



**SAFA & MARWA**  
**ISLAMIC SCHOOL**

**SAFA & MARWA ISLAMIC SCHOOL**  
**PARENT HANDBOOK**  
**2025 – 2026**

**[www.safaandmarwa.ca](http://www.safaandmarwa.ca)**

**Telephone: (905) 566-8533**  
**Fax: 1- (866) 565-6628**

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## OUR MISSION

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Safa and Marwa Islamic School is driven on the belief that strong Islamic values, emotional well-being and academic excellence are the foundation of our community's success.

## OUR VISION

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Safa and Marwa Islamic School is committed to developing an effective 21st Century learning environment, in which our dedicated staff provide students with a sense of self-worth, integrity and a positive Muslim identity. We will continue to encourage a dynamic learning atmosphere that fosters innovation and critical thinking to enhance the cognitive, social and emotional growth. We envision students who will contribute to the global community by being responsible and respectful citizens while demonstrating a mature Islamic mindset. Through our comprehensive academic program, our graduates will have a solid foundation and be well prepared to excel at any University.

**Our vision is for Safa and Marwa Islamic School to be a leader in fostering an educational experience that empowers all Safa and Marwa graduates to become contributing citizens that are proud and confident in their Islamic faith.**

## PRINCIPAL'S LETTER

---

Assalamu Alaikum Wa Rahmatullahi Wabarakatuh  
Dear Parents, Guardians and Students,

I would like to welcome our new and returning students and parents to the 2025-2026 school session and our **28th year of operation, Alhamdulillah!** The school was established in 1998 to help raise our future generations with the best Islamic character and academic excellence.

To establish successful habits, all students are encouraged to arrive early. Morning assembly begins at 8:30 am sharp and classes start at 8:40 am.

Students in JK to Grade 5 are in the Elementary Campus and Grades 6 to 12 are in the Secondary Campus. We have a few staffing changes and are excited to welcome our new staff to TEAM SAM!

Students in Grades 6-12 will need access to a Chromebook (See Chromebook Sections for details).

As before, all students will receive a school domain email address that will give access to our Learning Management Systems. Elementary classes will utilize the Google for Education Suite Applications. Middle School and Secondary students will also utilize Moodle.

We have been working on some recent upgrades across both campuses. At the HS Campus, new Heater/AC Units are being installed in the gym, ensuring it can be used comfortably year-round. At the ES Campus, we added new turf around the playground for improved safety and accessibility, upgraded hallway and classroom flooring and expanded the JK classroom.

Safa & Marwa Islamic School continues to strive to produce future generations of well-educated Muslims brought up with dignity and confidence to strengthen our Ummah. Children have great potential; we recognize this and aim to provide them with a rich, varied and happy school life, in which they all may discover and develop their own talents and strengths. The school focuses on the development, and refinement of a child's moral, spiritual and intellectual personality in a secure and welcoming environment.

Please read through this Parent Handbook to familiarize yourself with school policies and procedures. If you have any questions or concerns, please do not hesitate to contact the administration. May Allah (SWT) bless our upcoming school year and make us all successful in this life and the hereafter.

**Sincerely,**



Elham Abdel-Hamid  
Principal  
Safa & Marwa Islamic School

## GENERAL INFORMATION

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**Website:** [www.SafaAndMarwa.ca](http://www.SafaAndMarwa.ca)

**Telephone:** (905) 566-8533

**Elementary Campus:** 5550 McAdam Road, Mississauga, ON L4Z 1P1

**Secondary Campus:** 5585 McAdam Road, Mississauga, ON L4Z 1N4

**Fax:** 1- (866) 565 – 6628

**Email:** [admin@safaandmarwa.ca](mailto:admin@safaandmarwa.ca)

### Contact Us!

If you have any questions, comments or concerns please feel free to contact us by phone or by email. Please direct your *phone* inquiries to the pertinent school campus. For Junior Kindergarten to Grade 5, contact the elementary school campus. For Grades 6 to Grade 12, contact the Secondary school campus.

**Office Hours:** 8:00 am – 4:00 pm

<b>School Hours:</b>	School Opens :	8:00 am
	Morning Assembly Begins:	8:30 am
	Classes Begin:	8:40 am
	Classes End:	3:30 pm
	Extended Program:	4:00 pm -6:00 pm

**Punctuality is a virtue that we need to inculcate in our children. It is important for students of all age groups to be on time as it has a direct impact on their education. We encourage students to be at school by 8:20 am at the very latest.**

## HISTORY

Safa and Marwa Islamic School operates under Salaheddin Islamic Centre, a registered Canadian Charity. These timelines give an overview of the history of the school and the organization.



**SAFA & MARWA**  
ISLAMIC SCHOOL

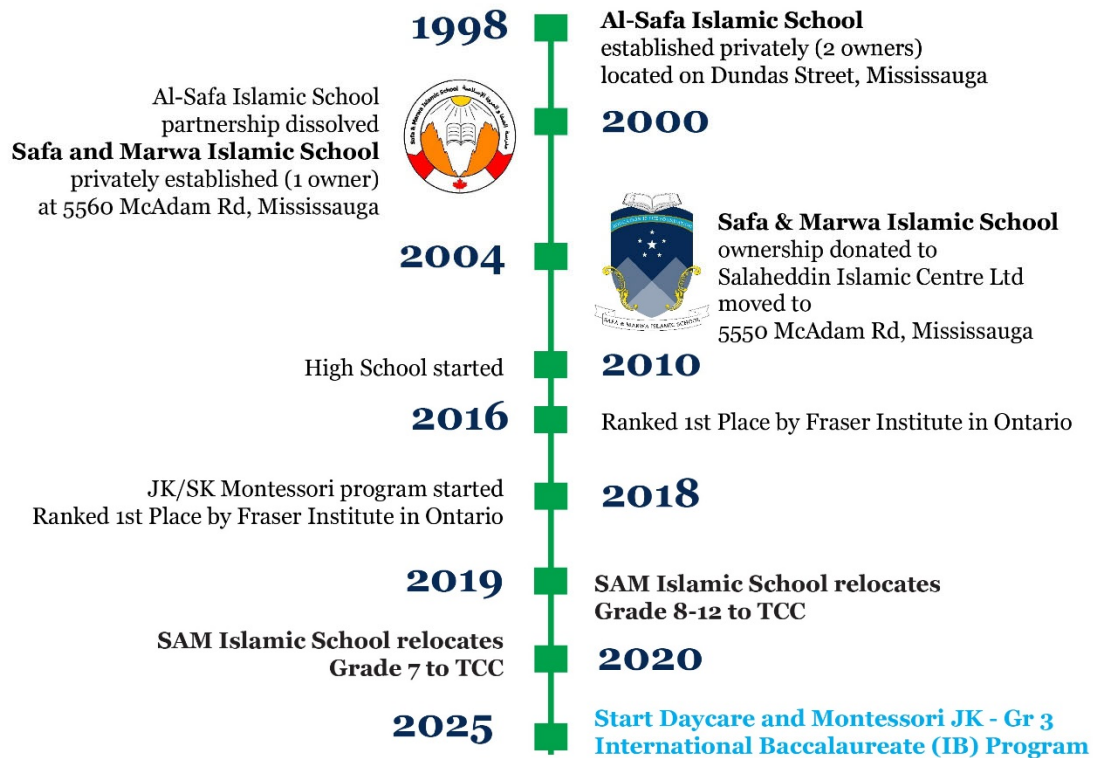
### OUR VISION

To be leaders in fostering  
an educational experience  
that empowers all  
Safa and Marwa graduates  
to become contributing citizens  
that are proud and confident  
in their Islamic faith.

### OUR MISSION

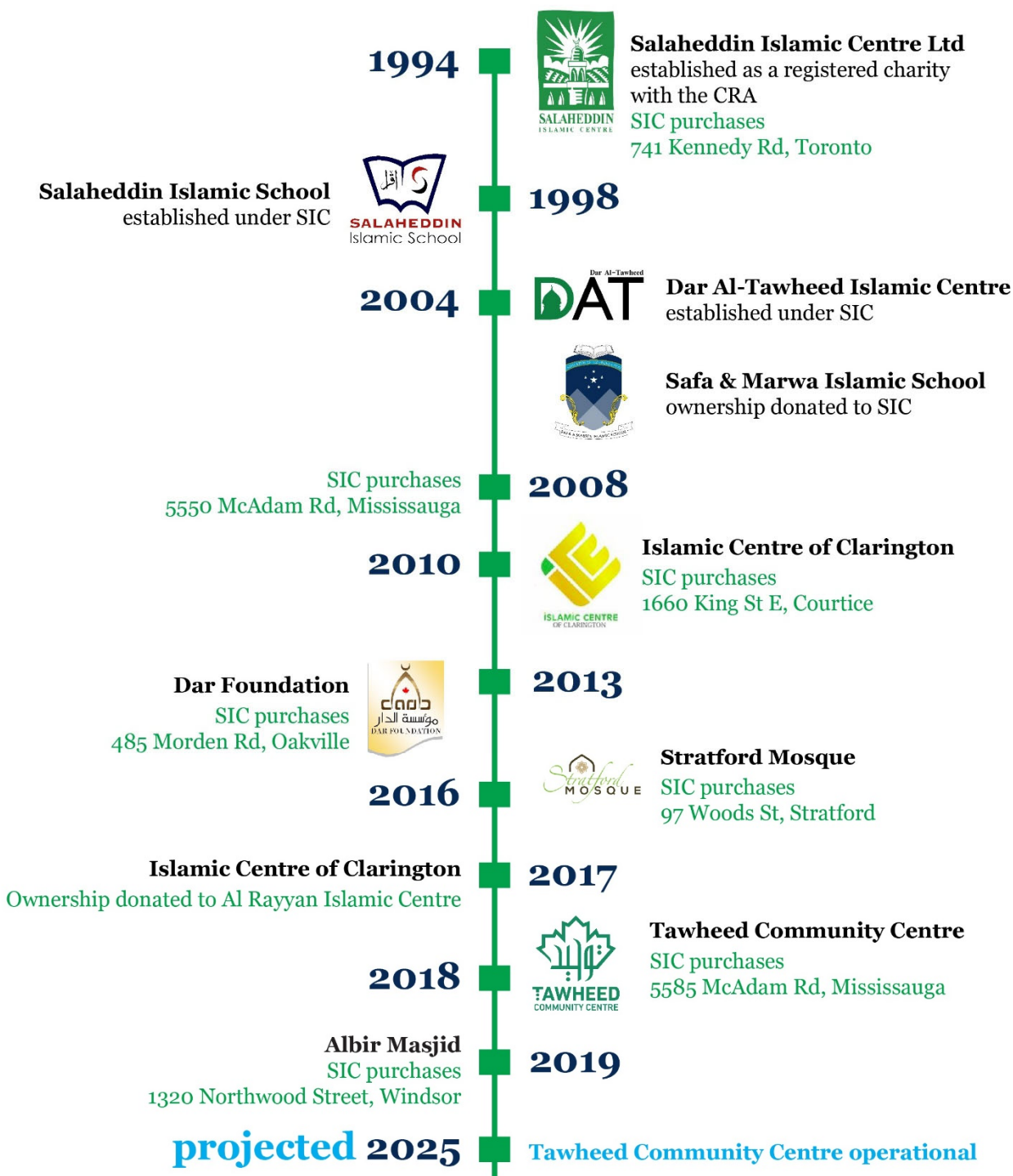
We are driven on the belief  
that strong Islamic values,  
emotional well-being  
and academic excellence  
are the foundation  
of our community's success.

