

# **Tarbiyah Learning Academy**

## **Student/Parent Handbook**

**2020/2021**



*Dear Tarbiyah Parents and Students,*

*We would like to extend a warm welcome to all students starting our elementary programs in the Fall of 2020. It is our hope that each student has a rewarding and successful academic year. All our staff members are highly energized to support the academic success of our children. To that end, we want to ensure that you know the exact process of registering your child for this year as well as familiarizing yourself with the policies and procedures of our programs. Please read through this handbook carefully and make sure that all items are understood clearly.*

## History of Tarbiyah Learning Academy

Tarbiyah Learning Academy was established in 2011 with the sole purpose of providing an alternative to the standard schooling options for Muslim families in North America. One which fosters not only a strong academic foundation within each child, but also a unique method of teaching Islamic principles which our children are required to know and practice. The key focus of Tarbiyah Learning is to facilitate a positive learning environment in which students develop the love of learning from a young age.

Cultivating that environment with low student-teacher ratios provides a much more involved and foundational learning experience for the students. Students are taught in a fashion which allows them to learn in diverse groups, and be taught by more involved, qualified, and dedicated educators of the community.

## Mission Statement

Tarbiyah Learning Academy recognizes that each child is unique - that all children are creative and need to succeed. Thus, Tarbiyah Learning Academy respects the individual needs of children and fosters a caring and creative environment. Tarbiyah Learning also emphasizes the Islamic, social, and intellectual development of each child.

## School Calendar

A finalized version of the 2020-2021 academic school calendar will be available on the website ([www.tarbiyahlearning.ca](http://www.tarbiyahlearning.ca)). This will also be e-mailed to parents and monthly, updated calendars will be mailed at the beginning of each month.

## Tarbiyah Learning Academy's Policies and Procedures

Tarbiyah Learning strives to maintain a safe and rewarding learning environment. To do this, we have developed policies that reinforce positive interactions and follow daily procedures to ensure positive learning experiences for our students and staff. The following is an outline of our policies and protocols, generally for the school and for dealing with students that do not adhere to the policies which result in misbehaviour. Please read these policies carefully and if any clarification is required, Tarbiyah Learning Academy staff will be more than happy to explain these policies and protocols.

The objective of these policies and protocols is to ensure consistency, transparency, and accountability. This applies for staff, parents, and students. Everyone has a better opportunity to succeed when the expectations, policies and responsibilities are clearly outlined.

## Non-discrimination

Tarbiyah Learning Academy does not discriminate in employment, enrollment, assessment, or discipline on the basis of race, age, gender, religion, national origin, or disability.



## Student Records

Student records are confidential and will not be viewed by or provided to non-school personnel except by written request and consent of the parents/guardian of the student or in accordance with applicable privacy laws. Record requests must be delivered to the school by mail or in person. Parents may request a copy of all or some of the student's record. The office requires a notice of two working days' notice to process the request.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

## Special Events

There are a variety of programs at Tarbiyah Learning Academy aimed at the development of leadership, academic and social skills. Throughout the year, these special events enrich the academic program and create a sense of community within and beyond the school. We are always expanding these opportunities for our students, parents for each respective class will be notified about special activities that will occur.

## Parking

In order to ensure the safety of the students, parents are asked to park in designated parking spaces, and not run their cars idle, when dropping students off in the morning and picking them up at the end of the day. The drop off/pick up zone and parking lot are very busy, and this procedure will help to ensure the safety of the students while avoiding a line-up of cars in the driveway.

## Health and Safety

The following are our school guidelines for dispensing medications by school personnel. For health and safety guidelines related to COVID-19, please refer to our specific handbook.

- Parents will give written permission for the school to give medication to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- The school will keep a log of all medications given out.
- Hydration is essential for students to feel comfortable learning. Parents are encouraged to send a water bottle with their child(ren) every day.

It is essential that parents must strictly follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parents' failure to follow the guidelines. According to the Ministry of Health, children who become ill with certain symptoms, such as high fever, severe coughing, or contagious illnesses, will be returned home. We appreciate your cooperation with this policy. If you have any questions about whether your child should attend school, please call the school before bringing your child.

## Emergency Policies

In case of an in-school accident, students shall notify the nearest teacher or staff member. All emergency situations are reported to the main office and the Principal, who will delegate the responsibilities to be taken in an emergency (i.e. calling 911 and an ambulance). The main office personnel will notify the parents and an incident report will be completed and filed.

