



**PARENT  
HANDBOOK  
2024-2025**



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## INTRODUCTION

Welcome to Al-Mustafa Academy, a registered private school. Alhamdulillah, we begin this year with bigger and better administration team and teaching staff to serve our students.

Our key stakeholders are the students, the school staff and the parents. We believe in strong communication and interaction between these stakeholders. Therefore, the school has developed the parent handbook strengthen the link between students, parents and the school staff. The handbook assist parents and students with the policy and procedures of the school and to disseminate Al Mustafa Academy's expectations.

Please read the parent handbook carefully with your child. Please take time to read all of it as it may answer many of your queries. You are encouraged to keep it in a convenient location for use throughout the school year. A copy of the parent handbook is also available at our website at [www.almustafaacademy.ca](http://www.almustafaacademy.ca)

**After reading**, please sign the Parent Contract and return it by September 30, 2024.

Please note that there is one form per family. **Failure to sign and submit the contract means that your child(ren) will not be registered at the school.**

We look forward to working closely with you in making this year a wonderful and fun for your child(ren). In sha'Allah, we will have a successful year together.



## ABOUT AL MUSTAFA ACADEMY

Al Mustafa Academy is a fully accredited private school registered in 2008 as a nonprofit organization where students from KG-Grade 12 are taught the Alberta Education curriculum along with Hifz, Arabic Language and Islamic Studies. We encourage extracurricular activities such as speech class, Quran competitions, participation in science fairs, and various other cultural festivals & field activities etc.

Each student has a latent potential to become what they want. Al Mustafa Academy helps you to bring forth your child's hidden potential with our unique program that aims to succeed in the here (dunya) and the hereafter (al-Akhirah). All that students need to do is to follow our set guidelines. We work hard to fulfill your dream that your children become hafizul Quran and embark on the path of becoming professionals, like scientists, doctors, engineers, pharmacists, journalists, lawyers and whatever you dream of becoming.

Our school starts from 8:00 am and goes till 3:00 pm. Students start their day with the study of the Quran from 8am-10am. They also study Arabic language as a curriculum. All classes are taught by professional and licensed teachers. We also provide a schedule for weekends for students to study and review the Quran for two hours, Arabic Language for one hour, and academic school work for two hours. This is followed up by the teacher. We encourage students to study two hours every Monday to Thursday at home, one hour for academic subjects and one hour for the Quran. Apart from the Quran and Arabic, we are required to provide 960 academic instructional hours and 200 hours for grand extracurricular activities as set out by Alberta Education. For advanced students we offer an enrichment program where students can learn at an accelerated pace.

Children have great potentials, from the age of 5-15 are formative years for them and it is up to the parents and institutions to help shape their future using the proper tools. As Muslims it is our responsibility as parents and educators to provide a balance between this life and the hereafter. We should set balanced goals for our children, where they excel in this life while keeping a strong hold of Allah.

We currently have around 600 students and 57 teaching & academic support staff. We are located at 7814-83 Street, NW & 11515 - 71 Street, NW, Edmonton Alberta.

All our past graduates have successfully completed high school and went on to post-secondary studies. They have gone on to study Engineering, Medicine, Business and Pharmacy and they are hafiz leading tarawih at different mosques in Edmonton for the last 5 years.

President



## **AL MUSTAFA ACADEMY BOARD PRIORITIES 2024-2025**

### **AIM**

At Al Mustafa Academy, we aim to produce highly capable graduates excelling in all aspects of life and apply the principles of Islam in their everyday life.

### **MISSION STATEMENT**

At Al Mustafa Academy our mission is to develop every student's character with great morals and values, achieve and excel academic success, and foster multicultural understanding and respect.

At Al Mustafa Academy we strive that our staff and students demonstrate our standards of excellence in their teaching and learning of academics and the Quran.

Our mission is based on the beliefs directly derived from the Quran:

68:4: "And indeed, you are of a great moral character."

6:162: "Indeed, my prayer, my rites of sacrifice, my living and my dying are for Allah, Lord of the worlds."

6:151-153...

17: 22-39...

25: 63-74...



## OUR EXPECTATIONS FOR KNOWLEDGE, SKILLS AND ATTRIBUTES

### Teachers will:

- Be knowledgeable in the subjects and the curriculums they teach
- Understand the essential learning outcomes
- Employ a variety of effective teaching practices
- Monitor student progress
- Use both formative and summative assessment strategies
- Be involved as active learners in their own professional development
- Work cooperatively as team members

### Students will:

- Strive to reach their learning potential
- Attend regularly, be punctual and attentive in class
- Follow school and classroom expectations
- Use problem-solving skills and seek assistance when needed
- Model school values
- Provide service to their community and develop habits to support life-long learning
- Serve as ambassadors for their school
- Complement the school's aims to raise good Muslim Canadian Citizens

### Parents will:

- Create and maintain a positive learning environment at home
- Ensure their children consistently arrive at school on time prepared to learn
- Support the values, policies and expectations of the school
- Be active participants in their children's learning
- Be role models for their children
- Collaborate with the school for the benefit of their kids
- Complement the school's aims to raise good Muslim Canadian Citizens
- Collaborate with the school for the benefit of their kids



## WHAT IS THE PARENT HANDBOOK?

The Parent Handbook is a reference guide on all the schools' major policies that directly affect students and their families. Please review this document and sign the last page. If you have any questions or concerns about anything outlined in the handbook, please do not hesitate to contact the school.

