formal complaint, the aggrieved person will be encouraged to resolve the issue directly by raising the complaint with the person involved.
- When making a complaint about another child, it is strongly advisable that the issue should first be brought to the teacher, rather than approaching the other child’s parents directly.
- If attempts to resolve the complaint face-to-face are not successful then the aggrieved individual should file a formal complaint according to the process below.

Complaint Protocol

All complaints must follow the complaint protocol in order to be addressed. Complaints not following the specified protocol will not be given heed.

- 1) Fill out the “Complaint Form” in writing or online. If you are not comfortable filling out a form, request one of the front office staff to take your complaint verbally. The designated staff member will write down your complaint and have you read and sign the form to ensure your complaint was appropriately documented.
- 2) Submit your complaint to the office. At this time you will get an acknowledgement of your complaint.
- 3) All complaints will be reviewed immediately and parents/guardians can expect an initial update within 48 working hours.
- 4) As the head of the school, the Principal takes responsibility in attempting to resolve a complaint or dispute with the parties directly involved.
- 5) Any issue that is not resolved by the Principal will be referred to the Director of Al Huda Schools. Note: only issues that have completed all prior complaint protocol steps and are deemed to legitimately not have been solved will be escalated.

- 6) Any complaint or dispute that involves the Principal, or significant matter involving senior management staff, will be referred to the Director of Al Huda Schools, or a member of the Al Huda Institute Board of Directors, as appropriate.

Complaint Resolution Process

- 1) Once the complaint process has begun, any meeting that takes place between a parent and school staff member must be minuted and the minutes must be signed by all parties in the meeting.
- 2) Every complaint will result in a next steps document which will outline what steps, if any, the school, or all relevant parties will take moving forwards.
- 3) Once a next steps document has been generated and followed through on, a complaint will be considered appropriately handled and the file closed.
- 4) Follow-up meetings, if required by either party, will be honoured in the timeframe specified in the ‘next steps document.’

Limitations

-Please note, vexatious, trivial or previously finalized issues will not be not pursued. Harassment, abuse or threats towards teachers or school administrators will not be tolerated by Al Huda Elementary School.

-All complaints must be made by the parent/guardian to whom the issue is relevant. Complaints cannot be made on behalf of others. Complaints generated to support other complaints will not be pursued. Hearsay will not be considered as a supporting argument in a complaint.

-Please note: This policy may be updated or amended at any time.

School Timings

	Mon, Tues, Wed, Thurs, Fri	
Drop-Off	8:30 – 8:45 am	
School Starts	8:45 am	
School Ends	3:30 pm	
Pick Up	3:30 – 3:45 pm	



Note: No supervision is available before and after school. It is the parent’s responsibility to be prompt and on time with pick and drop of children.

Drop offs and Pickups

-All parents must drop off and pick up students *only* from the AHES designated drop off and dismissal areas. Children's supervision cannot be expected if dropped off or picked from alternative locations.

-A written confirmation (note/email) from parents is mandatory if a child is to be picked up by a third party other than the parent/guardian. No child will be released without a written consent.

Early Drop-offs and Late pickups

AHES staff and/or Al Huda Institute is not responsible for injury or any loss thereof, if children are dropped off before school hours or waiting to be picked after school hours.

Early pick-up

Parents must notify the office/teacher in writing or by phone if they wish to pick up their child(ren) early. When the adult picking up the child arrives at the school, the student must be signed out from the School Office. The parent/guardian will wait in the office, while the student is brought there. Parents/guardians are not allowed to go directly to classrooms to pick up their child(ren).

Late pick-up

Students who are not picked-up from school by 3:45pm will wait in hall by the Front Office. Parents are requested to inform the office if they are running late. A 'Late Fee' will take effect starting at 4pm sharp and the charge will be \$5 for each 15 minute increment per child. Parents will be sent an invoice for the charges.

School Closures

In case of school closures due to severe weather, a notification will be posted on the AHES website by 7:00 am.