### Fire Drill

Preparation is the key to any effective emergency response. Conducting effective fire drills helps schools for fire safety to:

- Provide scheduled opportunities for comprehensive fire emergency response training for students and teachers
- Determine whether designated supervisory staff can competently respond in accordance with the emergency fire and evacuation procedures
- Determine whether supervisory staff respond in a timely manner to carry out their duties
- Assess the ongoing effectiveness of the emergency procedures to ensure quick evacuation of students and staff
- Comply with the Fire Code's mandatory requirement for conducting fire drills.

Fire drills will be held regularly throughout the year.

### Lockdowns

The terminology is mandatory to describe the type of situation occurring at or near a school. The terms are to be used consistently in all Ontario publicly funded schools to allow for consistency of response by staff, students, and emergency services.

"Shelter in Place": (May be recommended by Police, Fire Dept. Emergency Response Services (EMS))

- Is used for an environmental, or weather-related situation, where it is necessary to keep all occupants within the school to protect them (e.g. may include chemical spills, blackouts, explosions or extreme weather conditions that may affect student/staff safety such as downed wires during ice storms);
- People enter and remain in a building with the doors and windows closed.
- Fans, including heating and air conditioning units, should be turned off to prevent outside air from entering the building, if it is determined that the air intake could pose a health or safety risk for occupants.
- Normal operations may continue within the building.

"Hold and Secure": (School most likely to be notified by Police Services)

- Is used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building (e.g. bank robbery near a school).

- The school continues to function normally, with the exterior doors locked until the situation is resolved.
- Staff member posted near each entrance to ensure no one leaves the building.
- All movement in and out of the school is restricted.
- Exterior facing windows should be covered or blinds drawn, lights dimmed.

“Lockdown”: (usually initiated by Police Services and sometimes by the Principal or school personnel)

\*\*A lockdown is defined by police as the restriction of movement during the time of a potentially serious violent threat or violent incident that would endanger the lives of students and staff.

- Used when there is a violent incident or threat of serious violence within the school, or in relation to the school.
- The threat is inside the school, or is on school property, and poses an immediate threat to the students and staff.
- Follow current lockdown procedures.
- All movement within the school and into and out of the school is restricted.
- Doors remain open to permit police immediate entry.

Directions for lockdown procedures have been communicated to all staff; each classroom has a designated area to remain during a lockdown procedure. Lockdown drills will be held throughout the year.

### **Student Code of Conduct**

The student’s respect for him/herself and others is an important aspect of Tarbiyah Learning. Each student must respect the rights of others. This is exhibited by behaving in a proper, responsible, and Islamic manner that is conducive to personal learning and the learning of others. At all times students are expected to be courteous, cooperative, and respectful of teaching and support staff, visitors, and one another.

### **The Student’s Responsibilities**

- Behaving in the classroom and in the school in a manner that does not disturb or interfere with the rights of others
- Respecting the authority of teachers and other school personnel to enforce school policies and rules
- The appropriate care and use of school and masjid property

### **General**

- All students are expected to show respect and follow directions given by any teacher
- Hands, feet, and objects are to be kept to oneself
- Appropriate language must always be used. Teasing or name-calling is inappropriate and will not be tolerated

- Respect for school property must be shown; littering and/or defacing school property in any way is not allowed
- Dress code guidelines must be followed daily
- Student voices must maintain a tone and manner that demonstrates respect for others in the listening vicinity

### **Masjid Rules**

- All rules, policies, and protocols applicable in the masjid are applicable to staff, students and parents. Tarbiyah Learning Academy shares share with the mosque, and will utilize mosque space, such as the prayer areas, and therefore all masjid rules need to be followed
- Sit down and remain quiet in the masjid
- Refrain from any play in the masjid
- Place your shoes neatly on the shoe rack
- Clean up after yourself in the wudu area
- Be timely, prepared, and attentive to the imam
- Concentrate on your prayer
- Please note that due to COVID-19 restrictions, students will not be using the prayer hall until further notice

### **Offences and Consequences**

The rules and discipline procedures at Tarbiyah Learning have been established for the protection of all students and staff. Students are expected to respect the rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for his/her own actions.

