

# Handbook 2022-2023



**BCMA SCHOOLS**





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# INTRODUCTION

*Dear Parents, Students and Guardians,*

Assalamou Alaikum,

As we begin another school year, I would like to take this opportunity to welcome all our students back, and a special welcome to students who are new to our school. Communication and interaction between students, teachers and parents is vital to a successful year. This Parent and Student Handbook has been carefully prepared for parent and student use. The Handbook is designed to help our families understand the expectations set by BCMA Schools.



As the Principal, I strongly believe that: *First Comes First ---Students Come First*

One of school's most important priorities is to develop the individual's learning and intellectual skills through generating integration between the Islamic curriculum and the program of studies prescribed by the British Columbia Ministry of Education. This can be achieved through our **ABC** School Model:

**A- Achievement:** to foster students' high achievements in all areas of knowledge and skills. We foster superior expectations for all students. Thus, the teachers and administration are focusing on teaching which will lead to dramatic improvement in the students' performance.

Parents are strongly urged to nurture their children's high achievements by providing them with support, care, and encouragement which is essential to their academic success.

**B- Building Character:** Knowledge can be of no benefit if not directed by constructive principles and transmitted through productive actions. Thus, proper behavior is constantly promoted to maintain a safe and caring learning environment. In our disciplinary approach, we use reminders; encourage making better choices, discussion, problem solving, counseling, and if needed, practical consequences. We spend a great deal of time encouraging the children to work out social conflicts verbally (i.e., use their words), to listen to each other, to encourage empathy, and to constantly strive for a spirit of harmony and mutual respect.





**C- Celebrating Canadian Muslim Identity:** Celebrating and acknowledging our Canadian Muslim Identity is one of our priorities at our schools. We feel that we are an important part of the Canadian Mosaic and that our children will be major contributors to the future of Canada. Students will build a strong Islamic foundation and will contribute to the community throughout their years at our BCMA Schools.

### ***School Priorities***

Within an environment of open and clear communication, accountability, and professionalism, BCMA Schools expect all its staff and students to:

1. Demonstrate excellence and continuous improvement in academic, Islamic and Arabic curriculum and in all aspects of teaching and learning.
2. Demonstrate positive leadership and model citizenship in a globalized society.
3. Apply the principles of Islam in everyday life.

### ***Outcomes***

1. Our graduates are proud to consider themselves practicing Muslims who accept belief in the six articles of faith, which includes Observing the five pillars of Islam. In addition to being conscious of Allah's presence and act sincerely for His sake, according to the Quran and the Sunnah of Prophet Mohammad (PBUH) and are balanced in their acts of worship while avoiding all forms of extremism.
2. Acquiring good character: are fair, honest, respectful, modest, patient, cooperative, etc. Observes Islamic social manners.
3. Are intellectually well-rounded: Acquainted with the basic principles of Islamic belief and objectives of Islamic jurisprudence. Students at BCMA schools are familiar with Islamic history especially the life of Prophet Mohammad (PBUH) and his companions. Familiar with the ancient and modern history and the geography of the world. Understand and appreciate the multicultural aspects of the global society. Our students are also able to seek and find necessary information when needed, strive to be leaders in their fields, and have up-to-date knowledge and skills in the use and applications of technology as well as the use of critical thinking skills to make informed choices and decisions.

4. Are self-motivated leaders: Sets his/her goals high and strives to reach them. Is willing to take risks. Shows commitment to life-long learning. Possesses an attitude of success, i.e., persistence; and views a setback as a problem-solving learning opportunity.
5. Are self-disciplined: Behaves in a mature and responsible manner that reflects positively on him/her. Meets his/her obligations and takes responsibility for his/her decisions and actions. Has the ability to reject immediate satisfaction for something better and lawful with more positive long-term consequences.
6. Are organized in their affairs: Realizes the importance of proper time management. Set their priorities and fulfills tasks and does assignments on time. Uses his/her time constructively to acquire useful knowledge, develop his/her skills, strengthen family ties, and support his/her community.
7. Are physically healthy: Abides by Islamic teachings on eating, drinking, and sleeping to protect his/her body from diseases and illnesses. Maintains a healthy and active lifestyle. Maintains cleanliness and proper hygiene. Always takes the proper safety and security measures.
8. Are beneficial to others: Takes pride in being Canadian Muslims. This is characterized by being active, energetic, and skilled in public and community service. Views power and authority as a responsibility, not a privilege. Thinks of his or herself as a steward and protector of Earth's environment. They continuously give charity for good causes and help those who are less fortunate.



## Students Rights and Responsibilities

### *Students Have the Right to:*

- ❖ Be treated with respect, dignity, and fairness by other students and staff, learn without being interrupted by others
- ❖ Be provided with a learning environment that is free from physical, emotional, and social abuse



- ❖ In the event a student breaches the expected good behavior and before any serious disciplinary action is taken by the Administration, the student and his/her parent or guardian will be given the opportunity to offer an explanation
- ❖ Express their opinions in a socially acceptable manner
- ❖ **Say NO** to those who wish to coerce them into doing or saying things they know are against school rules

### *General Expectations*

*The school expects the following from the students:*

- ⌘ Be respectful and courteous to each other and to the school personnel
- ⌘ Respect the class time and schedule
- ⌘ Bring all the necessary supplies and homework assignments
- ⌘ Follow classroom expectations and guidelines
- ⌘ Be honest and truthful
- ⌘ Be tolerant of diversity and differences of opinion
- ⌘ Avoid using any form of violence or offensive language
- ⌘ Bring healthy food and beverages to the school every day
- ⌘ Keep the school clean and tidy
- ⌘ Respect and protect the school property
- ⌘ Move in a safe manner inside the school
- ⌘ Behave with good conduct in school, on school grounds, on the bus, and during school activities in and out of school
- ⌘ Cooperate fully with everyone authorized by the BCMA Schools Board of Education to provide education programs and other services

- 8 Comply with the rules of the school and be accountable to teachers for his/her conduct