Student Attendance

Late arrival

Students are considered 'late' when they arrive after 8:45am, the time morning assembly starts. Late arrivals are recorded and documented on the child's progress report and report cards.

Absences

In case of student absence, parents must notify, through phone or e-mail, the school. The reason of absence and the expected day of return must be included. It is the parent's responsibility to collect the missed class work and/or homework from the teachers.

An extended absence from school for longer than three weeks will result in the child losing his/her spot in the class. If the spot is lost, the child must reapply as a new applicant and follow the admissions process.

Transportation

It is the parent's responsibility to organize and pay for transportation, which is timely, to and from school. AHES can help by providing information on carpooling and local school bus companies, but can provide no guarantee or promise of service.

Traffic Flow in School Area

Parents and ride givers are expected to follow the traffic flow patterns provided by the school. Safe behavior, patience, and polite consideration of others is expected from all. All drivers are expected to follow any requests from school personnel to facilitate safe and quick traffic flow.

Discipline

AHES maintains a respectful learning environment where a high priority, at all times, is placed on upholding Islamic manners from the whole school community: students, parents and staff. There are high behavior and manners standards in place for all areas, such as the classroom, hallways, masjid, etc. In cases where a child does not follow the Code of Conduct listed below, there will be disciplinary action, which includes, but is not limited to: teacher-student conference; in-class actions; parent meetings; behavior plan and school counseling; detention; suspension; deregistration.

AHES has a Code of Conduct, which is as follows. All school members, regardless of age, must: respect and follow all applicable Canadian laws; follow Islamic morals and principles; demonstrate honesty and integrity; respect differences in people; treat one another with dignity and respect at all times, especially when there is disagreement; respect and treat others fairly; respect the rights of others; show care and respect for school property and the property of others; take the proper steps to help those in need; respect all members of the school community, especially those in a position of authority; respect the need of others to work in an environment that encourages learning and teaching; seek help from school staff, if necessary, to resolve conflict peacefully. All school members regardless of age must NOT engage in any form of bullying, whether it is in person or through technology.

Uniforms

The AHES school uniform is a source of pride and school identity, which also expresses our Islamic values in clothing expectations. Students are expected to be well-groomed in a clean, proper uniform, which follows AHES guidelines. Uniform items in *italics* in the charts below must be purchased from McCarthy Brampton Showroom (44 West Drive). No outside uniform items are accepted.

There are two types of uniform: Standard and Gym. The ‘Standard’ uniform is worn on days when there is no gym. On Gym days, students wear the Gym uniform all day.

Basic Items: The following basic items are the same, worn daily, regardless of uniform type.

Basic Items	Boys	Girls
Indoor Shoes	Sneakers, non-marking	Sneakers, non-marking
Socks	Blue or black	Blue or black

Standard Uniform: pants, polo top, tunic for girls, etc as outlined in the chart below. This uniform is worn three days per week when students do not have gym.

Standard	Boys	Girls
Pants	<i>Gray</i>	<i>Gray</i>
Top	<i>x</i>	<i>Gray tunic</i>
Shirt	<i>Navy polo, short or long sleeve</i>	<i>Light blue polo, long sleeve</i>
Sweater	<i>Navy sweater</i>	<i>Navy sweater</i>

Gym Uniform: t-shirt, track pants as outlined in the chart below. This uniform is worn on the two days per week that the student has gym.

Standard	Boys	Girls
Pants	<i>track pant or sweatpant</i>	<i>track pant or sweatpant</i>
Shirt	<i>t-shirt</i>	<i>t-shirt</i>
Top	<i>x</i>	<i>Girls Grades 4-8 must wear their tunic over the gym uniform.</i>

Notes:

- *Non-uniform sweaters are not allowed at any time.* Hoodies are not allowed under AHES uniform pieces of clothing.
- *Jewelry & Make-Up:* Jewelry, with the exception of small stud earrings, is not permitted. Makeup and nail polish are also not permitted.
- *Label Uniform Items:* All pieces of the child’s uniform must be labelled with permanent marker with the child’s name. This allows items to be returned to the proper owner.
- *Outdoor Clothing:* There is no AHES uniform for: coats, gloves, boots, hats, mittens, etc. Children will be involved in outdoor activities on a daily basis. Parents must send children to school dressed in the appropriate clothes for the weather conditions. All items

of outdoor clothing must be clearly labelled, in permanent marker, with the child's name. AHES maintains a 'Lost & Found', but is not responsible for students' outdoor clothing.