## TIMELINE



# Salaheddin Islamic Centre Ltd

## TIMELINE





## OUR STATUS

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Safa and Marwa Islamic School is fully accredited by Ontario's Ministry of Education, to offer a complex program of studies from Junior Kindergarten to Grade 12. All academic subjects are taught according to the prescribed provincial curriculum through an Islamic lens. Our subjects include: Language Arts, Mathematics, Science, Social Studies, Art, French and Physical Education. In addition, we offer a rigorous program that includes Islamic Studies and the Arabic language.

## GOALS AND OBJECTIVES

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- Our main objective is to produce future generations of well-adjusted, well-educated Muslims who can face with dignity, pride and confidence, the challenges of modern life while preserving their Islamic identities.
- The school's foundation is guided by the teachings of Islam in its general curriculum and daily practice. Staff and students are expected to adhere strictly to an Islamic code of conduct regarding moral behaviour, traditional respect for learning, honourable attitudes, decent attire, and sound religious practices.
- With Allah's guidance and help, the school staff and administrators shall strive to attain and maintain the highest academic standards at all times, and in all subject areas. This will not hinder or suppress the creativity and ingenuity of each individual student.
- We are committed to student success, both in this life and the hereafter. The school will fulfill its objectives in close collaboration and with the full participation of the parents, community members and any other available resources.
- We will draw upon the knowledge and experiences of other established schools in Canada.

This information is to assist parents in planning family holidays, medical appointments, etc. to minimize student absences from school.

### **School Year – Elementary and Secondary**

First day of classes for students	September 2, 2025
Last day of classes for students	June 26, 2026

### **School Holidays – Elementary and Secondary**

Labour Day	September 1, 2025
Thanksgiving Day	October 13, 2025
Winter Break (inclusive)	December 22, 2025 – January 2, 2026
Family Day	February 16, 2026
Spring Break (inclusive)	March 16-20, 2026
Good Friday	April 3, 2026
Easter Monday	April 6, 2026
Victoria Day	May 18, 2026

### **Professional Activity Days – Elementary (7)**

Professional Learning Day	September 2, 2025
Professional Learning Day	October 10, 2025
Professional Activity Day - Reporting to Parents	November 27 – 28, 2025
Professional Learning Day (elementary only)	January 30, 2026
Reporting to Parents (elementary only)	February 13, 2026
Professional Learning Day	May 15, 2026
Professional Activity Day	June 26-30, 2026

### **Professional Activity Days – Secondary (7)**

Professional Learning Day	September 2, 2025
Professional Learning Day	October 10, 2025
Professional Activity Day - Reporting to Parents	November 27 – 28, 2025
Turn-around day for first Semester (secondary only)	January 30, 2026
Reporting to Parents (secondary only)	April 24, 2026
Professional Learning Day	May 15, 2026
Professional Activity Day	June 26-30, 2026

### **Exam Schedule and Report Card Distribution - Elementary**

Parent Orientation / Welcome Back BBQ	August 20, 2025 / August 22, 2025
Curriculum Night	September 26, 2025
Provincial Progress Report Sent Home	November 26, 2025
First Term Revision and Exam Weeks	December 15 – 18, 2025
Provincial Report Card Sent Home	February 11, 2026
Second Term Revision and Exam Weeks	June 1 – 5, 2026
Provincial Report Card Sent Home	June 26, 2026

### **Exam Schedule and Report Card Distribution - Secondary**

Parent Orientation / Welcome Back BBQ	August 20, 2025 / August 22, 2025
Curriculum Night	September 26, 2025
Semester 1 Mid-Term Report Sent Home	November 26, 2025
Semester 1 Exams	January 22 – 28, 2026
Semester 1 Report Card Sent Home	February 11, 2026
Semester 2 Mid-Term Report Sent Home	April 22, 2026
Semester 2 Exams	June 17-23, 2026
Semester 2 Report Card Sent Home	1 <sup>st</sup> week of July 2026

**SAFA & MARWA ISLAMIC SCHOOL**  
2024-2025 SCHOOL YEAR CALENDAR (Elementary)P

Month	# of Instructional Days	# of P.A. Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September	20	1	1 H	2 P	3 F	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
October	21	1			1	2	3	6	7	8	9	10 P	13 H	14	15	16	17	20	21	22	23	24	27	28	29	30	31
November	19	1	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P					
December	15	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 S	23 S	24 S	25 H	26 H	29 S	30 S	31 S		
January	19	1				1 S	2 S	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P
February	18	1	2	3	4	5	6	9	10	11	12	13 P	16 H	17	18	19	20	23	24	25	26	27					
March	17	0	2	3	4	5	6	9	10	11	12	13	16 S	17 S	18 S	19 S	20 S	23	24	25	26	27	30	31			
April	20	0			1	2	3 H	6 S	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
May	20	0					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29
June	20	2	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 L	29 P	30 P			
Totals	189	7																									

**Legend:**

H – Statutory Holidays  
S – School Designated Holidays  
P – Professional Activity Day  
F – First Day of School  
L – Last Day of School

**Holidays:**

Labour Day	September 1, 2025
Thanksgiving	October 13, 2025
Winter Break (incl)	December 22, 2025 – January 2, 2026
Family Day	February 16, 2026
Spring Break (incl)	March 16-20, 2026
Good Friday	April 3, 2026
Victoria Day	May 18, 2026

**Additional Days to Remember:**

Curriculum Night	September 26, 2025
Provincial Progress Report	November 26, 2025
First Term Revision/Exams	December 15-19, 2025
Provincial Report Card	February 11, 2026
First Term Revision/Exams	June 1 – 5, 2026
Provincial Report Card	June 26, 2026

**Term1:** September 2, 2025 – January 30, 2026

**Term 2:** February 2, 2026 – June 26, 2026

**SAFA & MARWA ISLAMIC SCHOOL**  
2024-2025 SCHOOL YEAR CALENDAR (Secondary)

Month	# of Instructional Days	# of P.A. Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September	20	1	1 H	2 P	3 F	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
October	21	1			1	2	3	6	7	8	9	10 P	13 H	14	15	16	17	20	21	22	23	24	27	28	29	30	31
November	19	1	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P					
December	15	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 S	23 S	24 S	25 H	26 H	29 S	30 S	31 S		
January	19	1				1 S	2 S	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P
February	19	0	2	3	4	5	6	9	10	11	12	13	16 H	17	18	19	20	23	24	25	26	27					
March	17	0	2	3	4	5	6	9	10	11	12	13	16 S	17 S	18 S	19 S	20 S	23	24	25	26	27	30	31			
April	19	1			1	2	3 H	6 S	7	8	9	10	13	14	15	16	17	20	21	22	23	24 P	27	28	29	30	
May	20	0					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29
June	20	2	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 L	29 P	30 P			
Totals	189	7																									

**Legend:**

H – Statutory Holidays  
S – School Designated Holidays  
P – Professional Activity Day  
F – First Day of School  
L – Last Day of School  
T – Turn-Around Day  
X – Exam

**Holidays:**

Labour Day	September 1, 2025
Thanksgiving	October 13, 2025
Winter Break (incl)	December 22, 2025 – January 2, 2026
Family Day	February 16, 2026
Spring Break (incl)	March 16-20, 2026
Good Friday	April 3, 2026
Victoria Day	May 18, 2026

**Additional Days to Remember:**

Curriculum Night	September 26, 2025
Semester 1 Mid-Term Report	November 26, 2025
Semester 1 Exams	January 22 – January 28, 2026
Semester 1 Final Report	February 11, 2026
Semester 2 Mid-Term Report Card	April 22, 2026
Semester 2 Exams	June 17 - 23, 2026
Semester 2 Report Card	1 <sup>st</sup> week of July 2026

**Term1:** September 2, 2025 – January 30, 2026

**Term 2:** February 2, 2026 – June 26, 2026

## TUITION FEES REGULATIONS

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The Safa & Marwa Islamic School is not-for-profit and completely privately funded. We receive no government assistance to offset our expenses, therefore, our mandate states that we collect tuition fees from all students. Please refer to the Financial Agreement Document for more information on the current school fees.

### TUITION FEES REFUND POLICY

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- \* Registration fees are non-refundable
- \* Withdrawal from school will require three months' notice or payment

### FEES FOR EXTENDED ABSENCES

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Please discuss any plans for extended absences with the office ahead of time. Parents are required to pay tuition per the Parent Financial Agreement document. In the event of an extended absence for any reason full school fees are still mandatory whether the student is attending or not.

### TRANSPORTATION

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The school does not arrange for transportation. Parents can utilize third-party bussing services, such as On-Time School Bus Service (<https://www.ontimeschool.com/>) and can be contacted at [ontimeschool@yahoo.com](mailto:ontimeschool@yahoo.com).