# Student Code of Conduct

<b>Classrooms</b>	<ul style="list-style-type: none"><li>• Treat teachers, substitutes, classroom assistants, other students, office, and custodial staff, and volunteers with respect,</li><li>• Dress, speak and act appropriately,</li><li>• Be on time for class and give your best effort,</li><li>• Follow classroom and teacher expectations and routines,</li><li>• Be kind and helpful to others,</li><li>• Help in keeping your classroom neat and tidy.</li></ul>
<b>Hallways &amp; Entrances</b>	<ul style="list-style-type: none"><li>• Walk quietly and safely,</li><li>• Be polite and respectful to others,</li><li>• Use an “indoor voice”,</li><li>• Aids other students and staff members,</li><li>• Always clear the hallways quickly,</li><li>• Keep the hallways and entrance neat and tidy,</li><li>• Dress or undress by your coat rack, Keep the area clean and tidy.</li></ul>
<b>Assemblies</b>	<ul style="list-style-type: none"><li>• Respect the speaker(s) and/or performance(s) by being quiet and listening actively,</li><li>• Enter and exit the assembly in an orderly fashion.</li></ul>

<b>Indoor Recess and/or lunch</b>	<ul style="list-style-type: none"> <li>• Sit in your seat when eating or drinking,</li> <li>• Stay seated unless permission to go to the washroom is granted,</li> <li>• Bring healthy foods and drinks (avoid sugar),</li> <li>• Clean up your space and hands after eating,</li> <li>• Check to see if room is tidy and neat; help to put it in order,</li> <li>• Put all lunch things away before lessons begin,</li> <li>• Respect and protect all equipment and furniture in the room.</li> </ul>
<b>Outside Area</b>	<ul style="list-style-type: none"> <li>• “Hands off” and no rough play, play safe and take turns,</li> <li>• Play in your designated area, Take care of equipment,</li> <li>• Follow playground expectations,</li> <li>• Follow the supervisors’ instructions.</li> </ul>
<b>Outdoor Line-ups</b>	<ul style="list-style-type: none"> <li>• Go to your class and line-up immediately when the bell rings,</li> <li>• Line-up in a straight line facing forward ready to enter the school,</li> <li>• Be quiet and listen for instructions.</li> </ul>
<b>Gym, Outside Area and Multi-Purpose spaces</b>	<ul style="list-style-type: none"> <li>• Must be always supervised by an adult,</li> <li>• Respect and protect all gym equipment,</li> <li>• PE equipment is not allowed to be outside unless it is under direct supervision of a teacher,</li> <li>• Use indoor/outdoor PE equipment appropriately,</li> <li>• Only use equipment with teacher permission,</li> <li>• Return all PE equipment to the teacher, when finished.</li> </ul>

<b>Dress Code</b>	<ul style="list-style-type: none"> <li>• Wear the approved uniform,</li> <li>• Keep your uniform clean, neat, and tidy and tucked in,</li> <li>• Jackets and sweaters with images, decals, messages, or insignia other than those of the school will not be permitted,</li> <li>• All girls (Grade 4 and up) must wear a (white) hijab at school, excluding ‘special’ days.</li> <li>• Shoes made for outdoor play/ weather must be worn outside (sandals and party shoes are not acceptable),</li> <li>• Boys’ hair must be neat and clean as per the Sunnah. Extreme haircuts will not be permitted.</li> <li>• Jewelry and tattoos are prohibited in school for boys &amp; girls.</li> <li>• Boys’ necklaces and girls’ long earrings will be confiscated.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Recycle all appropriate materials,</li> <li>• Keep the school neat and clean,</li> <li>• Place litter in the proper recyclable containers: paper, cardboard, glass, or plastic,</li> <li>• Take care of school equipment and property,</li> <li>• Do not trample plants or landscaping; don’t pick flowers on school Property- let them grow!</li> </ul>
<b>Washroom/ Wudu Area</b>	<ul style="list-style-type: none"> <li>• Use the washroom and wudu area quickly, quietly, and properly,</li> <li>• Always wash your hands</li> </ul>
<b>Prayer Hall</b>	<ul style="list-style-type: none"> <li>• Make Wudu before you come to the prayer hall.</li> <li>• Be quiet and be considerate of others in prayer,</li> <li>• All girls must wear a proper hijab (plain white color),</li> <li>• Follow the mosque/prayer hall etiquette.</li> </ul>

<b>Computer</b>	<ul style="list-style-type: none"> <li>• Parents and students must sign the technology policy agreement,</li> <li>• No games are allowed on school computers unless permitted by the teacher.</li> <li>• Computer time should be used for research, assignments, or multimedia content creation,</li> <li>• Respect and protect the computer equipment.</li> <li>• All forms of social media are not permitted.</li> <li>• Failure to meet the computer lab expectations may lead to disciplinary actions such as being banned from using school technology, school suspension, and/or expulsion.</li> </ul>
<b>Forbidden Items</b>	<ul style="list-style-type: none"> <li>• Do not bring these forbidden items to the school: Islamically inappropriate literature and images, weapons, flammable substances, illegal drugs, alcohol, electronic devices including cell phones.</li> </ul>

## RIGHT OF PARENTS

*As Stakeholders, parents and guardians have a right to:*


- Receive and offer information about their children's education
- Be respected and recognized as a major influence in a child's development
- Have their voices heard, and be able to express themselves in a socially acceptable manner on matters of school policy
- Meet with school personnel at a mutually convenient pre-arranged time
- Feel welcome at school
- Have access to school policies and curriculum information



- Leave their children in a supportive school environment where consistent “Codes of Behavior” are expected and enforced
- Be able to participate in school programs and some decision-making processes

## **Responsibilities of Parents and Guardians**

*BCMA schools expects the following from all parents and guardians:*

- ❖ Check the school App and or your E-mail regularly for homework, reminders, and important announcements.
  - ❖ Be responsible for making sure the children are well rested before bringing them to school; young children need between 8 to 10 hours of sleep each night.
  - ❖ Provide children with a healthy breakfast prior to sending them to school.
  - ❖ Children who eat a nutritious breakfast perform better at school
  - ❖ Make sure that their children are brought to school on time and picked up on time.
- 
- ❖ Always look through their children’s bags when they come home from school each day to be informed about any assignments for the day, announcements, or notes.
  - ❖ Visit the school by booking an appointment in advance
  - ❖ Show support for the school by participating in school functions and events.
  - ❖ Read and understand all the school rules and regulations, including those rules outlined in this handbook
  - ❖ Inform the school office prior to picking up your child for early dismissals by **2:30 pm at the latest.**
  - ❖ Inform the school office whenever the family changes their addresses, email, and phone numbers, as well as when any other important information about your children changes.