## SCHOOL CALENDAR AND STAFF LIST

The school calendar is available on the website and is included in the student's agenda. The calendar outlines the important events scheduled throughout the school year.

## PARENT COUNCIL

### Objectives

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

### Membership

Every parent is automatically a member of the Al Mustafa Academy Parent Council and, as such, is invited to attend and take part in the meetings held throughout the school year. Meeting times will be scheduled quarterly and will be announced throughout the year.

### Governance

All positions for the new school year will be selected at the first meeting of the current school year.

### Designated Positions

1. Chairperson – chairs all meetings, sets up the agenda, and ensures the order of the meeting
2. Secretary/Communication Officer – records the minutes of all meetings, publishes minutes
3. Treasurer – handles all financial transactions for the Council, arranges for audited statements each year
4. A representative of the Board of Trustees – facilitates communication between ?



## AL-MUSTAFA ACADEMY ADMISSION REQUIREMENTS

Oral and written test for new students and interview with the parents.

### **Purpose**

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, the Al Mustafa Academy is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and
- Publishing as part of student registration, school start information and other forms, writing expectations for student behavior (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school

### **Expected Conduct**

Consistent with Section 13 of the School Act and in keeping with the aim and mission of Al Mustafa Academy, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the aim and mission underlying the school
- Respecting oneself and the rights of others in the school
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from and refuse to tolerate bullying whether in or outside of the school or school hours or electronically
- Inform a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts
- Attend school regularly and punctually
- Diligently and actively being prepared to learn and actively pursue learning
- Being accountable for individual behaviors to teachers and school staff
- Cooperating with school staff to make the school a positive learning environment for all; and,
- Knowing and following the rules of the school



## Unacceptable Conduct

Unacceptable behaviors that may negatively affect a member of the Al Mustafa Academy community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- *Discrimination.* In keeping with the *Alberta Human Rights Act*, no student or person may discriminate against a student on the basis of an individual student's race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- *Acts of bullying, harassment or intimidation.* As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one more individual in the school community, including psychological harm or harm to an individual's reputation.
- *Physical violence.* ?
- *Acts of retribution* against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- *Illegal activities* including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

## Consequences

Students are expected to conduct themselves in keeping with their responsibilities as students.

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a manner consistent with the principles of fundamental justice and the school's student discipline policy. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

## Remediation and Support

In order to foster a positive learning environment, the Al- Mustafa Academy will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behavior(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Al-Mustafa Academy may include, but are not limited to:

- Mentoring of individual students by older students
- More focused attention to individual students
- Regular follow-up meetings of specific teachers with individual students
- Student Peer Support Groups, including GSA's as appropriate Counseling; and Restorative justice processes



## EXPECTATIONS OF STUDENTS

### General

- Students are expected to behave responsibly in and out of school and to consider themselves as representatives of the school and its traditions at all times.
- School property is to be respected.
- Students will display good manners at all times, and be courteous to each other as well as to members of staff and other adults who may be in the school.
- Students are expected to be punctual and present for all classes.
- The completion of all schoolwork assigned is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary and completing any missed assignments.
- No student may leave the school property unless there has been prior approval by a teacher or parent. The student must be signed out at the front office by a parent or guardian.
- While on school property students must remain in areas designated by the supervising members of staff.
- Students are discouraged from bringing valuables and/or significant amounts of money to school. The school is not responsible for loss of valuables and/or money.
- Students are expected to wear school uniform at all times during the school day, when on school property, school buses, school field trips, and when representing the school.
- Students are expected to comply with the directions of administrators, teachers, student teachers, school aides, bus drivers, and other authorized volunteers.
- Students are expected to move in a safe manner in the school. Students should walk within the building; stay on the right-hand side of the hallways and stairwells; and use indoor voices.
- Gum chewing is not permitted on school property at any time.

### School Rules

- Come to school on time
- Bring what you need with you to class
- Always walk inside the school
- Always use your indoor voice
- Play with toys, balls and games outside only
- Always play safe
- No electronic devices allowed in school
- Keep your hands, feet and body to yourself
- Always use good manners and kind words
- Always do your best



## DISCIPLINE POLICY

The school has two categories for offenses, *Minor* and *Major*. Minor offenses are those that require simple, gradual measures to rectify the behavior, while major offenses are those that require immediate and stringent measures to deal with them. The following chart provides some examples of each type of offense.