School-wide rules at Tarbiyah Learning are divided into three categories. Students are disciplined in a progressive manner according to the seriousness of the offense and the frequency and number of referrals to the office. Teachers normally handle minor offenses. Major offenses and severe offenses will be referred to the office. Referrals will specify the action which took place and prior efforts to correct the student. Parents will be notified when students have been referred to the school office for repeated minor offenses and major or severe offenses.

### **Respect for School Grounds**

Students and their families will be held financially responsible for any deliberate destruction or defacing of school or masjid property. This includes but is not limited to desks, chairs, books, etc. Any item that is distracting to learning, such as toys, music, and electronic devices are not allowed on school property. If the item is disruptive to the teacher, it will be taken from the student and returned later.

**DISCIPLINE POLICY**

**A. DUE PROCESS RIGHTS**

If a student has engaged in any sort of inappropriate behaviour that warrants suspension or expulsion, the administration will send a written notice to the parent(s). The school will request a meeting between the student/parent and administration whereby they will discuss the incident and how to best resolve the issue. Note: Suspensions will be recorded in OSR files.

**B. GRIEVANCE PROCEDURE**

Parents may, in person or in writing, submit any grievances in the following order: first, the grievance goes to the classroom teacher; if the issue is not resolved, then the grievance goes to the Principal. If it is still not resolved, it goes to the board.

**C. EXPULSION PROCEDURES**

Expulsion of a student may be recommended by the administration team to the board after several suspensions or any serious behaviour incident.

**D. DISCIPLINE INFRACTION LEVELS AND CONSEQUENCES**

To ensure the best possible learning environment, guidelines of acceptable behavior and class expectations will be set by each classroom teacher at the beginning of the year. The disciplinary procedures and consequences will help the students realize their responsibility to manage their behaviour appropriately. This system will allow students to make appropriate choices, which will in turn, ensure a productive Islamic environment in the classroom. The Ontario Code of Conduct sets clear provincial standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards:

The below chart highlights the details of our discipline policy this year by categorizing misbehavior by infraction levels. Please review our discipline policy CHART carefully to ensure it is clear to you and your child(ren):

<p><b>BEHAVIOUR INFRACTION</b> Teacher Intervention  Administrative Intervention  Level 1 suspension= up to 3 days  Level 2 suspension= 3-5 days</p>	<p><b>Classroom Teacher</b> (school-wide behaviour expectations)</p>	<p><b>Level A</b> Teacher intervention</p>	<p><b>Level B</b> Teacher and Administration Intervention</p>	<p><b>Level C</b> Potential Expulsion and/or Police Notification</p>
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### Level A Infractions

All of these are supposed to be dealt with by the class teacher. Infractions could result in loss of class privileges, class detention, etc. Contact with the parents is at the discretion of the teacher. However, reports of all incidents should be kept on file so that a record is available if needed. Consistent recurrence of misbehaviours by students may escalate to a Level B Infraction and consequence.

- Minor classroom misbehaviour (excessive talking or laughing, distracting students, etc).
- Dress code violation.
- Chewing gum in class.
- Disruptive behaviour: Conduct that interferes with the educational process in school, assemblies, school activities, prayer, and recess
- Displaying off-task behaviour.
- Inconsistent/non-compliant work habits.
- Rudeness towards others.
- Ignoring classroom instructions.
- Consistent incomplete homework.
- Consistent out-of-seat wandering in class.
- Unexcused Lateness.
- Inappropriate language (less serious than what has been identified in level B).
- Talking at inappropriate times.
- Ignoring recess/lunch supervisor instructions.
- Verbal or minor physical altercations with other students.
- Disruption during prayer.
- Use of electronic devices (cell phones, handheld games, music devices, etc.) during school hours.

### Level B Infractions

The following infractions will result in an immediate student referral form, suspension of class privileges, and referral to the administration for appropriate consequences. Parents will be contacted, and discipline report will be sent home. Students may be given a level 1 or 2 suspension and placed on a behavioural modification program/contract:

- Cumulative violations from Levels A: Whereas despite appropriate teacher's intervention, a student continues with unacceptable behaviour as defined in this document.
- Defiance of school authority: Insubordination/disobedience: refusal to obey directions or requests of **any** staff member.
- Disrespect of school staff: Verbally or with gestures.
- Disruptive behaviour during prayer which includes laughing, talking, rough housing, etc.
- Physical altercations with other students, including inciting an altercation between others.
- Obscenity or profanity: Words or gestures that are offensive to accepted standards of decency: oral, written, gestures, or through computer networking communication.
- Truancy: Unexcused absence (skipping) from a class may result in Level 1 Suspension.
- Lying to avoid a minor infraction.
- Forgery: Fraudulently writing the name of another person to appear as if the other person had signed, or falsifying times, dates, grades, addresses, or other data.