**Please Note:** The school reserves the right to de-register any family due to unacceptable conduct with any staff member, students, and other parents. As well as those who fail to pay the school fees. Examples of unacceptable conduct include but are not limited to harassment and non-compliance of school rules.



## Mission, Philosophies and Beliefs

### *Our Vision*

To cultivate an environment that facilitates the development of students with a deeply rooted faith, breadth of knowledge, and prudent ingenuity.

### *Our Mission*

We strive to develop an enriched learning community that is dedicated to fostering excellence in Islamic character, academic achievement, and civic engagement.

### *Beliefs*

- ★ All students have the right to equitable access to quality education programs that meet their diverse needs
- ★ Students are entitled to a safe, secure, and caring learning environment where everyone is respected and value
- ★ Providing an Islamic education and atmosphere develops the whole person
- ★ Our educational system must provide our society with creative, critical thinkers, and problem solvers, who are well prepared for post-secondary studies, diverse work environments, life-long learning, and global citizenship in a complex, multicultural world
- ★ All students should challenge themselves to reach their highest potential

- ★ The success of students is the shared responsibility of students, families, school, community, and government
- ★ Parents should have opportunities for meaningful involvement in important decisions about their children's education
- ★ Parents and the public should have access to timely information about the performance and cost of the educational system in which they enroll their children
- ★ Resources and relevant decision-making should be available where education exists



# Core School Values



**BCMA SCHOOLS**



# ADMISSION REQUIREMENTS

## *New Students*

We accept students between the ages of 5 and 12 on a space-available basis both at the beginning of each new school year, and on a rolling-admissions basis during the school year. We do not discriminate based on gender, race, color, national origin, religion, familial status, genetic origin, or native language.

## *Returning Students*

The suitability of every child's continuance at the school will be assessed each year. Current students will be assessed continually throughout the school year and ongoing interactive communication about progress will be shared with the parents and, when appropriate, with the students themselves.



If the school feels that the child's best interests are not being met, the parents will be informed no later than May 15th. For certain students with exceptionalities, we may recommend testing and certain accommodations, which we will supply in-house wherever possible. We may also refer students to public schools when we cannot meet or support the child's learning needs. If such a recommendation is presented to the family, the administration will work closely with the parents to assist them with finding accommodations, assistive technology, or a more suitable placement for their child.

## *Changes to Student Admissions and Bus Services*

Any request for cancellation of bus services and student admissions must be submitted in writing. Any approved requests will be effective the next month unless notified otherwise by the school.

## ***SCHOOL UNIFORMS AND APPEARANCE OF STUDENTS***

All students are encouraged to feel pride in being members of BCMA Schools. Our uniform ensures that students are neatly and sensibly dressed, and that competition and extremes of fashion are avoided. Appropriate dress is expected of all students and **good grooming is equally important**. All members of staff have been asked to review and enforce the school's uniform policy. Parents will be contacted if the uniform worn by the student is incomplete or inappropriate. Students are not permitted to change out of their school uniform at the end of the day unless they have permission from the school administration due to special circumstances. **Students dressed inappropriately will be asked to change promptly into a school uniform or will be sent home immediately.**



### **BCMA SCHOOLS UNIFORM POLICY REQUIREMENTS**

#### **BOYS**

#### **GIRLS**

**White, long-sleeved Button-up shirt**

**White long-sleeved blouse**

**White short sleeved polo shirt**

**White Hijab / Scarf**



<b>White undershirt</b>	<b>Dark Blue loose-fitting semi-formal pants</b>
<b>Dark blue dress pants (no jeans/sweatpants)</b>	<b>Dark blue modest tunic</b>
<b>Dark blue sweater</b>	<b>Dark blue sweater</b>

### *Purchasing a Uniform*

Every child must come to school with the proper uniform. All teachers have been instructed to send any student who is not dressed in the proper uniform to the office so that the school office administrative assistant can contact the parents of the student. Students who receive three uniform infraction warnings will be asked to remain at home until the matter is rectified.

Each item of **clothing must be marked with the student's name** on a conspicuous inward facing seam or hem line. The student's name should not be visible when the item is worn. It is wise to use a laundry pen or specifically manufactured iron-on labels. Do not use ink pens, as they will run and smear in the wash. We do have an informal "Lost & found" area; however, checking for lost items is the child's responsibility (not the teacher's or the parent's). The school will not be responsible for lost clothing



## **ARRIVAL AND DEPARTURE**

We are concerned about safety when students are being dropped-off and picked up by parents. To minimize the dangers and hazards as much as possible, parents are asked to abide by the list provided below.



## ***Morning Drop-Off***

Parents are to drop off their children between 8:00 a.m. and 8:10 a.m. Access to the building is not available to students before 8:00 a.m. unless a prior arrangement has been made with the school office, or there is a planned, pre-arranged school activity under the direct supervision of a teacher. Leaving your child at the school before 8:00 a.m. without any contact with the school authority is negligence and the school will not be held accountable for such actions. We are not responsible for any student outside of the building before 8:00 a.m. Teachers are not required to arrive until 7:45 a.m. and they have morning duties to prepare their classrooms for the day's work.

## ***Afternoon Pick-Up***

On Monday through Friday, school ends when the 3:25 p.m. bell rings. Parents are asked to refrain from coming into the building or the classrooms, as it is disruptive to school proceedings. The school building will be locked at 4:00 p.m. We cannot provide supervision for children after 3:40 p.m. Please ensure that travel arrangements for students are settled and shared with your children in advance.

Only people authorized by the parents IN WRITING can take your child from the school. We are not permitted to release a child to someone other than the parent or guardian with phone permission. Please fill out the form in the office naming all people you wish to allow to pick up your child. In the case of a family separation proceeding or court ordered child custody arrangement, please provide the school with the court order designating custody.