Minor Offenses	Major Offenses
Littering	Theft
Unacceptable Language	Cheating, lying, swearing
Running in halls	Willful disrespect towards any staff member
Chronic Tardiness	Bullying and hazing
Inappropriate personal hygiene and uniform code	Fighting
Neglecting classroom rules (e.g., homework, disruptive behavior, Organization, disrupting class)	Possessing or promoting the use of banned substances or materials. Possession of weapon
Skipping class or accessing unauthorized area	Damage to school and or personal property
	Sexual Harassment

Minor and major offenses will be dealt with through a system of escalating actions and consequences.



## **Minor Offences**

- Level One--verbal warnings and/or detentions (number decided by teacher and determined by the nature of the offense)
- Level Two--contact with parents
- Level Three--meeting with the parent(s) to resolve the problem

## **Major Offences (may result in Expulsion) \***

- Level One--\*\*written warning sent to parents; student meets with the administration and completes a problem-solving form.
- Level Two--meeting between the parent(s) and administration to discuss the problem; student is informed that further offenses of a similar nature may result in community service to the school or a suspension from the school.
- Level Three--student will provide community service to the school or be suspended from the school; student is informed that further offenses will result in a recommendation to the Board of Trustees for expulsion from the school.
- Level Four--recommendation for expulsion submitted to the Board of Trustees.

*\*Any offense(s) deemed to be of an extremely serious nature by the school administration may result in an expulsion without warning and is not subject to the Appeals Process.*

*\*\*A parent's signature on a written warning does not signify agreement with the disciplinary action taken, only that the parent is aware of the offense and has read the warning.*



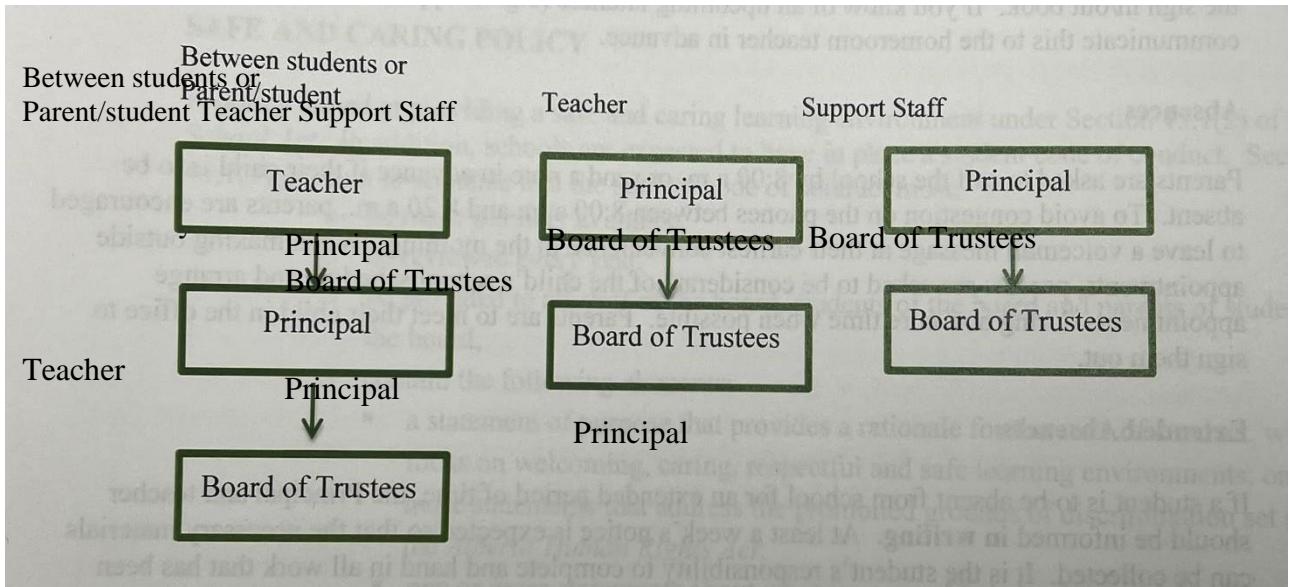
## CONFLICT RESOLUTION

### Al Mustafa Academy Code of Conduct

1. Students shall be treated with dignity, respect, and fairness by other students and staff. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.
2. Students are expected to behave with good conduct in school, on school grounds, in school buses and during school activities.
3. In the event a student breaches the expected good behavior and before any punitive action is taken by the Administration, the student and his/her parent or guardian will be given the opportunity to offer an explanation.
4. In compliance with Section 7 of the School Act, a student shall conduct himself/herself so as to reasonably comply with the following code of conduct:
  - be diligent in pursuing his/her studies;
  - attend school regularly and punctually
  - co-operate fully with everyone authorized by the board to provide education programs and other services
  - comply with the rules of the school; account to his/her teachers for this conduct

## Grievance Resolution Procedure

Al Mustafa Academy will do its utmost to ensure harmony and cooperation between all. In the event that there is a grievance which is at an impasse, the following diagram indicates the process for resolving/reporting the issue.



## 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. Attendance and late records will be recorded on the report cards. Consistent tardiness and/or absenteeism are possible grounds for suspension from school.

### Extended Absences During the School Year and Homework

If parents choose to take their child out of school for an extended holiday, the school cannot provide the exact academic activities that replicate the missed schoolwork. Responsibility for this decision must rest with the parents. Any academic arrangements must be made with the teacher directly.