- *Students with Fabric Allergies/Sensitivities*: AHES requires a doctor's note stating the medical concern. Parents are then expected to find similar items of clothing in similar uniform colors in the fabric that meets their needs. It is hard to find gray pants in cotton and/or other natural fabrics. In this case, navy blue or black pants (not jeans) may be chosen. It is imperative that these pants must be wide enough that they do not show the shape of the leg or look like 'skinny pants'.
- *Non-Compliance*: Parents are responsible for: following the uniform policy in good faith; ensuring that their children come to school in the correct uniform; making sure that all uniform items are clean and in good repair. There is a progressive approach in working with children and families when students are out of uniform, regardless of the reason. When students are out of uniform, the following gradual steps, with repeated offences causing a higher level of school response: reminders from teachers/admin; sent to office and call home; parents must supply the correct uniform or grant permission for children to purchase; detention; parent meeting.
- *Uniform - Free Dress Policy, Grades 4-8*: For field trips and/or other activities when AHES authorizes that non-uniform clothing is allowed, students must dress as outlined in the table below. Students not meeting the 'Uniform-Free Dress Policy' clothing expectations will have the same consequence as not wearing a uniform (see Non-Compliance). There could be potential actions such as: parent call to bring correct clothing; not participating on the field trip. The clothing expectations are as follows:
 - *Boys : long loose pants that do not show the form of the legs (no skinny pants)
 - *Girls: *Top*: loose, not showing body form, long sleeve, length to mid thigh, material is not see-through; *Pants*: long loose pants that do not show the form of the legs; *Hijab*: scarf must be big enough to cover hair and top of chest, material is not see-through, it must be wrapped and secured properly, not lose to fall off.Make-up, including nail polish, and jewelry not allowed.

Outdoor clothing

Children will be involved in outdoor activities on a daily basis. Parents must send children to school dressed in the appropriate clothes for the weather conditions.

Personal Belongings

- Children are required to bring a standard-sized backpack to hold personal belongings and school supplies. Backpacks with wheels are NOT allowed.
- Electronic items (including but not limited to toys) are not allowed within school premises.
- AHES is not responsible for lost, broken or stolen toys/items.
- Parents should clearly label, with permanent marker, all of their child's belongings.
- Parents dropping off school items for their child(ren) must leave them in the School Office.

Fees

AHES school fees are non-refundable and are as follows:

- Registration (one time): \$25.00
- Materials (one time): \$275
- Monthly tuition (paid via pre-authorized payments only):
\$515 for Casa, \$495 for Grades 1-8 & Hifz.

The inclusions and exclusions of the materials fee are:

- Inclusions**: Class Workbooks; Class consumables (pencil, folders, erasers, etc); Field Trips; Use of: Classroom textbooks, School resources (gym supplies, manipulatives, etc).
- Exclusions**: School Uniforms; Weekly Lunch Menu; Bake Sales.

Please note the following policies related to fees and payments:

- Parents are responsible for paying, in a timely manner, all tuition, fees, dues, etc incurred by the student. Once paid, none of the monies are refundable.
- All corresponding NSF charges will be paid by the parents.
- Students may be removed from the program if their fees are not paid for more than one month.
- A '30-day advance written notification' must be issued in case of withdrawing a child from the program. Otherwise, AHES has the right to withdraw the next month's tuition fee.
- Any changes to banking information must be notified at least 2 weeks prior to the effective change.
- In the event that any school related fees, textbooks, library books or any other material belonging to AHES are outstanding, report cards will not be issued until the outstanding amount has been cleared.
- In the case of student absence, parents are still required to pay all applicable fees.