## EXTENDED CARE SCHOOL PROGRAM

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Students that remain after 4:00 pm will automatically be placed into our Extended Care School Program at the cost of the parent.

Time: 4:00 pm to 6:00 p.m.

Fee: \$10.00/hour/child\*

**\*There is a fine of \$20.00 every 30 minutes for children remaining after 6:00 pm.**

#### NOTE:

1. If a student fails to abide by the instructions of the extended care program coordinator, neither the school nor the coordinator will accept responsibility for any injury or loss. The responsibility will rest solely with the parent/guardian of the child as stated in the school's registration contract. The school reserves the right to cancel the program or remove any child from the extended care program for any reason.

2. Failure to make payments for fees levied will result in the suspension of the child until payment is made.
3. Students participating in after-school programs (sports, clubs, etc.) must be picked up within 10 mins of program end time or will automatically be enrolled into the Extended Care Program.

## COLD WEATHER/CANCELLATION OF CLASSES

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When there is severe weather, safety is a concern for everyone. In the event of serious weather conditions, SAM buildings will be closed for the day and will transition to online asynchronous learning. We encourage parents and students to visit SAM's Instagram, Facebook and Twitter page. Identical to Peel Board of Education, we will announce our decision by 6:30 am. In the case of a severe snowstorm during school hours **that** forces an early dismissal, the school will make every effort to inform parents and guardians. In addition, we always ensure that your child(ren) are appropriately dressed for the weather and that they have labelled mitts, hats, scarves, and boots etc.

## ARRIVALS, DROP-OFFS AND DISMISSAL

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In the interest of the safety of all our students, please adhere to the following procedures for a smooth and safe drop off of your child each morning:

### Morning Arrival:

- Vehicles must abide by the following traffic flow route. Students can be dropped off at school any time after 8:00 am.
- **Student drop-off is from the front door at both campuses.**
- Vehicles will drive onto school grounds, follow the assigned route and drop off their child(ren) at the front door. **Students should not exit the car until your car reaches the front of the traffic cue and the receiving staff can see your child(ren).**
- The drop off area is for quick drop offs only. There is no parking in the drop off zone.
- **The speed limit on school grounds is 10 km/hr. This is for the safety of the children.**
- Once inside the building, students will head straight to their classrooms.
- Please be advised that there is no supervision before 8:00 am. The building will be locked and no staff members will be present. Parents who drop their children off before 8:00 am will be doing so at their own risk and SAM assumes no liability.
- Morning assembly will be conducted in the gymnasium and all students must attend. All students are expected to stand quietly listening to the announcements, participate in the morning exercises and repeating the morning *duaa*.

- For students arriving after 8:40 am, and there are no receiving staff outside, parents must park and bring their child(ren) to the front door.
- Parking is not allowed at the ACER front parking spots (elementary only). Please respect this agreement with our neighbours and to prevent any traffic issues.

#### Dismissal Time:

- **Students are dismissed at 3:30 pm.** Students that must be picked up earlier, must leave the school before 3:00 pm. There will be no early dismissal between 3:00 pm - 3:30 pm.
- Parents and/or guardians must have the SAM PickUp App installed on their phones in order to pickup their child (Instructions Below).
- Vehicles must abide by the following traffic flow route. **Parents are always to remain in their cars.**
- Parents will indicate that they have arrived on the SAM PickUp App and approach the Attending Staff at the **front entrance** to await pick-up of their child(ren). The Attending Staff will ensure the students are safely directed to the appropriate car.
- For the safety of your children, when anyone other than the parent needs to pick up your child, you must indicate this on the SAM PickUp App. If this other person is not already in our system, you will need to email the school with their full name and email for the school to add them to the program.
- Students who leave prior to dismissal time must present a parent note to their teacher and parents are required to sign out their child(ren) at the Main Office.

#### **SAM PICKUP APP INSTRUCTIONS:**

1. Install the app using these links for **iOS** (<https://apps.apple.com/ca/app/sam-school-pickup/id6740737292>) or **Android** ([https://play.google.com/store/apps/details?id=com.safaandmarwa.sampickup&hl=en\\_CA&pli=1](https://play.google.com/store/apps/details?id=com.safaandmarwa.sampickup&hl=en_CA&pli=1)).
2. Make sure the latest version is installed. Once the app is installed, you will find **"Forget your password?"** at the bottom of the login page.
3. It will take you to a page where you will type your registered email address and press **"Reset password"**.
4. You will receive a link to your email from "[info@tawheedcommunitycentre.com](mailto:info@tawheedcommunitycentre.com)" that will allow you to set up the password. The link expires in one hour.
5. Use your email and new password to login.

To assign a temporary pickup guardian to pick up your child, follow these steps:

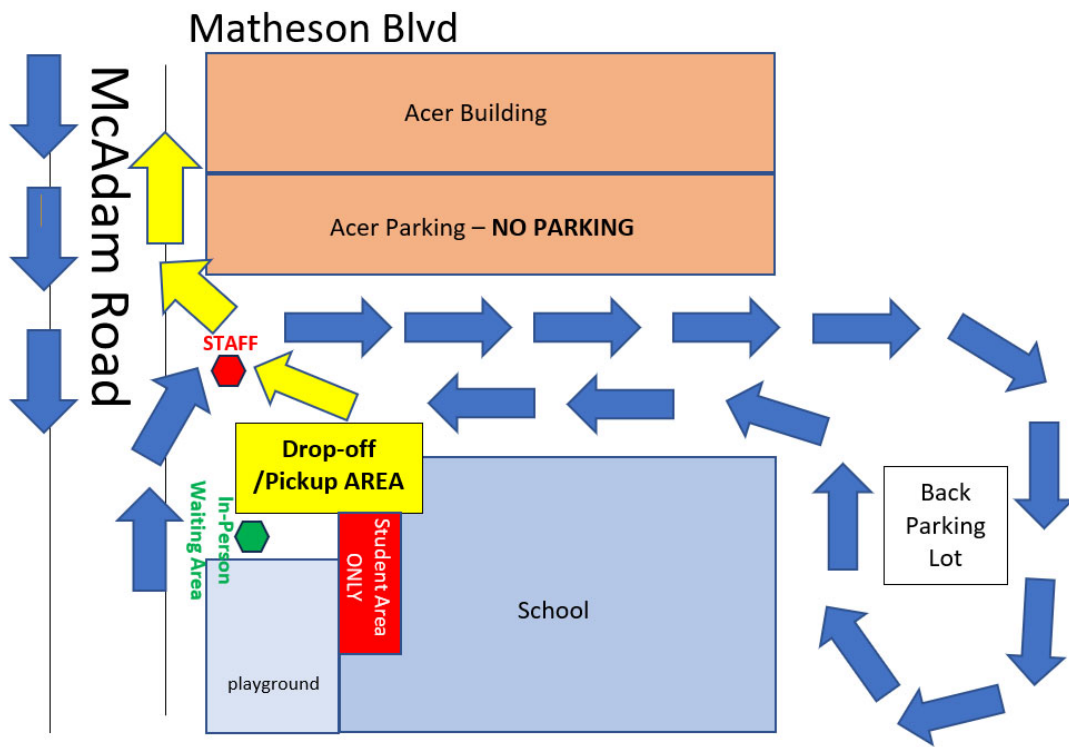
1. Open the SAM School Pickup app and log in with your account.
2. Tap the button labeled **"Show Temporary Guardian Options"** under each child's name.

3. Use the search bar to type the name of the person exactly as registered (case-sensitive, ensure the first letters are capitalized).
4. Their email will appear to confirm their identity. Tap the email to select them as the temporary guardian.
5. Choose the start and end dates for the temporary assignment.
6. At the bottom of the form, tap the "**Assign Temporary Guardian**" button to finalize the assignment.
7. End Temporary Guardian Assignment (Optional): If you need to end all temporary guardian assignments for your child, tap the "**End Temporary Guardian Assignment**" button located under the "Assign Temporary Guardian" button.

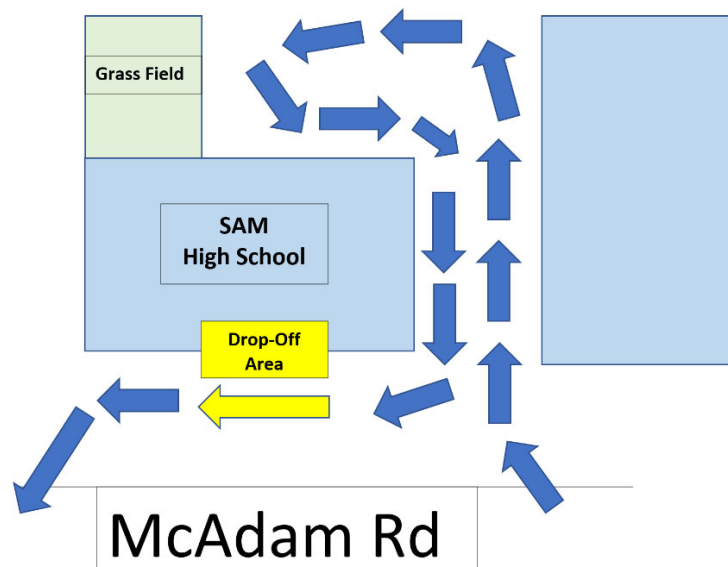
These processes may be adjusted to ensure effectiveness and efficiency.



## ELEMENTARY CAMPUS TRAFFIC ROUTE



## MIDDLE/SECONDARY CAMPUS



## ATTENDANCE AND ABSENCE

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### ATTENDANCE

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Regular class attendance is vital to the learning process. The law requires regular attendance, and this is a legal responsibility for parents. Absences must also be recorded on a students' annual report. Students who are absent without a documented reason for a certain period of time are required to be reported to the Ministry of Education as being 'truant' from school.

Students are expected to be at school on time. School begins at 8:20 a.m. and ends at 3:30 p.m.

**It is the parent/guardian's responsibility to call the school before 8:20 a.m. to report the child's absence.** Please state the student's name, grade and reason for the absence.

- All students arriving late should report to the office to obtain a late slip in order to be admitted into their classroom.
- All students leaving before dismissal time must have the parent/guardian sign them out from the office.