## ***Non-Compliance with School Hours***

If a child is routinely left on the premises before and/or after school hours, we are obliged to act, including but not limited to, informing Child and Family Services. The following steps will be taken:

- Step 1: Email warning to arrange a formal meeting appointment with parents
- Step 2: Written letter to parents- also with second copy placed in child's file
- Step 3: Contact Child and Family Services



Parents are not to use drop-off or pick-up times to engage teachers, administrators, office staff or other parents in conversations concerning student progress. Teachers and the school leadership are always willing to discuss student progress, but at mutually convenient times. Parents are requested to arrange for a formal appointment for such matters.

## **Attendance**

Regular attendance and punctuality on the part of the student is an important component of the learning process and student achievement. All teachers will keep attendance records. Absences and tardiness will be recorded on the report cards. Teachers are required to report excessive tardiness/absences to the Principal. Parents may then be required to attend a meeting with the Principal to explain these absences.



## **Tardiness**

Parents are asked to send a note in advance or call the school by 8:00 a.m. if their child will arrive at school late. If stuck in an excessively slow traffic jam, please have another adult or responsible child call the office from your mobile phone. All students arriving after 8:25 a.m. must proceed to the office to receive a late slip prior to entering their classes. If you know of an upcoming lateness (e.g., an appointment), please communicate this to the homeroom teacher and school office in advance.

## Absences

Parents are asked to call the school by 8:00 a.m. or send a note in advance if their child is to be absent. To avoid congestion on the phones between 8:00 a.m. and 8:20 a.m., parents are encouraged to leave a voicemail message or email at their earliest convenience in the morning. When making outside appointments, parents are asked to be considerate of the child's school schedule and arrange appointments during non-core instructional time when possible. Parents are to meet their child at the office to sign them out.

### Acceptable Excused Absences



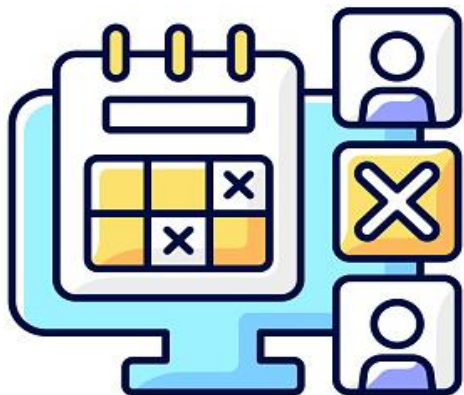
*The following are the only acceptable criteria for an excused absence:*

- ✧ Family crisis
- ✧ Medical reasons (unavoidable medical appointments and sickness)
- ✧ Compassionate reasons (a death/funeral in the family)
- ✧ Extended Leave of Absences – School work is provided to the students for the period the student is away. Teachers verify that the work has been completed

**Note: In the above circumstances, parents must communicate with the school either by written note, phone call or email.**

## Extended Leave of Absences

Students are expected to attend school during the entire school year.



Similarly, parents are expected to arrange their travel times according to the school calendar. Students who will be out of the school for an extended period and do not meet the criteria for excused absences are considered truant. The school may refuse the re-admission of any student who is absent from school without permission (10 or more consecutive school days).

Further, the School reserves the right to test a student who has gone on extended leave before deciding on a promotion to the next grade. It is the parent's responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills and knowledge in the case of an extended leave of absence from school.

If a student is to be absent from school for an extended period, the principal and teacher should be informed in **writing**. A minimum of two weeks' notice is expected so that the necessary materials/homework can be collected. It is the student's responsibility to redo the missing tests and hand in all work that has been assigned during the time away from school.

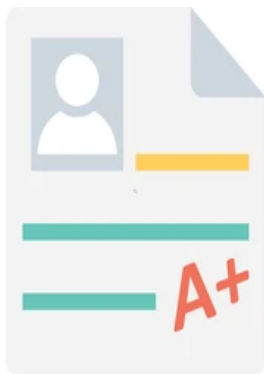
**Note:** If this extended leave of absence results in a student not meeting the minimal hours of instruction required by the Ministry, parents must compensate the school for any grant loss. To qualify for a full grant, a student must meet the Ministry's minimum attendance of 600 hours by May 15.

## Withdrawal from School

Since we are committed to the teachers' contract for the entire year, penalties exist for withdrawing children from school before the completion of the entire school year cycle. A withdrawal fee of \$200.00 **per family** will be charged if a withdrawal occurs during the school year.

Any request for cancellation of bus services and student admissions must be submitted in writing. Any approved requests will be effective the next month unless notified otherwise by the school.

## STUDENT EVALUATIONS



### *Report Card*

Report cards are issued twice times a year, with the addition of interim reports. Formal parent/teacher interviews are throughout the year with the minimum being 2 times per school year. Both parents are encouraged to attend, when possible.

Teachers may schedule special conferences to discuss specific issues with parents or guardians. Parents are also welcome to make individual appointments with the teachers of their children, as needed.

### *Homework Policy*

Students can expect homework almost every evening throughout the school year, beginning in Grade one. Support for education must be provided at home and is directly related to a child's success at school;

however, homework is for the child to improve skills, not for parents to do their work for them. We expect parents' support by creating a space, providing a quiet environment for the students to work in, providing necessary tools and endorsement for homework time by encouraging students to complete and submit all assignments by the stated deadlines. Suggested homework times are as follow:

It is the responsibility of the student and parent(s) to inform teachers of classes that will be missed. Arrangements will then be made to deal with work that the student will miss. If a student is ill, it is his/her responsibility to make up any missed work upon his/her return. Families are advised not to arrange holidays during the school term as the absence disrupts the child's studies.



Incomplete assignments will be recorded and these form part of a student's academic achievement records. Teachers may also elect to keep students indoors during recess to complete homework assignments, so that each child continues to progress along with his or her class. Should a student consistently choose not to complete homework assignments, his/her continued attendance will be reviewed.