Please note that if your child is absent for an extended period of time assessment in all areas of the curriculum may not be possible and this may result in some blank areas on your **child's report card.**

**Please complete an extended absence form found in the office if your child will be absent for more than 1 week of school.** The form is available at the office.



## **Lates**

Parents are asked to send a note in advance or call the school by 8:00 a.m. if their child is to be late. Students who arrive late must obtain a late slip from the office. This slip must be given to the teacher. When arriving after 9:00 a.m., a parent or guardian must also record the arrival time in the sign in/out book. If you know of an upcoming lateness (e.g., an appointment), please communicate this to the homeroom teacher 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 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 time when possible. Parents are to meet their child in the office to sign them out.

## **Extended Absences**

If a student is to be absent from school for an extended period of time, the principal and teacher should be informed **in writing**. At least a week's notice is expected so that the necessary materials can be collected. It is the student's responsibility to complete and hand in all work that has been assigned during the time away from school.

## **Injury or Illness at School**

If your child is too ill to follow the daily routines, please keep him/her at home. If your child becomes ill or injured at school, we will make every attempt to contact you or you are designate to determine an appropriate course of action. If the injury is serious, he/she will be taken to the hospital. If a student becomes ill while at school, parents may be asked to pick the child up or arrange for transportation.

**It is critical that emergency contact information be kept up to date.**

## **Emergency Contacts**

Please ensure that the school is notified immediately with up-to-date information if there are any changes to information including address, telephone numbers (work, cell or home), emergency contacts, and medical contact and custody arrangements.



## CUSTODY RIGHTS

Where parents are separated or divorced, the school should be clearly informed of custodial rights so that there is no question about which parent has the right to pick up the child from the school. Any legal documents will be kept on file.

## SAFE AND CARING POLICY

A policy aimed at providing a safe and caring learning environment under Section 45.1(2) of the *School Act*. In addition, schools are expected to have in place a student code of conduct. Section 45.1(3) goes on to stipulate that the student code of conduct must:

- be made publicly available
- be reviewed every year
- be provided to all staff of the board, students of the board and parents of students of the board
- contains the following elements:
  - a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments; one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*;
  - one or more statements about what is acceptable behavior and what is unacceptable behavior, whether or not it occurs within the school building, during the school day or by electronic means;
  - one or more statements about the consequences of unacceptable behavior, which must take account of the student's age, maturity, and individual circumstances, and which must ensure that support is provided for the students who are impacted by inappropriate behavior, as well as for students who engage in inappropriate behavior, and
  - be in accordance with any further requirements established by the Minister by order.

## TOLERANCE

The encouragement, development or fostering of attitudes and behaviors such as hate, bias, racial intolerance, name calling is not tolerated in the Al Mustafa Academy especially as it is an Islamic school. Any student or teacher engaging in this type of behavior will be subject to discipline by the administration.



## **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 or contact, whatsoever, whether wanted or unwanted, will be construed as sexual harassment and will be cause for immediate and permanent expulsion from the school.

## **HOMEWORK POLICY**

Students at Al Mustafa Academy can expect homework every evening throughout the school year, beginning at kindergarten. Support for education must be provided at home and is directly related to a child's success at school. We expect parents' support and endorsement for homework time, and encourage them to take an active role in assisting their child to complete all assignments on time.

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 form part of a student's term assessment. Teachers may also keep students in at recess, noon hour or for an after-school detention to finish incomplete homework assignments, so that each child continues to progress with his or her class. Should a student consistently choose not to complete homework assignments, his/her continued attendance at Al Mustafa Academy will be reviewed.

## **FOOD POLICY**

### **Lunch**

Students eat lunch in designated lunch areas, usually their classrooms. Microwaves are available.

### **Junk Food**

Lunch is the fuel for their afternoon. If you put junk in, then the students tend to not have the energy needed to continue with the day. **Healthy lunches do not include** items such as chocolate in any form, gum, candy, soft drinks, or potato chips. If you feel the need to send a treat, try items such as a piece of fruit, a muffin, a small pudding, or Fruit to Go.



## **FIELD TRIPS/ OFF-SITE EXCURSIONS**

### **Rationale**

Off-site excursions and field trips allow students to:

- be presented with experiences not available in the regular classroom
- reinforce, support, extend and enhance the concepts they have learned in their classes
- relate their classroom activities to everyday life
- understand that learning has application
- have the opportunity to 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  
findout and explore more about potential careers and employment opportunities

### **Guidelines for Field Trips and Off-site Excursions**

- Parent consent forms will be sent home at least three to five days prior to the excursion.
- All consent forms must be signed and returned at least 24 hours prior to the trip, or by the date stipulated on the notice.
- Handwritten consent notes may be accepted depending on the type of excursion being undertaken.

#### **Telephone consents will not be permissible.**

- 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 must adhere to the school's Islamic dress code on all excursions and field trips.