### LEAVE OF ABSENCE FOR HOLIDAYS

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Parents should avoid taking their child on holiday during school. Absences can be detrimental to school progress. Holidays may clash with important events in the school or with examination dates. We strongly recommend when planning and booking vacations that you ensure your child will not miss class time. Requests for unavoidable leaves of absence should be made in writing to the Principal. Each request for holiday absence will be considered individually. Please be reminded that the school is required to report unexplained absences to the Ministry of Education.

Contact with the teacher should be initiated by the family upon a student's return to arrange for any missed work. It will not be the teachers' responsibility to teach or supply homework to students who are on holiday outside the allotted time. Students who habitually miss classes also suffer during evaluation as their participation and achievement cannot be assessed properly. When absences or late attendance become too frequent, the teacher and/or the Principal will contact you.

Students that are enrolled under the In-Person format will not be able to switch to the Online Format during any absence/vacation.

**Leaves of absence will not be authorized for any student during the school examination period unless it is for an emergency reason and only at the discretion of the Principal.**

### APPOINTMENTS DURING THE DAY

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If your child has a medical or dental appointment during the school day, please notify the teacher in writing via the agenda or a note to the teacher. You are requested to come to the office and we will call your child from class. You must sign your child out at this time. No child is allowed to leave the school grounds, during school hours without parental permission and accompanied by the parent.

### DROPPING OFF ITEMS

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Please make sure that your child comes suitably and appropriately prepared for school, your cooperation in this regard will be greatly appreciated. You can drop off forgotten lunches, homework, etc. at the office and we will make sure the item is delivered at an appropriate time.

### LOST AND DAMAGED BOOKS

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Students and parents are responsible to ensure that assigned books are maintained in good condition. Students must pay a replacement fee for any damaged or lost textbooks and/or workbooks which includes the cost of the material that is lost, the associated shipping and handling fees and a 10% administrative fee.

### HOMEWORK POLICY

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Safa & Marwa Islamic School believes in the inclusion of homework in the school program. With consistent homework, students will learn to set and achieve learning goals, manage their own learning, and acquire the habits and skills necessary for success both inside and outside of school.

It is essential that all parents monitor the homework of their children. If homework is not completed as per the instructions and time limits given by the teacher, an email may be sent or phone call made to the parents to guarantee that the student will carry out his/her academic responsibilities.

## HOMEWORK ROLES AND RESPONSIBILITIES:

Teachers	Parents	Students			
<ul style="list-style-type: none"> <li>Assign work that is relevant and purposeful</li> <li>Provide clear guidelines, expectations and evaluation criteria</li> <li>Ensure the students have the skills and the understanding to do the work</li> <li>Set timelines that are reasonable and take into account other homework.</li> </ul>	<ul style="list-style-type: none"> <li>Provide a quiet place and designated time to do homework</li> <li>Show an interest in their child's academic progress by reviewing with their child, school work</li> <li>Ensure homework is returned when it is due or providing a valid reason when homework is missed.</li> <li>Respond to teacher communications, when requested, and/or initiate communication, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Complete the assigned work to the best of their ability</li> <li>Meet deadlines for homework completion</li> <li>Develop a homework routine</li> <li>Take home/bring back required materials</li> <li>Ask for clarification or assistance from the teacher, as required</li> <li>Let parents know what is happening at school</li> <li>Maintain their agendas with current homework and events and follow up with their Google Classrooms and/or Moodle updates</li> </ul>			
Homework may include		JK/SK	Gr. 1-2	Gr. 3-5	Gr. 6-8
Pleasurable reading		✓	✓	✓	✓
Collection of materials and resources		✓	✓	✓	✓
Complete classroom assignments, if necessary		✓	✓	✓	✓
Practice of reading, writing and math skills		✓	✓	✓	✓
Major projects			✓	✓	✓
Preparation of oral presentations			✓	✓	✓
Studying for tests			✓	✓	✓
Quran practice		✓	✓	✓	✓
Note: Check with the teacher for daily homework TIME expectations					

If your child is experiencing academic difficulties or you have any other concerns, please do not hesitate to book an appointment with the teacher and/or administration. We can discuss the problems and determine the best solutions.

### **Methods of Communication**

Emails are our main communication link between the school and the parents. Please ensure your current email is enrolled with administration and routinely check your spam/junk folder for any possible school emails that might end up there. Communication is the key to a successful school year.

Teachers will communicate with students and parents through Google Classroom and Moodle as well.

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## **SCHOOL RULES AND REGULATIONS**

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All government and local public health unit laws govern our policies.

**PUNCTUALITY:** Punctuality is a valuable life skill and teaching this to your child is teaching responsible behaviour. The school day starts promptly at 8:30 am. Please do not send your child to school earlier than 8:00 am. If, however, your child arrives late to school he/she must go to the office and inform the secretary before proceeding to class. The school is not responsible for your child before 8:00 am.

**SAFE ARRIVAL PROGRAM (ABSENCES):** Please notify the school by 8:20 am if your child will be absent on a particular day. If we have not heard from you, the office will contact you to inquire as to the reason of the absence. Kindly send a note with your child upon his/her return to school.

Vacations should be planned outside of scheduled school time. However, if conditions dictate that you must withdraw your child from school for a period, it is your responsibility to ensure that your child completes any work missed during this time. Please note that if you are leaving on a trip and intend to rejoin the school, you are still responsible to pay your child(ren)'s school fees during their absence.

**Consistent absences/late arrivals in high school may result in insufficient instructional hours, which could jeopardize a student's ability to earn credit for the course.**

**DISMISSAL:** Dismissal time is at 3:30 pm. Please try to avoid disrupting classes if you must take your child out early because of a doctor's appointment or other emergencies. In these cases, send a note with your child or write it in their agenda for the teacher so that the teacher knows when to dismiss him or her from class and you must pick him/her from the school office. **Students left on campus after 3:59 pm will automatically join our Extended Care Program and all applicable fees will apply.**

In order to ensure a smooth and safe dismissal for all our students, **we do not allow any early pickup between 3:00 pm and 3:30 pm.**

If you need to pickup your child early from school, please arrange to do so before 3:00 pm. You may call the school or send an email to notify us at least two hours in advance.

*Friday is a regular school day. Parents are asked not to disturb the class by picking up their children after Salaah. Please pick up your child no earlier than 3:30 pm.*

**DROP OFF AND PICK UP:** Students must be dropped off and picked up from the front door of both campuses. Please refer to the “Arrivals, Drop Offs and Dismissal” section above.

**CLEANING & SANITIZATION:** The school has increased the cleaning staff and duration to ensure the utmost cleanliness of the facility. High-contact surfaces will be frequently sanitized throughout the day. The entire school buildings will be completely sanitized every evening.

**COLD WEATHER/CANCELLATION OF CLASSES:** If the Peel Board of Education **closes their schools** due to severe weather conditions, SAM will also shut down. For information about our school cancellations, follow our Instagram, Facebook and Twitter pages. An email will also be sent to the school community. When there is severe weather, safety is a concern for everyone. In the case of a severe snowstorm during school hours that forces an early dismissal, the school will make every effort to inform parents and guardians. Always ensure that your child(ren) are appropriately dressed for the weather and that they have labelled mitts, hats, scarves and boots etc.

**SCHOOL UNIFORM:** In order to present a dignified and organized image of our school, where all students are equal regardless of social class, our policy dictates the adherence to a daily school uniform.

**The school uniform can only be purchased from McCarthy Uniforms.**

Specifications are as follows:

**BOYS:** Grey polo shirt (baby blue dress shirt for high school) with the school logo, navy blue vest with school logo, navy blue pants, and navy blue sweater with the school logo.

**GIRLS:** Navy blue jumper with school logo or school/plain navy blue abaya, navy blue loose pants, white blouse and white scarf.

All girls from Grade 5-8 must wear a white hijab all the time and girls from Grades 2-4 must wear a white hijab during Salah Time.

Girls in Grades 9-12 must wear a royal/navy blue hijab and uniform or plain navy blue abaya. Pants should be black or navy blue under the abaya.

All hijabs must cover the neck and hair.

**ALL STUDENTS:**

All students must wear black leather or running shoes with black laces along with black, navy or white socks.

**GYM CLOTHES:** Students in Grades 5-8 and High School students enrolled in a PhysEd class **must** wear school logo gym clothes on the days they have gym class. The gym uniform includes school logo t-shirts, school logo pants and running shoes. Students in all Grades cannot participate in gym class

without running shoes as this is a high safety risk. Parents will be contacted once a student is removed from class due to the lack of correct uniform.

Jeans or athletic wear are not acceptable as uniform (even if worn under an abaya). Students are expected to wear sneakers that fit properly (girls cannot wear high heel shoes). Sandals / Slippers are also not permissible footwear. Students are expected to come to school with their uniform clean and presentable, always. Wearing any type of design / pattern, on, above or below the school uniform other than one provided by Safa & Marwa Islamic School, is unacceptable. At the discretion of the school, **students who are not wearing appropriate uniform will not be allowed into class and remain in the office until they have changed into their uniform.**

#### **Dress Code Notes:**

- Dress must be in strict compliance with the school uniform policy;
- The uniform and shoes must be neat, clean and in good repair, at all times;
- Baseball caps and boots are not allowed in the classroom;
- No outside sweaters/hoodies will be permitted. School-issued sweaters are only allowed and they must be purchased from the school or school designate; and
- Any logo-uniform items not purchased from the school (specifically jumpers, polos, jilbabs, gym uniform and sweaters) will immediately be confiscated and parents contacted.
- Makeup is not permitted. This includes nail polish as well.
- Only SAM issued hoodies will be allowed. Any other hoodies will be confiscated or the student will be sent home.

**DRESS CODE ON TRIPS / NON-UNIFORM DAYS:** On some selected school trips (Ski/Wonderland) or Non-Uniform Days, we allow our students not to wear their uniforms. Parents will receive a written notice confirming this allowance. In these situations, students shall abide by school dress code rules as follows: Girls in Grade 5+ must wear the hijab, loose pants and a loose top that reaches their knees. Boys cannot wear shorts above their knees. If in doubt, we recommend sending your child(ren) in their uniform. Staff will review student clothing prior to these trips and if found inadequate, students may not be allowed to attend.