### Level B Infractions (continued)

The following infractions may result in a Level 1 Suspension at the discretion of the administration. Discipline reports will be sent home and parent/student/administration

conference will be necessary before return to school. Student may be placed on behaviour contract. On the second suspension, the student and the parents will be informed that they are on disciplinary probation for a period of 3 months in the school year. Repeated breach of school rules may lead to a Level 2 Suspension or Expulsion. Suspension letter documenting incident will be placed on the student's file.

- Severe disrespect of an adult on school grounds or school-organized event.
- Public mischief: Intent to mislead school authorities to believe an offence has been committed or to wrongfully accuse another person, including causing a false alarm or unnecessarily calling 911.
- Assault: Physical threats or uninvited physical contact including violent actions.
- Threats: Knowingly uttering, conveying, or causing in any manner another person to receive a threat to cause bodily harm.
- Vandalism: destroying or damaging property: e.g. breaking windows, graffiti, defacing desks or chairs, damaging or destroying other people's belongings, interfering with or damaging electronic information systems, etc.
- Fighting: Consensual/reciprocal physical contact by two or more persons with the intent to harm.
- Severely disruptive classroom behaviour.
- Continuous uncorrected disruption of educational process in class.
- Cheating/Plagiarism: For example: copying, copyright violation, computer software violations, plagiarism, using "crib notes," falsifying records or scores, unlawful use of technology to alter score, etc.
- Theft: Stealing
- Abusive, dangerous, and/or threatening behaviour that severely impacts the rights of others.
- Lying with intent to slander, damage, or mislead.
- Harassment or Bullying: Intimidating or harassing another person because of that person's ethnicity, ancestry, national origin, color, gender, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, persistent targeting of any person, or any other act intended to substantially harm the physical or mental health of the person threatened.
- Use of electronic devices with malicious intent (possible escalation to level C).
- Making lewd gestures or comments (possible escalation to level C).
- Leaving the school without permission (possible escalation to level C).
- Trespass: Entering or remaining unlawfully in school buildings, admin offices, unauthorized areas, property, grounds, or at school-sponsored events or refusing to leave when asked to do so.

### Level C Infractions

The following infractions will result in a Level 2 Suspension and Disciplinary Probation for 3 months in the school year or possible expulsion, which will be at the discretion of the administration and school board. While on probation any infraction that results, under normal circumstances, in suspension will be grounds for expulsion from the school.

- Robbery (Taking another's property by force or threat of force).
- Weapons and explosives/incendiary devices/materials: The school has a no tolerance for weapons, possession or using weapons (including all kind of sharp objects), explosives, fireworks, firecrackers, etc.
- Use or promotion of drugs, tobacco, or alcohol
- Dangerous behaviour toward self.

- Criminal acts as Defined by law: federal criminal code or other federal statutes where the health, safety, and security of the school or its students or staff is compromised.
- Lewd Conduct/Indecent Exposure: Behaviour that is indecent or obscene, e.g., mooning, exposing oneself, sexual misconduct, etc.
- Immoral acts such as sexual promiscuity, distribution or use of pornography, or excessive profanity. Overt or suggestive behaviour that is inappropriate within the generally accepted Islamic conduct (kissing, fondling, body contact, etc).

### Good Neighbour Policy

Our school is located near other houses and buildings. People judge the school based on what they hear us say and what they see us do - even more so because we are Muslims. Therefore, we need to accept the responsibility of portraying a positive image for Islam first and for the school as well. We request that students and parents act in an Islamic manner and display a positive image which reflects who we are and what we believe in when we go and come from the school. Included in this is respecting nature and other people's property by not littering or loitering.