# DISCIPLINE & EXPULSION POLICY

Students should share in making our school and community better. They should not do anything that could negatively affect the improvement of our school and community.



*The intent and spirit of the current discipline policy, is designed to:*

- ☑ Streamline discipline process and procedures.
- ☑ Clarify to the students, teachers, and the parents the school expectations of Student's behavior; and anticipated logical consequences of misbehavior,
- ☑ Implement the Discipline Policy efficiently, effectively, and fairly.

BCMA schools aim to provide an exemplary learning environment for every student in the school. We will do our utmost to provide this environment. In very few cases, students may be deemed to be unfitted to attend classes. If a school- initiated expulsion occurs for any reason, the remaining fees and tuition will be pro- rated accordingly and the balance of money remaining returned to parents or guardians.

## **TUITION AND OTHER FEES**

Full version of the Annual Tuition Fee is available on the Registration Package as well as the school website.

# FEE PAYMENT POLICY 2022-2023

## FEE PAYMENT TERMS AND CONDITIONS

Tuition and bus fee are required to enroll your child/ren in the school. School fees can be paid via following methods as stated below:

### 1. Cash:

A. Cash payment is accepted for full year tuition/bus fee payment at the time of registration.

B. As a new policy from the Ministry of Education, the School will not accept cash payments more than \$5,000 in a single transaction for any purpose. Additionally, any cash payment more than \$3,000 will require the School to verify the identity of the individual making the payment and the source of the payment. All parents and guardians should be encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as Pre-Authorized Debit Payment.

### 2. Pre-Authorized Debit Payment (PAD):

A. Parents are to provide PAD form and a void cheque.

B) Cash payment will be required for declined payment along with the NSF charges

### NOTE:

- ❖ Parents who complete full tuition payment by September 1st will receive a 3% discount
- ❖ The registration fee of \$50.00 per student will be charged for all new students (**nonrefundable**)
- ❖ A withdrawal fee of \$200.00 per family will be charged if withdrawal occurs during the school
  - Year



- ❖ A \$25.00 fee or more as applicable will be charged for each NSF cheque / declined payment
- ❖ Students who take extended unexcused leaves or have multiple absences may be subject to an
  - additional fee if they fail to qualify for the Ministry of Education grant
- ❖ BC reserves the right to dismiss any student for whom fees are not collected within a
  - reasonable time as determined by the Board of Education
- ❖ BC reserves the right to refuse service if the terms and conditions of this Agreement are
  - disputed or violated
- ❖ All unsettled accounts will be referred to a collection agency
- ❖ A single official payment receipt for income tax purposes will be issued to the payee

## **Mediation**



We will do its utmost to ensure harmony and cooperation between all. In the event of conflict, we train our students to be good mediators and advocates for their own rights. The students are taught to be fair and to expect justice from adults. Inevitably, conflicts do arise between different students, parents, and teachers or between teachers and administrators. For a conflict between two or more students, the procedures we advocate are:

- ☒ The students attempt to solve the conflict amongst themselves, using their words
- ☒ If unable to resolve things, they can bring the issue up for adjudication to their teacher
- ☒ If he/she deems it necessary, it will be brought before an impartial referee- first the Discipline Committee, then the Principal, and if still unresolved, ultimately formally to the Board of Directors. Their decision will be final

## Grievance Resolution Procedure

If there is a grievance which is at an impasse, the following diagram indicates the process for resolving/reporting the issue.

# Communication

We believe in open, honest, and transparent communication. If you have a question or concern, please do not hesitate to contact the school administration. The recommended protocol is listed below:

### *Communication Protocol*

- Should the question/concern be directly related to the delivery of an academic program, parents are asked to speak with or email the teacher involved first
- Should the question/concern be general in nature about the overall operation of the school, please contact the principal
- Should the question/concern be related to payment of fees, please contact the accountant
- Should the question/concern be about admission/withdrawal, please contact the Office Staff



## Newsletters

Newsletters will be sent home electronically during the first week of each month. Notice of special days, field trips, concerns and general school news will be included. Student work and achievements will be highlighted. As our newsletter is an important means of communication, we ask all families to read the



newsletters to become familiar with events and activities within the school community.

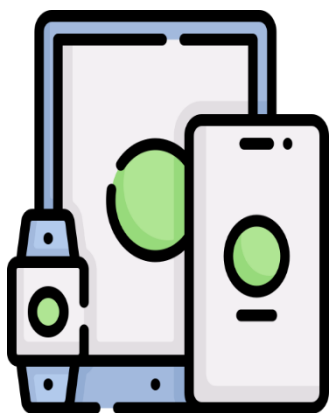
## *Notices*

Notices are sent home electronically through the School App, email, and hard copy (if necessary). Please check with your child (or in their backpack, bag, or homework folder) daily to ensure that all notices are delivered and received. We will always attempt to email notices, as well, but some (e.g., permission slips) require signatures. For families with more than one child attending our schools, our goal is to send home one notice per child, with the eldest child, unless there is a need for each child to have something signed. Parents should advise the school office of current e-mail addresses, and update contact information, should things change.

## *Appointments*

Parents and teachers may contact each other to arrange a meeting. If you would like to initiate a meeting with a teacher, please email that teacher or call the main office to leave a message for the teacher. Please be advised that although teaching time finishes at 3:30 p.m., teachers are often busy with after-school activities. A scheduled appointment ensures that your concern will have the proper amount of time, preparation, and attention.

## *Electronics, Toys, and Sports Equipment*



You may not bring toys or sports equipment from home to school without prior permission from the School Administration. Elementary grades have scheduled “Show & Tell” days. Appropriate items to share include interesting items from nature, from a recent trip, cultural objects, artwork done at home, crafts, or even wearing a new piece of clothing. The purpose of “Sharing Time” is to encourage a child to talk to their classmates publicly. Any toys brought to school without

permission, will be confiscated and placed on a high shelf by the teacher. These will not be returned until departure time.

## ***SCHOOL CALENDAR***

Our school calendar is posted on the school website and the App. Note: the schedule may be subject to change. Please check the school Emails regularly to be notified of any changes.