**JEWELLERY:** Students (boys and girls) are not allowed to wear visible jewellery to school. Students will be issued a warning, followed by confiscation of items for subsequent violations.

**PERSONAL HYGIENE:** Please make certain that when your child comes to school, he/she is bathed, their hair is combed, their teeth are brushed, and their nails are clean and trim. Such habits should be incorporated according to the traditions of our Prophet Muhammad (S.A.W) (cleanliness is part of faith).

**HEALTH POLICY:** It is imperative that you do not send your sick child to school. This is especially important if your child has contracted an infectious disease, such as chicken pox, flu, or head lice. If your child is absent for a prolonged period due to medical reasons, please pick up your child's schoolwork, as this may affect your child's academic achievement.

**MEDICATION:** If your child should need medication during his school day, the principal must have a Physician's Authorization or written instructions and permission of a parent or guardian. All

medications should be delivered to the office by an adult. The office **cannot** administer non-prescription medications, such as Tylenol, Advil or Motrin.

If your child has any allergies or ongoing health problems, you should inform the School. Please refer to the “Medical Policies” section below.

**LUNCH/SNACK: SAM IS A NUT FREE FACILITY; NUT ALLERGIES ARE LIFE THREATENING. ALL PARENTS ARE ASKED TO ENSURE THAT ALL STUDENT SNACKS AND LUNCHES ARE FREE OF NUTS OR NUT BY-PRODUCTS.** All children must bring their own lunch and snack. Nutritious and healthy snacks and lunches should be packed for the children. It is also particularly important to pack something that is easy for the child to eat. Examples are cut up pieces of fruit and vegetables, cheese slices, crackers, yogurt, sandwiches etc. Avoid sending junk food and candy. These foods will not give your child the proper energy and nutrition needed for their growth and learning. **Please note that due to safety concerns, the school is not able to warm any snack or lunch foods.**

**WASHROOM USAGE:** It is the duty of every student to see that the washrooms are left clean after use. Students may not go to the washrooms during class time without permission from their teacher. **Parents are advised to teach their children to use the washroom according to the Islamic way (boys specifically, should also be taught to sit while using the washroom etc.).**

**PLAYGROUND/RECESS BEHAVIOUR:** Inappropriate behaviour such as fighting, name-calling, swearing, and bullying are banned on school grounds. All students are expected to demonstrate good manners and respect for all supervisors in addition to their fellow students. The supervisor’s word is final and students displaying inappropriate manners will face the consequences of their actions, as outlined in the school’s discipline policy. Students will not be permitted to leave the school grounds for any reason.

**HALLWAYS:** Running is prohibited in these areas at any time of the day. Students should walk in a quiet and orderly manner, taking caution as not to disturb the other classes.

**FIELD TRIPS:** Field trips are an essential component of a well-rounded education. Parents will be notified of the purpose, requirements, mode of transportation that will be used, and cost of the trip prior to the trip. Students unable to participate on certain field trips should remain at home. In addition, students must obey all school rules and district, provincial and federal laws while on the trip. Students must realize that they are representing Islam, in general, and the Safa & Marwa Islamic School and are therefore required to be on their best behaviour. SAM reserves the right to prohibit field trips for any child at the discretion of the Principal.

**BEHAVIOUR IN THE PRAYER HALL:** Students are expected to move quietly in the masjid in proper rows and sit straight while waiting for the prayer to begin. If the supervising teacher initiates, all students should engage in Quranic recitation and/or hadith. Upon completion of the prayer, students are requested to return in a single line to their classrooms, without delay.

**COMPUTER CLASSES:** The world is increasingly dependent on the use of computers. Students of Safa & Marwa Islamic School will develop important practical skills. Towards this goal, Grades Three to Five will have scheduled computer classes every week. We will introduce the students to the ins and outs



of computer hardware and software. The older students will use it to enhance their learning and complete research assignments. Laptops will be sanitized between student use.

**LOST AND FOUND:** The Lost and Found box is located in the school. All items found in the school or playground will be placed in this box. If you believe that your child has lost something, please rummage through the box from time to time. It is advisable to label your child's clothing and other belongings. Items in Lost and Found will either be discarded or disposed of at every major school break.

**BIRTHDAYS:** SAM's policy is to discourage the practice of birthday celebrations. Ceremonies marking birthdays are not permitted in the classroom or school grounds.

**PERSONAL BUSINESS:** SAM does not allow any students to conduct personal business on school grounds, including but not limited to advertising and/or selling products and/or services. Any business related enquiries should be directed to the school for possible sponsorship opportunities.

**NON-SCHOLASTIC ITEMS:** We ask that you do not allow your child to come to school with the following objects in his/her possession: baseball caps (except on field trips), headphones/personal stereos, charms, all types of expensive jewellery, cosmetics, aerosol cans, hand held games, playing cards or trading cards of any sort and other items that have no place at school, where they can be damaged or lost. If these items are found, they will be confiscated and returned at the principal's discretion.

**EMAILS:** All students will be assigned a School Email to access the Learning Platforms.

**ELECTRONIC DEVICES:** Personal Electronic Devices are not permitted on school property. They will be confiscated if found in use on school property.

**CHROMEBOOKS:** All students in Grades 6-12 will need access to a Chromebook using one of two options:

- Use a school assigned Chromebook (rental fees apply), or
- Purchase their own Chromebook and have the school software installed on their device (software licensing fees apply).

Only Chromebooks managed by the school will be allowed for use on school property. Students in Grades 6-8 will immediately submit their Chromebooks to the first period teacher upon attendance at the school. Chromebooks will only be used with teacher permission. High school students are required to keep their Chromebooks in their backpacks until their teacher instructs them to take them out for use during class.

**PLAGIARISM / ARTIFICIAL INTELLIGENCE:** Students are expected to complete all assignments and assessments with integrity. **Plagiarism**—the act of copying or presenting someone else's work as one's own—is strictly prohibited. Similarly, the **unauthorized use of Artificial Intelligence (AI) tools** (such as chatbots, text generators, or translation software) to produce or substantially complete assignments is not permitted unless explicitly approved by the teacher.

Violations of this policy may result in consequences such as a grade reduction, the requirement to redo the assignment, parental notification, or further disciplinary action depending on the severity of the incident. The school's goal is to ensure that all students build their own skills and knowledge responsibly.

**CELLPHONE:** To protect the learning environment, the following policy has been developed:

**NEW: Students in grades K-8 are not permitted to have a personal unrestricted device at school.**

**Students in grades 9-12 must submit personal devices upon arrival to the front desk and not access it unless they are leaving school grounds. Parents are required to complete the Device Registration Form for any student devices being brought to school: <https://forms.gle/mDPcA5PXiczKk5qt8>.**

Students are free to use their cell phones before and after school outside of the school building. Once in school they must register their device at front reception, where they will remain for the duration of the day. Students are to pick-up their devices at the end of the school day from the dismissal staff member. Cell phones are not to be turned on during school hours or used inside the school building. Violations will be dealt with accordingly:

First time – Cell phone will be confiscated and returned at the end of the day with parent contact.

Second time – Parent/guardian will be asked to pick up the cell phone.

Third time – Out of school suspension for overt opposition to authority, cell phone will be confiscated and returned only at the end of the year to the parents.

**LASER POINTERS:** Laser pointer are not to be brought to school. Misuse of these pointers can cause eye injury. They will be confiscated when found. Any student, who repeatedly brings a laser pointer to school, is exhibiting “persistent opposition to authority”, and may be suspended from school.

**TELEPHONE USE:** We attempt to protect instructional time from any unnecessary disruption. Phone messages will be passed on to the students at break time. However, students may be permitted to use the office phone in case of emergency situations.

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## MEDICAL POLICIES

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### **Anaphylaxis Policy (Sabrina's Law):**

Anaphylaxis is a serious allergic reaction that can be life threatening. As such, our school will be a nut free zone. The school will advise staff, parents and students of any agents, that may cause an allergy and result in anaphylaxis (as per the student's medical information form), not allowed at any time for any reason in the classroom or the school.

1. Parents must complete the medical Information Form' upon registration.

2. The school will upload to Maplewood and send to teachers a list of students who have a history of allergic reactions, anaphylaxis and/or require the use of an Epipen (or its equivalent) or medication.
3. Each student who has an allergy must provide the school with two Epipens; one will be placed in the office and one in the classroom of the student.

### **Concussion Policy (Rowan's Law):**

A concussion is a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep). It may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits force to the head that causes the brain to move rapidly within the skull. Concussions can occur even if there has been no loss of consciousness (in fact, most concussions occur without a loss of consciousness).

SAM recognizes that concussions can have significant impact on a student cognitively, physically, emotionally and socially. In any case of head injury, the supervising teacher will do the following:

- Immediately request staff support by sending another student to the front desk. Front desk will send a staff member to support, preferably one of the school's First Aid responders.
- Immediately call 9-1-1 if the student/person is unconscious, has lost consciousness or had a seizure.
- If they are conscious, the family will be contacted to take their child to immediately visit an emergency room or primary care provider.
- They will also be encouraged to contact Telehealth Ontario at [1-866-797-0000](tel:1-866-797-0000) to get health advice or information.
- Look out for signs of a concussion in others. Symptoms may appear immediately or be felt days after an injury, especially in children and the elderly. If symptoms appear or persist, they must visit a physician or nurse practitioner.

The school will follow recommendations of the Ministry of Education and the Concussion Codes of Conduct (<https://safety.ophea.net/concussions>)

### **Asthma Policy (Ryan's Law)**

Asthma is a common chronic (long-term) lung disease that can make it hard to breath. People with asthma have extra sensitive airways, that when triggered can tighten up, become swollen, produce extra mucus and make it hard to breathe.

The school will work with parents to create an individualized Plan of Care for children diagnosed with asthma. The plan will include support strategies or ways to accommodate the students so that they can participate at their full potential in school activities. In the case of an emergency related to asthma, school staff will refer to the child's individualized Plan of Care. This plan has information about the child's emergency asthma medication, where it is kept, and when it should be used. In an emergency, the child will be taken to the hospital as soon as possible.