### Tarbiyah Learning Academy Student Rules and Regulations

- A deep respect for self, all teachers, staff, parents, and members of the community
- Respect for school and masjid property and other's belongings must always be shown
- A positive attitude and complete commitment towards learning must be preserved by each student
- A continuous effort in developing/enhancing an Islamic morale must be demonstrated throughout the year
- Respect for all fellow peers must be evident and maintained inside and outside of class time
- All classroom, masjid and facility rules presented by any of the teachers/staff must be adhered to

### Protocol for Dealing with Misbehavior

- Redirection of the student before he/she creates a disturbance
- Filing out of an *Incident/Behavior Report*, documenting student behaviour that is kept in the office
- Within this report Teacher or Staff member will address concerns in the following steps:
  - Level 1: Removal from the situation - if a student is misbehaving, he/she will be asked to sit away from the other students and will be confronted individually about their actions. Continued misbehaviour of a similar nature may result in removing the student from certain privileges (i.e. participation in gym).
  - Level 2: Student will be asked to complete a student reflection sheet - about how they plan to correct their behaviour, this will be discussed with the principal and addressed to Tarbiyah Learning and the parents of the student.
  - Level 3: Parental involvement - Principal will call a parent and teacher meeting if a behavioural issues escalate. Then student will be put on behavioural contract where a daily record will be kept of student behaviour by every subject teacher

- for every class slot for the duration of the week.  
- Level 4: Student probation/expulsion.

## Zero Tolerance Policy

Since Tarbiyah Learning facilitates a group schooling environment, there is a Zero Tolerance Policy for the following student offenses: causing an immediate suspension or withdrawal from the program/school:

- Vandalism
- Plagiarism
- Racism
- Extreme disrespect of staff and students (i.e. talking back to teachers, swearing, etc.)
- Excessive lateness or unjustified absenteeism (please refer to attendance policy)
- Bullying/Fighting/Aggression

## Attendance Policy

Student attendance is essential to an effective academic environment. A student should only be absent in case of emergencies such as illness or death in the family. In case of an absence, parents are required to notify the office of the reason of absence. The student is responsible of making up any missed work during the absence. In the case of leaving school early, students in all grades must be signed out by a parent/guardian when leaving the school in any circumstance. Failure to do so will result in the school not permitting the student to leave prior to dismissal time. Regular attendance and punctuality affect your child's performance; therefore, we require that all students be present at school no later than 9:15 am. In case of an absence or late arrival, we require parents to promptly notify the office. After 9:15 am, the student is marked as late. If a student has been marked late for more than 15 days per term or absent for more than 10 days per term, administration will contact the student's parent to set up a meeting to discuss the situation and how they can assist the student in being punctual and/or establishing regular attendance. If the absence or lateness continues, creating an extreme circumstance, students may be withdrawn from the school. Please note that attendance and tardiness policies also apply to online learning.

## Homework

It is important for parents to follow through with their child(ren)'s education at home. As such, it is essential that communication between Tarbiyah Learning Academy and the home is consistent and open. Our teachers will provide forecasts with updates to ensure parents are informed of what is happening in the class and when they can expect to happen. On an on-going basis, teachers will update parents about daily classroom learning, allowing parents to follow through with learning at home.

Generally, three types of homework may be assigned:

1. Practice Assignments: These reinforce skills or knowledge and include completion of work not finished in school.
2. Preparation Assignments: These are intended to provide background information and, can include reading textbooks, library/online research, collecting materials or gathering



3. Extension Assignments: These encourage individualized and creative learning by emphasizing student's initiative and research. Extension assignments are often long-term and require students to apply previous learning.

## Grading Policy

All Ontario School Report records are maintained and updated according to the Ontario Ministry of Education policies, in accordance with the 'Growing Success' document. Further to this, Tarbiyah Learning does not necessarily emphasize grades on assessments, but rather, focuses on student learning and progress.

The following is the grading system for Tarbiyah students (as outlined for provincial report cards). All scores are based on a 0 to 100 scale (for grades 7 and 8) and A, B, C, D marking system for grades 1 to 6.

Kindergarten students typically do not receive grades.

### Grading System:

R – not yet meeting curriculum expectations

D range – minimally meeting curriculum expectations

C range – meeting curriculum expectations at satisfactory level

B range – meeting curriculum expectations

A range – exceeding curriculum expectations

### **Criteria for Selection of Professional Staff**

The professional staff is employed based on educational background, academic accomplishments, and number of certifications in various subject areas, experience, recommendation letters, and conduct during the initial interview with the staff selection committee and any subsequent interviews, as well as their knowledge and understanding of the Islamic faith.

The school employs its teachers without regard to their age, sex, religion, disabilities, or national origin.

### **Staff Personnel**

All school staff can be reached through email or through the school's office. Parents may leave a message for any staff member and it will be conveyed to them as soon as the opportunity arises. The school does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in severe circumstances.