# **PARENT ADVISORY COUNCIL (PAC)**

## ***Membership***



Every parent is automatically a member of the Parent Advisory Council (PAC) and, as such, is invited to attend and take part in the meetings held throughout the school year. Meeting times will be announced throughout the year. The PAC has supported the school in numerous ways including fundraising for the playground, book fairs; hot lunches, sports events, and helping to arrange some student community service placements. They are an integral and necessary part of the school; your participation is highly encouraged.

## ***Governance***

All leadership positions for the Parent Council in the new school year will be selected at the first meeting.



## ***PAC Designated Positions***

<b><i>Chairperson</i></b>	Chairs all meetings, sets up agenda, and ensures the order of the meeting
<b><i>Vice Chair</i></b>	Works with the chair and can perform the same duties if the chair is not available
<b><i>Secretary</i></b>	Records the meeting minutes and publishes them
<b><i>Treasurer</i></b>	Handles all financial transactions for the PAC, arranges for audited statements each year
<b><i>Volunteers</i></b>	Organizes the school volunteer program in cooperation with the parents and teaching staff
<b><i>Coordinator</i></b>	Assist parents in accessing the system and to advocate on behalf of parents and students

## ***Parent Advisory Committee Objectives***

- ☞ To promote the welfare of students
- ☞ To support the school's unique programs, both with time and financial resources.
- ☞ To facilitate the involvement of parents with the school through coordination of volunteer opportunities.
- ☞ To offer advice and make recommendations to the school principal and administration team

## ***Volunteer Program***

Parent involvement is crucial to the sustainability and success of any school. The success of the volunteer program depends upon each family doing their part. We can use volunteer help in many areas of the school;

however, all volunteers must fill the volunteer form at the front desk as well as the confidentiality agreement form.

## SEXUAL HARASSMENT POLICY

**Based on the spirit of Islam, there will be absolutely no physical contact whatsoever between male and female students and/or male and female students and staff at any time. Any advances, sexual remarks, or contact, whatsoever, whether wanted or unwanted, will be construed as sexual harassment and will be cause for immediate and permanent expulsion of the student whereby the parent will take full responsibility their child(ren)'s education. If it is determined that a staff member is in breach, it will be the cause for immediate and permanent dismissal.**

## ABUSE POLICY

### *Behavior*

All BCMA schools have high expectations of behavior for all. We support mutual respect and dignity for those we serve and for those who serve. Inappropriate conduct or abusive behavior towards students, staff, volunteers, parents, or Board members, as well as the rest of the community will not be tolerated inside or outside school. All inappropriate conduct or abusive behavior is considered a Major Offence and will be dealt with directly. All disciplinary measures are at the Board's sole discretion. It is everyone's responsibility to maintain a positive and safe environment.

**Respect earns Respect.**

In the event of abuse or neglect by a student, the parent will take full responsibility for their child (ren)'s education if the School

expels the child from the school. This policy deals with the following issues: emotional abuse, assault and battery, financial abuse, neglect, physical abuse, sexual abuse, sexual harassment, bullying, cyber bullying, and substance abuse.

## *Definitions of Abuse*

The school will take swift action in dealing with anyone against whom allegations of abuse are levied inside or out of the school. The above terms are defined as follows:



1. **Emotional Abuse:** refers to intentional, consistent, and repetitive verbal assault (yelling, swearing, ridiculing), lack of attention (being ignored) or placing in isolation or consistent confinement
2. **Financial Abuse:** refers to the theft of money or personal property, the deceitful manipulation of finances, and/or the misuse of someone's assets or funds
3. **Neglect:** refers to the withholding of basic care (food, water, medical attention, toileting, and emotional support)
4. **Physical Abuse:** refers to physical assault, (slapping hitting, kicking, and punching), use of excessive and unnecessary force or the rough handling of another individual
5. **Sexual Abuse:** refers to any sexual contact (inappropriate touching, intercourse, exploitation) committed and/or forced on another individual

6. **Sexual Harassment:** refers to unwanted and offensive sexual advancement or sexually derogatory or discriminatory remarks made to another person
7. **Bullying:** is targeted negative behavior that is sustained over a period
8. **Cyber Bullying:** using information and communication technology to convey a message that threatens or perpetuates fear and intimidation, or threatens bodily harm/ death; and
9. **Substance Abuse:** our schools are smoke-free grounds and smoking is not permitted on any area of the property or the premises. The consumption of alcohol or the use of drugs - prescription or legal – without the express authority of the school is prohibited and will result in immediate dismissal

*Any member of the school who witnesses or suspects an incident of abuse must immediately report the suspicion to the principal. Should the complaint be brought against the principal, it should be taken to the School Board. Any incident of suspected or actual abuse will be documented and reported. Any member of the school who fails to report an incident or suspicion of abuse or neglect is subject to disciplinary action by the Board of Education. An allegation or charge of abuse or neglect will result in immediate suspension of the student, parent, or volunteer.*

**Important:** It is required by law that all school personnel will cooperate fully with authorities charged with investigating the allegations. The school has the right to immediately expel any student that has any involvement, or criminal charges, or civil charges, whatsoever, with any level of the police services in any place worldwide.



## FOOD POLICY

Children are to bring their lunch and snack from home. Please make sure their lunch is adequate and nutritious. Consider packaging lunch in a thermos and/or a reusable sandwich container.

Parents are encouraged to avoid delivering food to the school for their children's lunches. Please also ensure that all snacks and lunches are "nut free" as there may be other students/staff with severe allergies.

### *Lunch*

Students eat lunch with their classmates and homeroom teacher in their classrooms. Microwaves are not available due to safety reasons. Water fountains are available at the school. It is recommended that each child has a reusable personal water bottle labeled with their name in permanent marker.

### *Hot Lunches*

Teachers and the Parent Advisory Committee organize hot lunches. Notices and Order Forms are sent out in advance to inform parents of the days and anticipated menu.

## FIELD TRIPS / OFF-SITE ACTIVITIES

### *Off-site excursions and field trips allow students to:*

- Be presented with "real world" experiences not available in the regular classroom
- Reinforce, support, extends and enhances the concepts they have learned in their classes.