## **ASSEMBLIES AND SPECIAL EVENTS**

Assemblies will be held on Friday. The purpose of assemblies is to enhance school spirit within the school community, to do group Duala' and Recitation and to showcase learning. It also provided an opportunity for students to build confidence in public speaking and to share their talent with the rest of the school. 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 benefiting a Muslim gathering. Other special events will be announced where students will be performing and parents will be invited to attend. When attending these functions all parents must adhere to the school's Islamic dress code.



## **MEDICAL CONCERNS AND EMERGENCY SITUATIONS**

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 Al Mustafa Academy 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 medical room and a basic first aid kit. Small cuts and scrapes can be dealt with at school. If in doubt, staff will err on the cautious side and seek medical attention. Students who feel unwell during the day must report to a teacher who may send them to the office or may decide to send them home after contacting the parent.

### **Major Medical Concerns**

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

### **Medications**

Students taking medication on a regular basis must have this documented in their student file. The homeroom teacher must be notified. Students on short-term medication must present a note to the homeroom teacher informing them. It is the sole responsibility of parent and student to ensure that medication is taken. Teachers will monitor the student to ensure proper doses are taken. Al Mustafa Academy is not responsible for any medications taken by a student that were taken without prior knowledge of the teacher. For severe allergic reactions, the parents are to provide the epi-pen with a doctor's note and instruction on administration



## **Vaccinations**

Al Mustafa Academy works with the public health nurse to provide vaccinations for students. Notification of vaccination dates and authorization slips are relayed via student pamphlet.

## **Contagious Diseases**

If there is a student who contracts a contagious childhood disease, Al Mustafa Academy will follow the Capital Health Policy which states, “Certain diseases require that a student be in quarantine, directed and supervised by a physician. The student will be permitted to return to school with appropriate (written) physician authorization. All classmates’ families will be notified of this potential for contagion.” It is the parents’ responsibility to arrange for pickup and delivery of student work during the period when the student is absent.

## **Head Lice**

Please inform the school if your child has this problem so that we may prevent the spread of lice to other students. The best way to prevent the spread of lice is to encourage your child to avoid sharing combs, hats, scarves, etc. If your child has head lice, you must provide a medical note before he/she will be readmitted to school.



## Periods of Exclusion

Children with the following diseases should remain at home and away from others:

Disease	
Chickenpox (varicella)	Until well enough to participate in all activities regardless of the state of the rash.
Diarrhea	<b>Daycare:</b> Until 24 hours after diarrhea stops * <b>Schools:</b> Until diarrhea stops * * Depending on the cause, the Health Department may require a longer period of exclusion.
Fifth's Disease (parvovirus)	No exclusion Children well enough to participate in all activities can attend school.
Impetigo	Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.
Measles (rubella)	For at least 4 days after the rash begins.
Mumps	For at least 9 days after the swollen glands first appear.
Pink-eye, bacterial (conjunctivitis)	Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.
Ringworm	Until treatment has started.
Rubella (German Measles)	Until at least 7 days after the rash first appears.
Scarlet Fever	Until antibiotic treatment prescribed by a doctor has been taken for 1 full day
Strep Throat	Until antibiotic treatment prescribed by a doctor has been taken for 1 full day
Whooping Cough (pertussis)	Until antibiotic treatment has been taken for at least 5 full days. If no treatment is given, exclusion for 3 weeks from when the cough began.

Source: Canadian Pediatric Society



If you suspect your child has a communicable disease that may spread to others:

- Keep your child at home and away from others
- Contact your family doctor for a diagnosis

Your doctor will advise you about care and treatment when a communicable disease is diagnosed.



## DRILLS

### Fire Drills

Students will be notified and trained in fire drill protocol including where to meet in the case of an emergency. Fire drills will be held throughout the year.

- Teachers will review procedures with their class during the first week of school and regularly thereafter.
- Formal practice drills will be carried out throughout the school year.
- When the alarm sounds, all students and staff must evacuate the building immediately.
- All staff and students are expected to meet at the designated meeting point at the end of the field.

### Step-by-step fire drill protocol:

1. Teachers grab attendance lists placed by the door in case of fire drill or emergency
2. Students line up at the door – they will stay in their indoor shoes
3. Teachers will lead the students outside – they will exit at the nearest doors
4. Last person outside the classroom will turn off the lights and close the door
5. The Principal or his/her designate will do the walk through and make sure washrooms and classrooms are empty
6. Teacher will have a clipboard with a green and red symbol attached to the attendance list
7. Teacher will take attendance
8. Teacher will raise the red flag if they are missing any students and raise the green flag if they are all present
9. Teachers will take the attendance at the meeting point – the end of the field



## LOCK-DOWN PROCEDURES

There will be three major school lockdown drills during the year. A letter will be sent home to you on the day that the drill is completed.