<b>ADMINISTRATION</b>		
Principal	Ghazala Choudhary	ghazala.choudhary@tarbiyahlearning.ca
Literacy Head	Farheen Fatima	farheen.fatima@tarbiyahlearning.ca
Math Coordinator	Tayyabah Hassan	tayyabah.hassan@tarbiyahlearning.ca
Administrative Associate	Kiran Elahi	kiran.elahi@tarbiyahlearning.ca
Finance Associate	Nadia Jam	nadia.jam@tarbiyahlearning.ca
<b>SUBJECT HEADS</b>		
Language Arts	Farheen Fatima	farheen.fatima@tarbiyahlearning.ca
Mathematics	Tayyabah Hassan	tayyabah.hassan@tarbiyahlearning.ca
Science	Tayaba Hussain	tayaba.hussain@tarbiyahlearning.ca
Quran and Arabic	Rana Issa	rana.issa@tarbiyahlearning.ca
Art	Rana Issa	rana.issa@tarbiyahlearning.ca
<b>TEACHERS</b>		
Junior Kindergarten	Amera Syed, Naheda Nour	<a href="mailto:amera.syed@tarbiyahlearning.ca">amera.syed@tarbiyahlearning.ca</a> , <a href="mailto:naheda.nour@tarbiyahlearning.ca">naheda.nour@tarbiyahlearning.ca</a>
Senior Kindergarten/Grade 1	Wala Omorri, Rafia Husain	<a href="mailto:wala.omorri@tarbiyahlearning.ca">wala.omorri@tarbiyahlearning.ca</a> , <a href="mailto:rafia.husain@tarbiyahlearning.ca">rafia.husain@tarbiyahlearning.ca</a>
Grade 2	Muna Nur, Ghazala Choudhary	<a href="mailto:muna.nur@tarbiyahlearning.ca">muna.nur@tarbiyahlearning.ca</a> , <a href="mailto:ghazala.choudhary@tarbiyahlearning.ca">ghazala.choudhary@tarbiyahlearning.ca</a>
Grade 3	Hodan Omar	<a href="mailto:hodan.omar@tarbiyahlearning.ca">hodan.omar@tarbiyahlearning.ca</a>
Grade 4	Farheen Fatima	<a href="mailto:farheen.fatima@tarbiyahlearning.ca">farheen.fatima@tarbiyahlearning.ca</a>
Grade 5/6	Tayaba Hussain	tayaba.hussain@tarbiyahlearning.ca
Grade 7/8	Fatouma Roble Abdusalam Mohamed Margena Ghaznavi	<a href="mailto:fatouma.roble@tarbiyahlearning.ca">fatouma.roble@tarbiyahlearning.ca</a> <a href="mailto:abdizalon.mohamed@tarbiyahlearning.ca">abdizalon.mohamed@tarbiyahlearning.ca</a> <a href="mailto:margena.ghaznavi@tarbiyahlearning.ca">margena.ghaznavi@tarbiyahlearning.ca</a>
<b>SUBJECT TEACHERS</b>		
Quran and Arabic	Rima Zarka	<a href="mailto:rima.zarka@tarbiyahlearning.ca">rima.zarka@tarbiyahlearning.ca</a>
Boys' Islamic Studies	Nazrul Islam	<a href="mailto:nazrul.islam@tarbiyahlearning.ca">nazrul.islam@tarbiyahlearning.ca</a>
Quran and Arabic	Najat Shallouf	<a href="mailto:najat.shallouf@tarbiyahlearning.ca">najat.shallouf@tarbiyahlearning.ca</a>
Quran and Arabic	Rana Issa	<a href="mailto:rana.issa@tarbiyahlearning.ca">rana.issa@tarbiyahlearning.ca</a>
Quran and Arabic	Naheda Nour	<a href="mailto:naheda.nour@tarbiyahlearning.ca">naheda.nour@tarbiyahlearning.ca</a>
Islamic Studies	Sarwat Waheed	<a href="mailto:sarwat.waheed@tarbiyahlearning.ca">sarwat.waheed@tarbiyahlearning.ca</a>
French	Houda Ismaili	<a href="mailto:houda.ismaili@tarbiyahlearning.ca">houda.ismaili@tarbiyahlearning.ca</a>
Art	Rana Issa	<a href="mailto:rana.issa@tarbiyahlearning.ca">rana.issa@tarbiyahlearning.ca</a>

## Dress Code

Tarbiyah Learning Academy has an established dress code policy that helps ensure our children are always dressed appropriately. Our dress code policy does not impose or imply any specific outfit or style for the students, but rather follows a conservative approach that demonstrates the basic Islamic requirements. Below is the dress code for both genders:

### Grade 1 to Grade 4:

- **Girls:** No spaghetti straps, sleeveless tops, tight pants or shorts. Hijab is required for Quran class and prayer.
- **Boys:** No sleeveless tops or tight clothing.