- Relate their classroom activities to everyday life
- Understand that learning has application
- Can learn from others who have expertise in a particular field
- Participate in hands-on experiential learning
- Better familiarize themselves with the resources available in the community and find out & explore more about potential careers and employment opportunities.

### *Guidelines for Fieldtrips and Off-site Activities*

- Students are required to wear full dress uniform unless otherwise stated.
- Parent consent forms will be sent home at least three to five days prior to the excursion/field trip.
- All consent forms must be signed and returned to the teacher by the date stipulated on the notice. Handwritten consent notes may be accepted depending on the type of field trip/excursion being undertaken.
- Telephone consents will not be permissible; we must have permission in writing or email.
- Only a parent's or legal guardian's signature is acceptable on the consent form.
- The cost of transportation, as well as other incidental expenditures that might be necessary, must be paid in advance of the trip.
- Volunteers are requested to adhere to the school's Islamic dress code on all excursions and fieldtrips

## **ASSEMBLIES & SPECIAL EVENTS**

Assemblies will be held on a regular basis. The purpose of assemblies is to enhance school spirit within the school community. Assemblies will also be used to inform the student body of current events within the school environment and to celebrate successes. As such, students and parents are expected to behave in a manner befitting a Muslim gathering.

## **MEDICAL EMERGENCIES**

We do not have a staff school nurse on the premises. Any medical problems or medication requirements should be recorded on the medical section of the application update form each year. Parents are also required to inform the classroom teacher of any health concerns. The school office will keep this information on file. Parents are encouraged to keep the school informed as to changes in the medical condition of the student, as well as to any other changes in family or personal circumstances which impact the student.

## **MINOR MEDICAL CONCERNS**

The school is modestly equipped with a basic first aid kit. Several staff members have First Aid training. Small cuts and scrapes can be dealt with at school. If in doubt, staff will err on the side of caution and attempt to call parents or else seek medical attention. Students who feel unwell during the day must report their illness to a teacher who may send them to the office or may decide to send them home after contacting the parent. Make sure the office has your emergency medical information current and updated contact information form for the child's file.



## MAJOR MEDICAL CONCERNS

If the medical issue is one that cannot be handled by the school, the parents will be contacted immediately so they can pick up their child from the school. In the event of a more serious injury, when parents are unavailable to transport their child to a hospital, an ambulance will be called to the school. The responsibility of the school is to ensure that the child enters the care of a qualified doctor or a hospital, and the remaining duty is to continue efforts to contact the parents if such has not been done before.

## MEDICATIONS

Parents must make sure that the school has full and up-to-date medical information about each child. This information will help teachers and office personnel to provide the best assistance to a child in case of emergency.

School personnel can only dispense prescribed medicine in its original packaging. All medicine must be handed to the office and dispense by the office staff only. We cannot dispense over the counter medication to a child under any circumstance. A sick child is best left at home under family care.

During an illness, parents of any recovering children are welcome to come into school at the designated times to administer medicine prescribed by a doctor for their own child.



## DRILLS

### *Safety and Security Policies*

The school has a new manual containing all our security and emergency management policies. It is available in the school office if you wish to read it in its entirety. Evacuation procedures are clearly explained, in

the case of any on-site incident that requires taking the children off campus for their safety.

### *Fire Drills/Earthquake Drills*

As required by law, students will be notified and trained in fire and earthquake drills protocol, including where to meet in the case of an emergency.

### *School Lockdown Drills*

There will be two major school lockdown drills during the year.

### *Bus Evacuation Drills*

There will be two major school lockdown drills during the year.

## **ACTS OF VANDALISM & FIRE ALARM ACTIVATION**

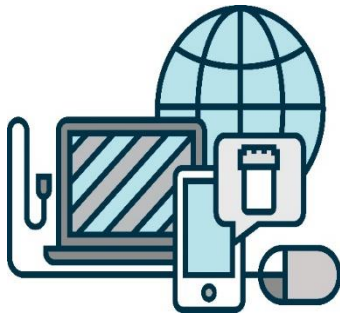


In the event a student is identified as having committed an act of vandalism or is identified as having pulled the fire alarm for no reason, the student will receive:

1. First infraction: a Level 1 – Suspension under 5 days
2. Second infraction: a Level 2 - Suspension over 5 days
3. For every infraction, a written report will be prepared and placed on the student's file.
4. The amount of the bill to repair or replace the item or items that are vandalized, or if the fire department sends the school a bill for attending a false alarm, the amount will have to be paid in full immediately by the parent of the student. In the event payment is not immediately made in full, then the outstanding amount will be

added to the student's or a sibling's tuition fee, which could result in the student not being admitted into BCMS the next school year.

## TECHNOLOGY POLICY



Both students and parents must sign an agreement to abide by the school's Technology Policy; this will be included in the Appendix or available from the office.

- ❖ Students may only utilize the devices under the supervision of a teacher
- ❖ Games are not allowed during school time; devices are for instruction, and research for educational purposes
- ❖ The school's policy regarding software usage, importing outside software, and copyright must be adhered to
- ❖ Students are permitted to access the Internet in supervised situations only. **There is zero tolerance for accessing inappropriate sites.**

## LOST AND FOUND

Students are responsible for all their belongings including all uniform items, school supplies, and personal items that they may have in their possession. All possessions should be clearly labeled with the student's name. Students will be notified of the location of the lost and found area. The teachers take no responsibility for items the child loses. All unclaimed items are donated to charity at the end of each school term.

## SCHOOL TEXTBOOKS

We provide workbooks to the students. All textbooks are the school property. Lost or damaged books belonging to school are to be paid for by the student, at their replacement cost. The school office will issue invoices for lost or damaged books.

## **VISITORS**

All visitors are required to report to the school office to sign-in. School visitors should make an appointment through the office if they want to meet with the administration.

## **TOLERANCE**

A positive school climate promotes student learning and development. A school community where everyone feels safe, respected, and engaged prepares children for life in a diverse multicultural and democratic society.

The fostering of attitudes and prejudicial behaviors such as hate, bias, racial intolerance, name-calling or psychological battering is not tolerated. Our school has a “No bullying” policy which we strictly always adhere to. Any student or teacher engaging in this type of behavior will be subject to discipline by the administration. Our staff consistently attempts to model tolerant, respectful behavior and sensitive cross-cultural communication.