The announcement “**Lock-Down in Effect**” will be given in a special emergency situation. Teachers should see that all students in the hall return immediately to their classrooms if nearby, or to the closest room, then hide themselves in a way that they cannot be seen from outside until the emergency is over. Specifically, all staff are to be familiarized with the following:

1. Announcement over the phone: “**Lock-Down, Lock Down, Lock Down**”
2. All teachers are to take any students in the hall into the classroom or safe area. Close and lock the door securely. Children are to be instructed to go to the nearest classrooms.
3. Office staff will check all bathrooms.
4. If the children are in the washroom, they are to know that when in a lockdown situation, enter the stall, lock the door, and sit on the toilet-stall.
5. Teachers are to close and lock the windows; close all drapes and blinds to prevent intruders from looking into classrooms.
6. Turn all the lights off.
7. Huddle down away from the windows, remain absolutely quiet and out of sight.
8. Take attendance of all children.
9. Barricade the door if you have to.
10. Do not open the door for any one unless code is provided.
11. Code for knocking on the door should come from the principal - whether the code is ‘danger’ or ‘clear’.

## CLASSROOM DOORS

- ✓ Should be locked at all times.
- ✓ Glass windows on all doors must remain uncovered at all times.



## LOST AND FOUND

Students are responsible for all of 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 boxes. All unclaimed items are donated to charity at the end of each school term.

## SCHOOL SUPPLIES

Please ensure that your consumable school supplies are purchased before the 1st day of school. Supply list can be found on our website or alternatively you can also get a hardcopy from the front desk.

Students are issued textbooks as needed throughout the school year. Deposits are not required, but students are responsible for keeping these books in good condition. The books are to be returned at the end of the school year or end of period of use. Lost or damaged textbooks are to be paid for by the student at replacement cost. The school office will issue invoices for lost or damaged textbooks.

**Invoices must be fully paid before the end of the term.**

## CARE OF TEXTBOOKS AND CLASSROOM EQUIPMENT

Textbooks and equipment used in our programs are costly. It is the responsibility of each student to handle textbooks and equipment with care. Parents will be required to pay for the replacement of any textbook or equipment damaged or lost by their child.



## VISITORS

All visitors are asked to report to the school office. To ensure proper attention to the concern at hand, visitors should make an appointment through the office with the appropriate person. Though an attempt will be made to accommodate unscheduled visitors, it may be necessary to ask the visitor to return when an appropriate appointment has been made.

Parents are generally welcome to visit classrooms where their child is in the class, however, parents should contact the teacher to schedule the visit at a mutually convenient time. When visiting the school for any purpose parents must adhere to the school's Islamic dress code.

All deliveries to the school are made through the front door, with all delivery persons checking in at the main office. Parents should avoid disrupting classroom activities to speak with teachers concerning their child's progress.

During school hours, all visiting adults must sign in and out at the office. All visitors must use the front door, report to the office and wear a visitor badge while they are visiting the school.



## ARRIVAL AND DEPARTURE

Al Mustafa Academy is concerned about safety when students are being dropped-off and picked-up by school buses and parents. To minimize the dangers and hazards as much as possible parents are asked to:

- Give priority and yield to the school buses
- Use and make their children aware of safety procedures such as crossing the street
- Obey all posted traffic and parking signs
- Watch for students who may inadvertently dart out from between vehicles
- Be respectful of other drivers and the community

### Morning Drop-off

Parents are requested to drop off their children between 7:50 a.m. and 8:00 a.m. Access to the buildings is not available to students before 7:50 a.m. unless a prior arrangement has been made with the school office. Students are **not** to be dropped off at school before 7:50 a.m. unless they are specifically at the school for a **pre-arranged activity** under the **direct supervision of a teacher**. We ask parents to be aware of the issues of liability – leaving your child at school before 7:50 a.m. without any contact with a school authority is negligent. The school will not be held accountable for such decisions.

School buses will be pulling into the designated bus parking area to drop-off and pick-up students. Parents are asked not to obstruct the buses in any way. To ensure the safety of all Al Mustafa Academy students, parents who are driving their child(ren) to school are requested to park away from the school. Younger children should be accompanied to the appropriate door. Older children are asked to walk safely to the appropriate door using the sidewalks.

### Afternoon Pick-up

Parents are asked to refrain from coming to the classrooms earlier than this time as it is disruptive to school proceedings. The school cannot provide supervision for children left outside after 4:00 p.m. and therefore cannot be responsible for students after this time. Please ensure that travel arrangements for students are arranged for and shared with your children in advance.

Parents are kindly requested not to use drop-off or pick-up times to engage teachers in lengthy conversations concerning student progress. Teachers are always willing to discuss student progress, but at a mutually convenient time. Parents are requested to arrange an appointment for such matters.

## PARKING

In Al Mustafa Academy designated parking area or public parking on street



## SCHOOL UNIFORMS

Students should be neatly and sensibly dressed. Appropriate dress is expected of all students and good grooming is equally important. All members of staff have been asked to check students for general neatness.

- White dress shirt with black or navy-blue pants i.e. (dress/and or cotton) for boys and a tie
- Black abaya with white/or black hijab for girls
- Indoor shoes must be white soled ONLY
- No outdoor shoes are permitted inside.
- Boys' hair should be cut clear off the collar. Dramatic hairstyles and/or hair colors are not permitted. Body piercing and tattoos are not permitted. Shoes should be clean, tied, and polished at all times.
- Ball caps or fashion hats of any description cannot be worn in the school building at anytime.
- Nail polish and make-up should not be worn by female students.