### Grade 5 to Grade 8:

- **Girls:** No short sleeves, or tight pants/shirts. Allowed loose pants, long shirts/skirts, and/or abaya. Must wear hijab (grades 6 to 8). Hijab is highly encouraged for girls in grade 5.
- **Boys:** No sleeveless tops, shorts or tight clothing. All clothing must be loose.

### General:

- Students need to dress appropriately according to outdoor weather conditions (i.e. jackets, hats, gloves, boots).
- Students are not to wear outdoor clothing in the classrooms.
- Students should not wear flip flops or high heels in the classrooms.
- Students will be removing their outdoor shoes before entering the classroom (in the designated shoe area) and must wear indoor shoes inside the facility.

## Drop off/Pick up of Students

### DROP OFF:

- Upon arrival, students must remove their outdoor shoes, change into indoor shoes and go with their teacher to the classroom.
- Parents are asked to drop off students at the school entrance.

### PICK UP:

- Parents are asked to pick up their children from the designated exit.
- After the specified time, students will be sent to administration and will be charged for their time there. A charge of \$1 per minute will apply.
- If you plan to have someone other than the parent pick up your child or allow your child to take the bus or walk home, please let Tarbiyah Learning Academy know in advance.

## **Snow Days**

Tarbiyah Learning Academy will follow the School District regarding school closures due to severe winter conditions. Unless parents are otherwise notified, school will continue days when the public-school bus system is not operational while schools are open. Tarbiyah Learning Academy will send an e-mail to parents regarding these notifications throughout the school year.

## **Ramadhan Hours:**

Please note that we will be having shortened hours during the month of Ramadhan. More details will follow closer to Ramadhan insha'Allah.

## **Nutrition and Lunch**

Tarbiyah Learning Academy is a healthy school. Scientific research has proven the advantages of limiting sugar consumption in young children. Students are expected to bring healthy and nutritious lunches and snacks to school every day. As a rule, we do not suggest that students bring snacks where sugar is listed as the first ingredient.

Please note that Tarbiyah Learning Academy is also a nut and gelatin free environment. Absolutely no items that contain any nuts or gelatin will be allowed.

Further note that students will not have access to a microwave at school. Please plan your child's lunches accordingly.

Tarbiyah Learning Academy promotes a 'litter-less lunch' program, in which students and parents should pack lunches using re-usable containers that students can bring home. Students should not dispose of any garbage items at school.

## **Items/Articles Prohibited at School**

Students are not allowed to bring any articles to school that are not related to the educational experience. Items that are deemed to be unsafe or considered to be a distraction by the school are also prohibited. If such items are taken away from a student, they will only be returned to the parent, at the request of the parent, or at the discretion of administration. The following is a list of prohibited items:

- Valuables should not be brought to school.
- Personal electronics are not allowed in school unless permitted by the teacher for educational use.

## The Parent's Responsibilities

- Reviewing school rules with students to ensure that everyone is familiar with the standards that are expected by the school.
- Cooperating with school staff in enforcing the school's disciplinary measures when necessary.
- Reinforcing appropriate behaviour by students in the home.
- Developing an interest in the student's academic and other school-related activities.

## Parent Code of Conduct

Central to the Parent Code of Conduct is the understanding that each member of the school community will follow certain standards of behaviour. A willingness to accept responsibility for one's actions and conduct are fundamental to the Parent Code of Conduct.