School Materials

Children are expected to be responsible and careful with school materials. Textbooks, story books, manipulatives, etc are to be returned in the same condition in which they were given. Books that are sent home as part of the reading program are also to be treated with care. In the case of damage or loss to any school materials, the parents will be charged the cost of replacing the item.

Snack & Lunch

For optimal learning, children need a healthy diet free from unhealthy foods. Students are required to bring healthy, nut-free snacks and lunch. There is a strict "Healthy Food" policy at AHES. For environmental reasons, it is encouraged to bring reusable containers and water bottles. Students are not encouraged, due to food allergies, to share their lunch with friends. Lunches brought to school cannot be warmed up in a microwave, so be sure to send foods that your child can eat at room temperature.

Health and Safety

If a child becomes sick at school, AHES will call the parents to pick up the student from the office. If a contagious sickness or condition (eg. eye infection, head lice) is suspected, the child must stay at home until it is safe to return to school.

Parents must notify AHES of any change in medical conditions.

Teachers will not be able to administer medication to children with the exclusion of inhalers and epipens. In order to administer these two types of medications, a “Permission to Administer Medicine Form” must be filled out and stay on-file in the school office. It is the parent’s responsibility to provide replacement of medication in cases of usage and/or expiration.

Please note: AHES is a NUT FREE and a FRAGRANCE FREE facility.

Technology

Students in AHES classes will be given assignments to do at home that require the internet. As well, students may be part of an electronic classroom on a blog/ wiki/ or other online forum. It is important to have an “Acceptable Use Policy”, meaning it is expected that students use the internet at home for the purposes assigned in class, and for nothing else. Since it is still possible to access inappropriate content on the internet, even with filtering devices, parents are expected to provide the level of internet supervision they feel is appropriate within their home.

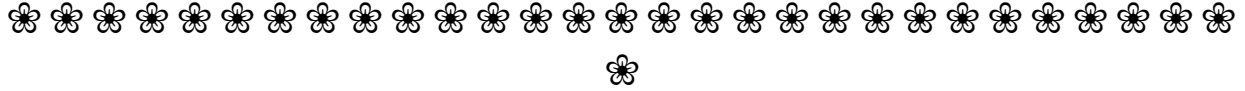
It is expected that AHES students exhibit “Digital Citizenship” and behave on-line as they would in-person, meaning that all digital interaction is done with Muslim manners and courtesy. On-line digital etiquette is important to everyone’s comfort and safety. Thus, any type of inappropriate behavior, chat, cyberbullying, etc is unacceptable. Students who do not uphold Digital Citizenship are not following the AHES Code of Conduct and will face disciplinary action.

Parental Involvement

We welcome and encourage parents to become part of the AHES community in many ways! A strong partnership between school-students-parents brings success to all. Working together creates a caring supportive learning environment. Support us with your positive and constructive feedback, bring in community development initiatives, become a sponsor and help develop literacy resources, volunteer towards a variety of support roles including Field trips and Events support volunteer. Attending school events and special assemblies, when invited, also reflects parents’ interest and support of the school and increases a student's confidence in his/her learning environment and community.

As the parent organization, Al Huda Institute offers a variety of enrichment programs around the year, like workshops for parents, theme-based courses especially geared towards building strong Iman-centered families, and many women-specific spiritual events. Parents will be informed via email or website postings.

Al Huda Elementary School reserves the right to review/change/remove any applicable policies as deemed necessary to benefit the program. Any changes in policy during the term will be communicated to parents via email.



قال رسول الله صلى الله عليه وسلم
من يرد الله به خيراً يفقهه في الدين
[متفق عليه]

Prophet Muhammed (SAW) said, *“When Allah wishes good for someone, He bestows upon him the understanding of Deen.”*

[Bukhari and Muslim]