Each item of clothing **must be marked with the student's name**. 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. The school will not be responsible for lost clothing.



## **BUS TRANSPORTATION POLICY**

Bus transportation is a service Al Mustafa Academy chooses to offer families. It is not mandatory; it is a privilege to the families. This privilege should be respected and can be revoked based on failure to comply with the rules outlined. The school may use its sole discretion in determining who will be allowed to ride the bus.

Bus safety is an important topic to be considered as your child begins school. Each parent should take precautions to make sure that all children know the rules and regulations designed for safe bus transportation.

### **Procedures**

In the morning, students must be ready 5 minutes before the bus is scheduled to arrive at the pickup location. The bus follows the same route in the afternoon, in reverse order.

Please encourage your children to display their excellent, caring behavior on the buses. The driver is in full charge of the students when they are riding the bus. The students must obey the driver promptly. In cases where teachers or school administrators are on the bus, they are also authorized to enforce student discipline.

- Students may not get on or off the bus or move about within the bus while it is in motion.
- Riding the bus to and from school is a privilege and a convenience provided for the student.
- Appropriate student behavior is expected so that the bus driver can attend to the primary task of driving the bus. Should the bus driver be distracted by misbehavior, the student can be suspended from riding the bus.
- The principal may deny a student transportation if his or her conduct warrants such action. In such a case, the parents become responsible for seeing that the student has transportation to and from school.

### **Before the bus arrives**

1. Arrive at the pick-up spot five minutes before the bus
2. Wait off the roadway, not in the street
3. Stay off people's lawns

### **Boarding the bus**

1. Wait for the bus to come to a full stop
2. Be polite and take your turn getting on the bus
3. Use the handrail



## **Conduct on the bus**

- Students and other passengers must remain seated on the bus at all times.
- Follow the directions of the driver.
- Walk to the assigned seat and stay there. Do not stand or move around while the bus is moving.
- Do not talk to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
- Talk quietly to friends so the driver can hear traffic sounds.
- Keep arms, feet and schoolbooks out of the aisle.
- Do not open or close windows.
- Keep hands and head inside the bus. Do not throw anything out the window.
- Loud yelling or profane language is not permitted.
- Do not deface or litter the bus.
- Do not tamper with any safety device or any other equipment.

## **Leaving the bus**

- Do not leave your seat until the bus comes to a full stop.
- Take your turn; do not crowd in front of others.
- Use the handrail; watch your step.

## **Improper use of language, rude or disruptive behavior will be dealt with in the following manner**

1. Verbal warning
2. Phone call to parents
3. Meeting to resolve the issue
4. Bus suspension if necessary – short-term or permanent

## **In-School, Out-Of-School, and Bus Accident / Incident Form**

1. An accident or incident form (Appendix should be completed by the supervising staff member as soon as possible after each occurrence)
2. To be submitted promptly to the principal's office
3. Report the accident to the parents immediately
4. Use proper judgment and discretion throughout



## **STUDENT RECOGNITION**

Academic success is at the core of the Al Mustafa Academy's philosophy; therefore, the celebration of success is very important. The school will recognize achievement and effort of students throughout the year in classes and at school assemblies.

### **Report Cards**

Report cards will be given upon the completion of each academic term. In the school year there are 3 terms (December, March and June). Report cards will be sent home for parents to review and sign. Parent/Teacher conferences will be scheduled the following day where both parents and teachers have the opportunity to discuss the report card results and any other matters pertaining to the student's education.

### **Grades and Percentages**

The New Grading System of Al Mustafa Academy for 2024/2025 has been updated according to Alberta Education regulations.

#### **Letter Grade % Grade Level**

**A 80-100 EXCELLENT**

**B 65-79 VERY GOOD**

**C 50-64 GOOD**

**F 0-49 FAIL**



## SCHOOL AWARDS

We would like to give our students an incentive to perform to the best of their abilities during the school year. Throughout the school year, students will be reminded of the criteria for winning an award. Classroom and subject teachers will present their recommendations for the award winners.

Awards will be given during the assemblies at the end of every term. Parents will be informed of the dates and the times and if their child is being recognized with an award. Of course, parents are encouraged to attend and celebrate students' success.

## COMMUNICATION

At Al Mustafa Academy we believe in open and honest communication. If you have a question or concern, please do not hesitate to contact school administration. The following is the recommended protocol:

- Should the question/concern be directly related to the delivery of an academic program, parents are asked to speak to the teacher concerned.
- Should the response/resolution not be satisfactory, then a parent is asked to contact the principal.
- 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 principal.
- Should the question/concern be about admission/withdrawal, please contact the school Principal.

### Newsletters

Newsletters will be sent home quarterly. Notice of special days, concerns and general school news are included. 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.

### Agendas

Each student in Grades KG to 12 has an agenda booklet. This booklet can be used to help students record daily homework assignments, forthcoming tests, school events, and notices. It is also an effective means for teachers and parents to communicate with one another in writing. All students are encouraged to develop the habit of using the agenda effectively.