### Parents, like other members of the school community, must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Respect all members of the school community, especially school employees and persons in positions of authority
- Support the efforts of school employees to maintain a safe and respectful learning environment
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Demonstrate honesty and integrity
- Always treat others with dignity and respect, especially when there is disagreement
- Respect the rights of others, and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, age or disability
- Show proper care and regard for school and masjid property and the property of others
- Resolve conflict peacefully

### Examples of inappropriate behaviour include, but are not limited to:

- Exhibiting disrespect towards members of the school community, especially school employees and other persons in positions of authority
- Exhibiting conduct injurious to the moral tone of the school or to the physical or mental well-being of others
- Bullying, intimidating, or threatening a member of the school community
- Uttering a threat to inflict serious (bodily) harm on a member of the school community
- Harassment of any kind

If an incident occurs, within three days of the incident, the parent must commit to a meeting with Administrators at Tarbiyah Learning Academy. The purpose of the meeting will be to conclude a plan for resolution and repair. Refusal of the parent to meet or conclude a plan for resolution and repair may result in the de-registration of the parent's son/daughter or a decision not to re-register that student for the following year.

## Communication

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between school and home. Parents are expected to keep up with their child(ren)'s academic and social progress and to attend all orientations and meetings announced by the school. They are also encouraged to read school publications and e-mails sent to parents. If you are not receiving emails from the school, please check with the office to ensure we have your most up-to-date e-mail address on record.

Parents may request a meeting with their child's teacher at any time during the school year and are kindly requested to make an appointment at one of our monthly parent meeting sessions. Teachers are not permitted to confer with parents during pick up/drop off time or supervision time under any circumstances. All meetings must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff, and they will be delivered to the child as soon as possible without disrupting instructional time.

The school administration invites parent comments and concerns to be addressed. Parents may request a meeting with any member of the Administration team regarding school matters. The administrative assistant will schedule the meeting accordingly. Matters concerning your child(ren)'s academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet with the Principal. Matters concerning general school rules, policy, or tuition may be brought to the attention main office.

The Board of Directors, administration, teachers, support staff, Tarbiyah Learning Academy families and members of the community work hard to see the school succeed each year. Anyone who openly defames or threatens the well-being of the school and any of its staff may be asked to withdraw from the school.

## Fundraising

As a private, not-for-profit institution, Tarbiyah Learning Academy relies on annual and on-going fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts. There are numerous ways in which parents can help:

- Bringing new fundraising ideas and opportunities to the school
- Making donations directly to the school
- Helping the school find sponsors for projects, services, and monthly expenses
- Providing educational needs of a classroom or the school in general
- Donating their time to help make fundraising efforts successful

## School Board of Directors

The Tarbiyah Learning Academy Board is the governing body of the school. The Board is responsible for setting school policies as well as the hiring, terminating, and renewal of contracts for all staff members. Parents may run for election to join the Board. The board members are available to be contacted by parents to discuss major concerns. More information is posted on the school website. The school board can be contacted through e-mail: [board@tarbiyahlearning.ca](mailto:board@tarbiyahlearning.ca).

## Policy Revisions

Tarbiyah Learning Academy has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to current parents during the school year. It is the duty of the students and parents to obtain and familiarize themselves with the most current handbook.

## Tuition Fees:

Like all private schools, Tarbiyah Learning Academy relies on tuition fees as an important source of income. Hence, parents are asked to pay their child(ren)'s tuition fees on time to help the school run its operations and meet its financial obligations.

The Pre-Authorized Debit form is to be filled out at the beginning of the school year and monthly tuitions fees will be transacted in the 1st week of every month (September to June).

Parents with 3 or more children, will pay full tuition for the first 2 children and 80% tuition for any subsequent children.

If a circumstance arises, and a student has to de-register, parents must provide a 30-day notice. Fees will still be due up to the end of the 30-day notice period even if the student stops attending school. Please note, that you cannot de-register during the last two months of the school year.

Please see the finance associate for any questions regarding the fee policy or structure, or e-mail [finance@tarbiyahlearning.ca](mailto:finance@tarbiyahlearning.ca).

## Fee Policy: Tarbiyah Learning Academy - Fee Schedule, Academic Year: 2020-21

### ONE TIME FEES:

Application Fee: \$65 or \$75 for new students

Resource Fee: \$299

### MONTHLY FEES:

\$495 for the month of September due to COVID-19 and hybrid model.

Parents will be notified after the first month on changes and moving forward.

**We look forward to welcoming you and your child(ren) to Tarbiyah Learning Academy and wish you the absolute best for a most successful academic experience in the coming years!**

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**PARENT/GUARDIAN ACKNOWLEDGEMENT**

I have read the Tarbiyah Learning Academy Student-Parent Handbook 2020/2021 and agree to adhere to the policies therein.

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_