## **STUDENT RECOGNITION**

Celebrating success is an important part of the school culture. The school will recognize achievement and effort of students throughout the year in classes and at school assemblies.

## **USE OF SCHOOL PROPERTY**

It is the strict school policy that all things (equipment, instructional materials, etc.) within and outside all BCMA schools belong to the school. Under no circumstances are parents or visitors allowed to borrow, remove, have, or take home to use any of the items belonging to the school. Amongst other things, this would include all equipment in the classrooms, custodial rooms, and all computers or peripherals throughout the school.

# PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

## Our School's Commitment to you

Safeguarding personal information of parents and students is a fundamental concern of the school. The school is committed to meeting or exceeding the privacy standards established by British Columbia's personal information Protection Act (PIPA) and any other applicable legislation.



The Personal Information Privacy Policy describes the policies and practice of the school regarding the collection, use and disclosure of personal information ensuring appropriate and secure handling. The Policy regarding Personal Information is located on the school website.

## VOLUNTEER WORK

Volunteers bring with them a range of skills and experience that enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

### Our volunteers can include:

- ❖ Members of the Board of Education
- ❖ Parents of pupils
- ❖ Former students on work experience
- ❖ University students referred to us
- ❖ Residents
- ❖ Friends of the school

## The types of activities in which volunteers can be engaged include:

1. Listening to children read
2. Working with small groups of children
3. Working alongside individual children and supporting individual needs
4. Undertaking art & craft activities with children
5. Working with children on the computers
6. Accompanying school field trips

## **BECOMING A VOLUNTEER**

Anyone wishing to become a volunteer, either for a single event such as a school visit or on a more regular basis, e.g., listening to children read, must approach the principal directly. For field trips, volunteer must approach the class teacher.

Prospective volunteers should present a completed Volunteer information Sheet to the Principal with their contact details and information regarding their desired volunteer work. Before starting to help in school, volunteers must also submit a completed Volunteer Agreement and a Criminal Record check (Vulnerable Sector Screening). The Volunteer Agreement sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Criminal record checks (Vulnerable

Sector Screening) are required to ensure the safety of the children who attend the school for long term volunteers.



## CONFIDENTIALITY



Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with or encounter, should be voiced with the class teacher or other staff and NOT with the parents of the child or persons outside the school. Comments regarding children's behavior or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the principal.



**Note: All volunteers should sign the confidentiality form**

## **SUPERVISION**

All volunteers work under the supervision of the class teacher or a specifically assigned non-teaching staff member. Teachers always retain responsibility for children, including the children's behavior and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what outcome to expect from an activity. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behavior.

## **HEALTH AND SAFETY**

The school has several policies concerning health and safety. Individual policies are made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g., fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher or Principal.

## **CHILD PROTECTION**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

1. All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement.



2. To always ensure the safety of our pupils, all our volunteers are to be cleared by an official and up to date (for 5 years) Criminal record check (Vulnerable Sector Screening). An application form for Vulnerable Sector Screening can be obtained through the school office. Volunteers are responsible for submitting their form and its corresponding fee to the BC Ministry of Justice for screening. Once screening is complete the volunteer will submit their up-to-date certificate to the school with their signed Volunteer Agreement.

3. Volunteers engaged in an individual activity (e.g., helping supervise a group of children as part of a class field trip) who are under constant supervision of school staff, must read and sign our Off-Site Visits Volunteer Agreement.

## **COMPLAINTS PROCEDURE**

1. Any complaints made by a volunteer will be referred to the principal for investigation

2. Any complaints made about a volunteer will be referred to the principal. The principal reserves the right to take the following action

To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again

Offer an alternative placement for a volunteer, e.g., helping with another activity or in another class

Inform the volunteer that the school no longer wishes to use them

## Appeals Protocols

As professionals, teachers and all other staff are expected to be exemplary in their conduct. All staff is required to follow proper protocol in matters affecting their grievances with their colleagues, administration, students, and parents. The first line of communication in unresolved matters is with the administration, which is expected to find amicable solutions. Staff approaching individual Board members without the prior knowledge of the administration or communicating improperly about their colleagues are in serious breaches of both proper protocol procedures and acceptable professional conduct. Such breaches may be assessed and documented.

### *PROTOCOL OF DEALING WITH COMPLAINTS AGAINST TEACHER/STAFF MEMBER*

On receiving a complaint or concern about a teacher/staff member from a student, parent or other

persons (non-staff) the Principal will:

1. Meet with the teacher against whom a complaint has been made and discuss the concern

and assess the validity of the complaint

2. The teacher may follow up with a written submission to the Principal regarding the case

3. If the concern is valid, the Principal will recommend alternative actions/behavior that will

alleviate or eradicate the concern

4. The Principal can exercise his discretion, as whether any written record of the complaint/discussion needs to be kept at this point

5. If the teacher's behavior is not modified over the observation period, a written reminder

will be sent to the teacher

6. If the undesirable action behavior continues after the issue of the letter, the teacher may

be asked to attend a formal meeting with the Principal and/or the Board member(s). At this meeting, the teacher would be given the opportunity to respond to all information submitted which might influence any decisions being made. Appropriate consequences will be decided at this meeting

7. The Board of Education will decide on the case and choose a time/date when the decision

will be conveyed to the teacher. The reasons for the decision will also be clearly explained

to the teacher

8. If there is no agreement, the school will arrange for an appeal committee (that is not part of the community) to deal and finalize the issue. This decision will be final

**Thank-You / Jazakoum Allah  
Khair for taking the time to  
read our Parent-Student  
Policy Handbook. We  
sincerely hope you have  
found it helpful and  
informative Incha'Allah.**



## PARENT & STUDENT HANDBOOK CONTRACT

I hereby acknowledge that I have fully read the BCMA Schools handbook, and I understand that I shall abide by the duties and responsibilities that are outlined within the BCMA Schools Student-Parent Handbook.

Parent's Full Name: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature:

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

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

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

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

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

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