In all emergency situations, staff will:

1. Stay calm.
2. Immediately use reliever inhaler (usually a blue inhaler).
3. Dial 9-1-1.
4. If the symptoms continue, use the reliever inhaler every 5 - 15 minutes until medical help arrives.
5. Inform the emergency contact, as identified in the student's Plan of Care.

If a child has asthma and is also at risk for anaphylaxis and it is unclear which emergency the child is experiencing:

1. first give epinephrine (e.g., EpiPen®) and dial 9-1-1 for an ambulance,
2. then give the reliever inhaler (usually a blue inhaler) as indicated above.

The school will follow recommendations of the Ministry of Education  
([http://www.edu.gov.on.ca/eng/healthyschools/pmc\\_asthma\\_fact\\_sheet\\_en.pdf](http://www.edu.gov.on.ca/eng/healthyschools/pmc_asthma_fact_sheet_en.pdf))

## EXTRA-CURRICULAR ACTIVITIES

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**QUR'AN WEEK & QUR'AN COMPETITION:** “And the best speech is the speech of Allah.” The Qur'an is the constitution by which Muslims live and without it we will surely be misguided. Each year we endeavour to strengthen that relationship between the Qur'an and our students and challenge them to memorize portions and recite it beautifully (“and recite the Qur'an in a slow pleasant tone and style”). We hope that this will foster a love for preserving the speech of Allah in our children's hearts rather than just in books.

**SCIENCE WEEK:** To celebrate the scientific talents of our students, we will be holding a science week. Our intention is to encourage creative problem solving. Through these projects, students will have an opportunity to display their experimental talents.

**MATH FAIR:** To celebrate the mathematical talents of our students, we will be holding a Math Fair. Students will explore the application of math in the world around them through various hands on activities. Parents will have an opportunity to view their child(ren)'s research and experimental talents.

**LITERACY WEEK:** Strong literacy and essential skills are so important for children's success at school. Parents will get to join their children for fun interactive literacy games and activities that they will enjoy.

**SPORTS AND TOURNAMENTS:** Every year, Islamic schools across the GTA compete in many sports, including basketball, volleyball and soccer. Our school encourages its students to work hard and put the required effort towards achieving success for themselves and the school, but above all, recognize the brotherhood and sisterhood between our Ummah.

**SPELLING BEES:** The school holds both an English and Arabic spelling bee for its students. It allows the opportunity for students to strengthen their language skills in a healthy competitive environment.

**FIELD TRIPS:** The school partakes in numerous field trips throughout the school year.

**FUNDRAISING EVENTS:** The school conducts many fundraising events throughout the school year, including International Day, Sports Day and others. Students and parents are encouraged to participate to help the school succeed.

**OTHER COMPETITIONS:** The school participates in many internal and external competitions, including spoken word, debates, science and math competitions. Parents will be notified of all competitions and students are encouraged to participate and exhibit their best efforts and achievements.

## SCHOOL ACTIVITIES AND EVENTS 2024- 2025

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This information is provided to assist parents in planning family holidays, medical appointments, etc. so that student absences from school may be minimized.

Parent Orientation Day	August 20, 2025
Curriculum Night	September 26, 2025
Orange Shirt Day (Indigenous)	September 30, 2025
Mental Health Awareness Week	October 6-10, 2025
Muslim Author Book Fair/Literacy Week	October 27-31, 2025
Islamic Heritage Day	October 30, 2025
Anti-Bullying Week	November 10-14, 2025
Math Fair	November 20, 2025
OSSLT(secondary)	(TBD)
International Day	December 19, 2025
Ski Trip	(TBD)
English Spelling Bee (Elementary)	(TBD)
Umrah Trip	(TBD)
Hijab Day	February 1, 2026
Ramadan Starts	February 17, 2026 (TBD)
Black History Month Assembly	February 23, 2026
SAM Iftaar	February 26, 2026
Science Week	(TBD)
National Reading Month	March 1, 2026
<b>Ramadan Holidays</b>	<b>March 12-13, 2026</b>
<b>March Break</b>	<b>March 16-20, 2026</b>
Poetry Slam Inter-Scholastic Competition	April 9, 2026
Earth Day	April 22, 2026
Arabic Spelling Bee (Elementary)	(TBD)
Teacher Appreciation Week	May 4-8, 2026
<b>Arafah/Eid Holidays</b>	<b>May 25-26, 2026 (TBD)</b>
Wonderland Trip (Gr 4-12)	May 28, 2026
Quran Competition	(TBD)
EQAQ (Primary and Junior)	June 1-5, 2026 (TBD)
SAM Soccer Tournament	June 8-10, 2026
SAM Sports Day	(TBD)
Quran Day	June 15, 2026
Awards Day	June 16, 2026
School Graduation Ceremony	June 25, 2026

## ACADEMIC PROGRAM

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The school's teaching philosophy is to provide quality education within the curriculum guidelines of the Ontario Ministry of Education to ensure parity with other education providers, both public and private, as well as develop the skills required for reading, memorizing, comprehending and applying the Qur'an and Hadith.

All course of study are instructor-led incorporating interactive and group-work segments. All grades are taught Math, Language Arts and Arabic on a daily basis. Other courses include Social Studies, Science, Islamic Studies, French, Computers, Social Studies, Art and Physical Education. The school's courses of study are elementary programs that are 1,050 minutes a week for junior kindergarten level students and 1,525 minutes a week for all other elementary students. This exceeds the length of an instructional program under the Education Act for the publicly funded education system.

The expected outcome includes a first-rate core elementary education, including exceptional Arabic and Islamic instruction. Our academic program differs from those offered at public schools by means of including Arabic, Religion and Islamic History as core courses of study. For specifics in regards to high school please refer to the high school course outlines.

## ASSESSMENT, EVALUATION AND REPORTING

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**"The primary purpose of assessment and evaluation is to improve student learning."**

Processes around assessment, evaluation and reporting are governed by Ministry of Education and board policies. In April 2010, the Ministry published Growing Success, a policy document that directs the assessment, evaluation and reporting of student achievement in Ontario schools, from grades 1 to 12. Growing Success aims to update, clarify and co-ordinate ministry policy, and achieve fairness, transparency, equity and consistency across the province.

### HOW ARE STUDENTS ASSESSED?

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Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectation in a subject or course. In the classroom, there are three types of assessment:

- **Assessment *as* learning** - students are actively engaged in this assessment process—that is, they monitor their own learning, use assessment feedback from teacher, self and peers to determine next steps, and set individual learning goals.
- **Assessment *for* learning** - the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to provide feedback and to differentiate instruction appropriately.

- **Assessment of learning** - the process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgments about the quality of student learning on the basis of established criteria, and to assign a value to represent that quality. The information gathered may be used to communicate the student's achievement to parents, other teachers, students themselves, and others. Learning is summarized in the form of a level, grade and/or percentage mark to be communicated to parents in a formal way on the report card.

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### LEARNING SKILLS AND WORK HABITS

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Learning Skills and Work Habits allow students to know how to learn more effectively, develop their potential as independent learners and take ownership over their own learning. Learning skills and work habits help students to prepare for learning and working in the 21st Century. While strong Learning Skills and Work Habits do contribute to a student's ability to be successful at school, they are evaluated separately from student achievement of course expectations.

Learning Skills and Work Habits	Sample Behaviours
<b>Responsibility</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• fulfils responsibilities and commitments within the learning environment</li> <li>• completes and submits class work, homework, and assignments according to agreed-upon timelines</li> <li>• takes responsibility for and manages own behaviour</li> </ul>
<b>Organization</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• devises and follows a plan and process for completing work and tasks</li> <li>• establishes priorities and manages time to complete tasks and achieve goals</li> <li>• identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks</li> </ul>
<b>Independent Work</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• independently monitors, assesses, and revises plans to complete tasks and meet goals</li> <li>• uses class time appropriately to complete tasks</li> <li>• follows instructions with minimal supervision</li> </ul>



<b>Collaboration</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• accepts various roles and an equitable share of work in a group</li> <li>• responds positively to the ideas, opinions, values, and traditions of others</li> <li>• builds healthy peer-to-peer relationships through personal and media-assisted interactions</li> <li>• works with others to resolve conflicts and build consensus to achieve group goals</li> <li>• shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions</li> </ul>
<b>Initiative</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• looks for and acts on new ideas and opportunities for learning</li> <li>• demonstrates the capacity for innovation and a willingness to take risks</li> <li>• demonstrates curiosity and interest in learning</li> <li>• approaches new tasks with a positive attitude</li> <li>• recognizes and advocates appropriately for the rights of self and others</li> </ul>
<b>Self-regulation</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>• sets own individual goals and monitors progress towards achieving them</li> <li>• seeks clarification or assistance when needed</li> <li>• assesses and reflects critically on own strengths, needs, and interests</li> <li>• identifies learning opportunities, choices, and strategies to meet personal</li> <li>• needs and achieve goals</li> <li>• perseveres and makes an effort when responding to challenges</li> </ul>

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### HOW WILL MY CHILD BE EVALUATED?

Evaluation is a judgment made about the assessments of student learning, based on established and shared success criteria. Teachers gather evidence of student learning taken from observations, conversations and student products (such as reports, projects, tests, exams and assignments) over time and use this evidence along with professional judgment to determine students' grades. Determining a report card grade involves teacher interpretation of evidence and should reflect the student's most consistent level of achievement, with special consideration given to more recent evidence. These evaluations form the basis of report card grades or marks, and are made so that

progress can be communicated to students and parents. The Ministry of Education's Growing Success policy also stipulates:

- Assignments for evaluation must not include ongoing homework that students do in order to consolidate their knowledge and skills or to prepare for the next class.
- Assignments for evaluation may involve group projects as long as each student's work within the group project is evaluated independently and assigned an individual mark, as opposed to a common group mark.
- The evaluation of student learning is the responsibility of the teacher and must not include the judgment of the student or of the student's peers. (*Growing Success* p. 39)

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### HOW OFTEN DOES REPORTING TAKE PLACE?

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The new reporting system is one part of continuous communication that provides students and parents with descriptive feedback that is clear, specific, meaningful and timely to support improved learning and achievement.

## Report Cards and Parent-Teacher Meetings

### *Elementary*

Parents will be officially notified in writing of their child's progress three times per year. An Elementary Progress Report Card will be sent home once per year. An Elementary Provincial Report Card will also be sent home twice a year. For the dates of these report cards please refer to the School Calendar section of this handbook.

### *Secondary*

Parents will be officially notified in writing of their child's progress twice per semester via a mid-term report card and a provincial report card. For the dates of these report cards please refer to the 'School Calendar' section of this handbook.

Although these are formal reporting periods, communication with parents and students about student achievement is our priority. Please do not hesitate to contact your child's teacher via email or by phoning the school to book an appointment at any time during the school year to discuss your child's progress. Allow the teacher 24 to 48 hours to respond.

## Parent Concerns/Conferences

Your involvement is essential to the progress of your child. The school will contact you when needed. At the same time, you are encouraged to contact the school if there is a need. Call the secretary or email the teacher to book an appointment. Parent-Teacher meetings may be conducted virtually or in person, depending on the issue.

Level*	Scale	Percentage	Levels of Achievement
Level 4	4+ 4 4-	95 – 100% 87 – 94% 80 – 86%	Level 4 identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. <i>However, achievement at level 4 does not mean that the student has achieved expectations beyond those specified for the grade/course.</i>
Level 3	3+ 3 3-	77 – 79% 74 – 76% 70 – 73%	Level 3 represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. <b>Students achieving at level 3 can be confident of being prepared for work in subsequent grades/courses.</b>
Level 2	2+ 2 2-	67 – 69% 64 – 66% 60 – 63%	Level 2 represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. <b>Students performing at this level need to work on identified learning gaps to ensure future success.</b>
Level 1	1+ 1 1-	57 – 59% 54 – 56% 50 – 53%	Level 1 represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. <b>Students must work at significantly improving learning in specific areas, as necessary, if they are to be successful in the next grade/course.</b>
R			In <b>Grades 1-8</b> , the code "R" represents achievement that falls below Level 1 and is used in the evaluation and reporting of student achievement.
I			In <b>Grades 1-8</b> , the code "I" may be used to indicate that <b>insufficient evidence</b> is available to determine a letter grade or a percentage mark.

Grades 1 to 6		Grades 7 to 8	
Achievement Level	Letter Grade	Achievement Level	Percentage %
4+	A+	4+	95-100
4	A	4	87-94
4-	A-	4-	80-86
3+	B+	3+	77-79

3	B	3	73-76
3-	B-	3-	70-72
2+	C+	2+	67-69
2	C	2	63-66
2-	C-	2-	60-62
1+	D+	1+	57-59
1	D	1	53-56
1-	D-	1-	50-52

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### SCHOOL AWARDS

Students will be rewarded monthly for consistently displaying good behaviour and/or for outstanding achievement in any particular subject area. Students are encouraged to perform to the best of their abilities all throughout the school year. At the end of school year an award assembly will be held to recognize the student(s) in each grade who displayed outstanding achievement in overall subjects and who displayed the best behaviour towards his/herself, his/her peers, his/her teachers, to the community members at large, all while maintaining an exemplary Islamic Identity.

Students who achieve all Excellent and Good on the Learning Skills section of their report card will be placed on the Effort Roll.

Students who achieve all A's and B's, with one C, will be placed on the Honour Roll. Students who achieve all A's with one B will be placed on the Principal's List. These students will receive certificates, plaques and/or trophies.

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### EQAO & LITERACY TEST

The school participates in annual student evaluations using the EQAO Grades Three and Six Assessments of Reading, Writing and Mathematics, and Grade Nine Mathematics as a standard to measure the school's overall performance in comparison with other Ontario public and private schools.

Ontario Secondary School literacy test is a compulsory test that all students must pass in order to earn a Secondary School Diploma. This test is designed by Ontario Education Quality and Accountability Office (EQAO).

## STUDENT CODE OF CONDUCT

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Our goal at Safa & Marwa Islamic School is to facilitate each student to utilize the vast number of resources available to them and potential within themselves to become a contributing, responsible, upstanding member of society.

This goal is best achieved in an environment where all individuals involved have a clear understanding and awareness of:

1. What is expected of them,
2. What their rights are, and
3. What the rights and responsibility of others around them are.

Students, teachers, and parents share the responsibility of developing and achieving the goals of education for Safa & Marwa Islamic School.

Below are a set of Student Expectation which outlines the expectations for students. These rules are always open for ongoing refinement and improvement to produce better disciplined students.

### GENERAL EXPECTATIONS

- Students are expected to behave and speak in a respectful manner and tone to their peers, teachers, school-administrators, and community members at large.
- Students are expected to extend Islamic courtesies (eg. Assalamu Alaikum, saying yar-hama-kullah when someone sneezes, shukran, etc) to their peers, teachers, school-Administrators, and community members at large.
- Students are expected to dress according to the guidelines outlined in the uniform policy.
- Students are expected to keep their body, clothing and environment clean as much as possible.
- Students are expected to treat their property, the school's property and the masjid's property with care and respect.
- Students are expected to work and play cooperatively and not stingily.
- Students are expected to solve minor problems that may arise in an Islamic fashion. If the student(s) is/are unable to do so then they should seek the assistance of a staff member to mitigate the issue.
- Students are expected to set good examples and be positive role models toward their peers and community members at large.
- Students are expected to keep all electronic equipment, (walkman, electronic games, cell phones etc.) cards (playing, sports Pokemon etc.) matches, lighters, aerosol sprays, and other cosmetic items at home. If any of these items are found they will be confiscated and returned to the parent at the principal's discretion.
- Students are expected not to chew gum while on the school or masjid premises.
- Students are expected to learn and respect the rules set by school's administration and staff.

### EXPECTATIONS WHILE ENTERING THE SCHOOL BUILDING

- Students are expected to arrive at 8:20 and enter the building through the front entrance and proceed to their classrooms where they are to be supervised by their teacher.

- At the time of morning ceremony, students are attend the assembly and follow the school wide dua, followed by announcements and the morning DPA.
- If students arrive later than 8:40am, they must enter the school through the front entrance where they will receive a late slip from the Administrator to be given to their teacher.

#### **EXPECTATIONS WHILE IN THE HALLWAY**

- Students are expected to walk, not run in the hallways.
- When in a line, students are expected to be courteous to their fellow students. For example, they must maintain the order of the line and not jump in front of another student. Students are also expected to be silent and not push, shove or block any other person. If someone jumps in front of a student, they should allow it to happen and then report to the teacher.
- When students are putting on their shoes after salah, they are expected to do so without speaking.
- Teachers must always lead the line and monitor at all times.

#### **EXPECTATIONS WHILE IN THE CLASSROOM**

- Students must maintain their distance from fellow classmates as much as possible.
- Students must keep all their belongings beside them to avoid risk of contamination with other students.
- Students are expected to be punctual and present to their classes, in order to utilize their maximum learning time.
- Students are expected to have be prepared with their necessary utensils, eraser, sharpener, ruler etc.) and any work assigned by the teacher (homework, projects, etc.)
- Students are expected to remain quiet in class unless they are called upon by the teacher or during a classroom discussion period.
- Students are advised to use the washroom before school, at recess, and lunch so as to not disturb valuable classroom learning time. If, however, students wish to use the washroom, they must ask and be given permission by the teacher before going.
- Students are expected to accept the decisions of the teacher and not complain or try to bargain with the teacher. If a teacher's decision on an issue seems too harsh, students may raise their hand and express their thoughts as respectful as possible. If students need further arbitration, they must ask the teacher's permission to have the principal mitigate the issue.
- Students are expected to try their best to strive for academic excellence.

#### **EXPECTATIONS WHILE EXITING THE BUILDING**

- Students may not exit the building at any time without prior knowledge of the teacher and office.

## **EXPECTATIONS WHILE IN THE GYM OR PLAYGROUND**

- Students are expected to play with one another in a cooperative, sharing, and respectful manner.
- Students are expected to treat the school or any personal equipment or loaned gym equipment (remember if students borrow something, it is their responsibility to return it) with care and respect.
- Students are expected to line up, according to their grades and gender when the whistle is sounded to signify the end of recess or lunch.
- Students are expected to go directly to class after recess or lunch and not to the water fountain, the washroom etc.
- Students are expected to stay away from throwing snow or any other material or thing that may inflict injury or harm to anyone else.

## **EXPECTATIONS DURING SALAT TIMES**

- Students in the elementary campus must provide their own prayer mats that will remain in school and used by them during prayer times.
- When it is time for salah, students are expected to go to the musallah area/or gymnasium in lines.
- Students are to proceed to the wudu area and perform wudu. If they have wudu, then proceed to take off their shoes, place them neatly on the shelves provided and enter the musallah area or gymnasium.
- Students are expected to enter the masjid with their right foot first and exit with their left foot first.
- If there is sufficient time before the salah, students are expected to pray two rakah before sitting.
- Students are expected to walk, not run in the musallah. They are also expected to remain silent unless asked to recite something.
- Students are expected to line up in straight lines and remain so for the duration of the salah.
- Students are expected to maintain concentration in their salah and not to play, laugh or distract others from praying.
- Students are expected to walk around (at the back of) anyone who is praying and not in front of them.
- Students are expected to exit the musallah by walking to the doors, putting on their shoes, and proceeding to class as quietly as possible (without running).

## **EXPECTATIONS WHILE STUDENTS ARE ON TRIPS**

- Students are expected to be on their best behaviour as they will be representatives of their parents, school and Islam.
- Students are expected to do the required pre-study lessons to help prepare for their excursion and post-study wrap-ups to solidify the experience and knowledge gained in their minds.
- Students are expected to be thankful to all the members who made the field trip possible, mainly all tour guides, bus drivers, teachers, chaperones etc.

- Students are expected to refrain from buying anything while on a field trip unless given permission by an accompanying teacher.

## **STUDENTS' RIGHTS**

- Each student has the right to the best education possible where Islamic teachings, academic and physical excellence are a priority.
- Each student has the right to be treated with respect and dignity regardless of color, creed, academic standing, behaviour or any other discriminatory condition.
- Each student has the right to a learning environment that is caring and supportive
- Each student has the right to a safe environment.
- Each student has the right to be free from any harassment and discrimination of race, color, creed, culture, physical appearance, socioeconomic class etc.

While every attempt was taken to ensure the comprehensiveness and fairness of these expectations, some of these protocols may be changed due to a development either beyond our control or as an improvement to the system. In such a circumstance parents will be notified of the change in writing and would be expected to help us implement the change. We thank you for your understanding and cooperation in advance.

### **Expectations for Successful Parent-Teacher Relationships:**

Parent-Teacher relationships are an important aspect of students' success

**Open Communication:** The school is committed to keep connected with parents through Google Classroom access, emails, meetings, newsletters and telephone calls. Parents are encouraged to speak to their teachers, VPs or school administration if there are any questions or concerns. Let us know if something is going on at home that's impacting your child so the school can take steps to help stressed children.

**Be on the Same Page:** By supporting school expectations, policies and procedures, parents help create a clear, consistent and fair environment for everyone. Parents are encouraged to discuss any policies that need clarification.

**Maintain the School Culture:** We ask all parents to support the Islamic environment of the school by wearing Islamic attire while on school grounds.

**Staff are People Too:** Remember, to treat each other with kindness and respect. We are here to support you and your child and a nice word goes a long way."



## PROGRESSIVE DISCIPLINE POLICY

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Safa and Marwa Islamic School (SAM) is committed to building and sustaining a positive school climate that is safe, inclusive, and accepting for all students in order to support their education so that all students reach their full potential using a progressive discipline policy.

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. SAM, to the best of its ability, will utilize a range of interventions, supports, and consequences that are developmentally and socio-emotionally appropriate and include learning opportunities for reinforcing positive behaviour while helping students to make better choices.

A progressive discipline approach promotes positive student behaviour through strategies that include using prevention programs and early and ongoing interventions and supports, reporting serious student incidents, and responding to incidents of inappropriate and disrespectful behaviour when they occur. Some examples of such strategies include ongoing communication with parents, verbal reminders, review of expectations, and/or written assignments with a learning component that require reflection. Progressively more serious consequences will be considered for inappropriate behaviour that is repeated or for progressively more serious inappropriate behaviour, taking into account mitigating and other factors. Ongoing interventions may be necessary to address underlying causes of inappropriate behaviour. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counselling.

In considering the most appropriate response to address inappropriate behavior, the following should be taken into consideration:

- the particular student and circumstances
- the nature and severity of the behavior
- the impact on the school climate, including the impact on students or other individuals in the school community

## DEFINING CONSEQUENCES OF DISRUPTIVE BEHAVIOURS

Level	Student Infraction
<b>Severe</b>	<ul style="list-style-type: none"> <li>● Shoving/pushing teacher</li> <li>● Threatening a teacher</li> <li>● Physical fighting w/another student</li> <li>● Swearing at teacher</li> <li>● Threatening another student</li> <li>● Destruction of School or public property</li> <li>● Anything listed under the sections on suspension and expulsion above.</li> <li>● Bullying</li> <li>● Islamically inappropriate male female relationships</li> <li>● Theft</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Swearing at another student</li> <li>● Throwing objects</li> <li>● Repeated verbal altercation w/teacher</li> <li>● Repeated defiance towards instructions</li> <li>● Repeated verbal altercation w/another student</li> <li>● Verbal altercation w/another student</li> <li>● Swearing in general</li> <li>● Skipping class/Salah</li> <li>● Tampering with the school wifi or attempting to bypass security features of school given electronic devices.</li> <li>● Plagiarism</li> <li>● Drawing inappropriate pictures</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>● Arguing w/Teacher</li> <li>● Arguing w/another student</li> <li>● Repeated disruptive/off - task behavior</li> <li>● Disruptive Behavior</li> <li>● Repeatedly asking for directions</li> <li>● Throwing Paper</li> <li>● Sleeping/falling asleep</li> <li>● Zoned out/non-attentive</li> <li>● Off-task behavior</li> <li>● Uniform infraction</li> <li>● Talking out</li> <li>● Out of chair w/out permission</li> <li>● Being silly in Salah</li> <li>● Electronics at school</li> <li>● Lying</li> </ul>

School staff will follow the following steps to address Disruptive Behaviours, depending on the level of severity of the action:

**Level 1: Reminder**

The teacher will be verbally reminding the student and review expectations and consequences. After 3 reminders the student will be moved to the 2<sup>nd</sup> level of intervention.

**Level 2: Reflection**

The teacher will verbally remind the student and review the expectations and consequences. Student will have to write or draw a 'Think before you act/react' reflection on the nature of their actions and on the method to correct, improve and change the situation. After 3 reflections they will be moved to the 3<sup>rd</sup> level of intervention.

**Level 3: Recess Rest Community Service**

The teacher will verbally remind the student and review the expectations and consequences. The student will not attend 1 day of recess and during this time will volunteer with JK, SK, Grade 1, 2 or administration. The teacher is to contact Administration for advice regarding the student. After 1 event the student will be moved to the 4<sup>th</sup> level of intervention.

**Level 4: Recess Rest Assignment**

The teacher will verbally remind the student and review the expectations and consequences. The student will not attend 1 day of recess and during this time will complete a carefully planned and thought out written work assignment contrived by the teacher that addresses the behaviour, and has a learning component. After 1 event the student will be moved to the 5<sup>th</sup> level of intervention. The teacher will book an appointment for the student with the Administration. After 1 event the student will be moved to the 5<sup>th</sup> level of intervention.

**Level 5: Parent Contact**

The teacher will verbally remind the student and review the expectations and consequences. The class teacher will consult Admin and then will call the students' parents and have a discussion with them. The teacher will have the student take their reflection and written assignment home and show it to their parents and ask them to sign it. The teacher will make a follow-up appointment for the student with the Administration. After 1 event the student will be moved to the 6<sup>th</sup> level of intervention.

**Level 6: Parent meeting**

The teacher will verbally remind the student and review the expectations and consequences. The teacher will consult Admin. The students' parents will be invited to a meeting with the teacher and principal to discuss the child's actions. The child will have to sign a behavior contract. The teacher will make biweekly follow-up appointments for the student with administration. After 1 event the student will be moved to the 7<sup>th</sup> level of intervention.

**Level 7: Suspension (First in school and then out of school)**

The teacher will consult Admin. Administration will verbally remind the student and review the expectations and consequences. If the student continues not to meet the behavioral expectations at SAM, they will be asked to stay at home for a certain period of time (see criteria for suspension below). In this situation the parents will have to ensure their education at home. They will only be

allowed back to school for tests and exams. The teacher will make weekly follow-up appointments for the student with the administration depending upon the length of the suspension. Upon returning to school, after 3 events (out of school suspension) the student will be moved to the 8<sup>th</sup> level of intervention. Follow up meetings are required after each suspension between the Administration and student.

### **Level 8: Expulsion**

The principal will verbally remind the student and review the expectations and consequences. In cases where the negative behavior can no longer be tolerated and the student does not show any desire to change they will be expelled.

Expectations of consequences will increase with consideration given to a student's age, special needs and prior behaviors. Administration will use their discretion and can start at any point on this hierarchy and may choose to remain at one level for as long as is necessary. In addition to the above, SAM supports the use of a continuum of developmentally appropriate progressive discipline strategies, including:

- withdrawal of privileges,
- withdrawal from class (except for lateness or absenteeism);
- meeting with the principal;
- restorative practices;
- restitution for damages;
- referral to a community agency for regular or religious counselling as the Principal deems fit.

**Before suspension or expulsion is decided for a student the principal must conduct a full documented investigation and consider the following mitigating factors and timelines for expulsion see: <http://www.tdsb.on.ca/Portals/0/docs/ChartOfConsequences.pdf>.**

- Whether the pupil has the ability to control their behaviour;
- Whether the pupil has the ability to understand the foreseeable consequences of their behaviour; and
- Whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school.
- The pupil's academic, discipline and personal history;
- Whether other progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure;
- Whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, colour, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason;
- The impact of the discipline on the pupil's prospects for further education;
- The pupil's age;
- Where the pupil has an IEP or disability related needs,
- Whether the behaviour causing the incident was a manifestation of the pupil's disability;
- Whether appropriate individualized accommodation has been provided; and
- Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct; and

- Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.

**The infractions for which a suspension may be considered by the principal including but not limited to:**

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or restricted drugs;
- being under the influence of alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- bullying;
- any act considered by the principal to be detrimental to the religious or moral tone of the school;
- any act considered by the principal to be detrimental to the physical or mental well-being of members of the school community; or
- any act considered by the principal to be contrary to SAMs student Code of Conduct.

A student may be suspended only three times, unless otherwise decided by the Principal. For each instance of an infraction and may be suspended for a minimum of one (1) school day to a maximum of twenty (20) school days.

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#### ZERO TOLERANCE POLICY

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The Safa & Marwa Islamic School is a safe, nurturing, respectful and positive learning environment. This type of climate enables all students to succeed to their full potential. This also dictates that it is a violence-free environment. All students are expected to acquire the knowledge and skills that demonstrate respect for fellow students.

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#### CRIMINAL REFERENCE CHECKS

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The school has required all current individuals, associated with the school, who come into regular contact with students, including teaching and non-teaching staff, administrators and volunteers, to provide the school with a Canadian Police Information Centre check on them. All future individuals must provide this check before they become associates with the school.

## IN CLOSING

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We hope that this handbook has served to better acquaint you with the rules of the school. We ask that you emphasize to your child his or her responsibilities while at school. From time to time you will receive notices from the school. Please ensure that we always have your correct address and telephone number. In addition, if any matter arises, please do not hesitate to call us. Please feel free to visit the Ontario Ministry of Education website to access all the curriculum and assessment documents for K to 12 education.

We hope and pray to Allah (SWT) that we will have a successful year and that students benefit, understand, and develop self-esteem through their accomplishments. We ask Allah to reward you for your cooperation.

Wa-Salaamu Alikum wa Rahmatullahi wa Barakaatuhu.