## **Notices**

Notices are sent home via students, as need dictates. Please check with your child on a daily basis to ensure that all notices are delivered. For families with more than one child attending Al Mustafa Academy, 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. Notices can also be e-mailed if parents advise the school office of current e-mail addresses.

## **Appointments**

Parents or teachers may contact each other to arrange a meeting. If you would like to initiate a meeting with a teacher, please call the main office to leave a message for the teacher. Please be advised that although teaching time finishes at 3:00 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.

## **Phone Calls/Cell Phones**

Telephones in the school office are for business purposes only. Students will only be allowed to use the phone in an emergency. Please make all arrangements for drop-off, pick-up, and appointments prior to the school day.

If a parent wishes to have their child bring a cell phone to school, it is with the understanding that the cell phone must be kept in the locker at the front desk and switched off for the entirety of the school day. Cell phones are only to be used by students in an emergency before/after school.

**Students who do not comply with this policy will have their cell phones confiscated.**



## TUITION FEES

All fee and payment arrangements must be made before the 28<sup>th</sup> of August or your child (ren) will not be considered as registered students in Al Mustafa Academy. Monthly fees should be paid by the 10th day of each month.

### Annual Fees

<b>Grades KG- 12</b>	First Child \$2,500.00
	Second Child \$2,000.00
	Third Child \$1,500.00
	Fourth Child \$1,000.00

#### **Registration Fee - \$500. (One Time - Non-Refundable)**

This fee includes Registration, Technology Provision, and Library.

**Note:** All un-returned or lost books will be charged replacement fee i.e. (To be determined based on the book).

### Transportation Fees – All Grades

\$150.00 per month per child

Bus fees are due one week before the end of each month. Students will not be allowed to take a school bus if the transportation fees are not received by the deadline. Receipts will be issued as soon as payments are received.

### Payment Policy

Tuition payments must be made monthly, by the 20<sup>th</sup> of each month.

All NSF cheques will be charged the bank rate. After one NSF cheque, no more cheques will be accepted.

### Subsidies

Al Mustafa Academy and Humanitarian Society has limited funds available for children from families who require financial assistance **i.e. (underprivileged, refugees and orphans).**

**This DOES NOT include Transportation.**

For details, please visit front desk or email at [info@almustafaacademy.ca](mailto:info@almustafaacademy.ca)



## VOLUNTEER COMMITMENT

Al Mustafa Academy is committed to building a community where all stakeholders have a voice and take ownership. In order for our school to grow and our students to excel, and in light of our limited resources, parents must take an active role.

A love for children combined with patience, understanding and some free times are the only requirements to be a volunteer. There are many opportunities to volunteer at Al Mustafa Academy.

- In class/school wide activities
- Field trips
- Parent council
- Fundraising Gala Night
- Office/Administration Support
- Subject Tutoring/Support (ex. Arabic/Islamic Studies) All volunteers must sign in and out at the office.

Police Record Checks are required of new parent volunteers. They need to be submitted to the office before becoming involved as a volunteer. See the office for a form.

**Thank you for taking the time to read this parent handbook. We hope you have found it informative and helpful.**

**Please sign the Parent Contract and return it to the school office before school's academic year start date**



## APPENDIX A – SCHOOL UNIFORMS

All standard issue uniforms can be purchased through the Academy.

### Standard Issue Uniforms for Boys

**Elementary and Junior High – School Sweater or Vest must be worn with** White Dress Shirt and Navy Blue Pants, along with a tie.

### Standard Issue Uniforms for Girls

**Elementary and Junior High – School Cardigan must be worn with** Black abaya and with black or white hijab

Also available (Grade 6 – 12), Maroon Long Shirt and Maroon Pants along with black or white Hijab.

Indoor shoes must be white soled **ONLY**. No outdoor shoes are permitted inside.

**Wearing a school uniform is a requirement at Al Mustafa Academy.** Failure to adhere to the uniform code will result in the following actions:

1. First infraction – Call to parents
2. Second infraction – Meeting to resolve the issue
3. Third infraction – Action appropriate to resolving the issue on a short-term or permanent basis  
This may include a suspension from the school.



## VOLUNTEER FORM

Name: \_\_\_\_\_ Home \_\_\_\_\_

Phone: \_\_\_\_\_ Work \_\_\_\_\_

Phone : \_\_\_\_\_ Cell \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Zip \_\_\_\_\_

Name of person to contact in the event of an emergency

\_\_\_\_\_

\_ Relationship to you \_\_\_\_\_ Daytime telephone

number \_\_\_\_\_ **Availability:** Please write in your preferred hours and days below:

Monday		Tuesday		Wednesday		Thursday		Friday		Weekends & Evenings
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	

**Placement Information:** The following information will allow us to match your expertise, interest, and skills with staff requests for volunteers. It will also assist us in recognizing your volunteer efforts.

Grade Level(s) Preferred \_\_\_\_\_

Please indicate below ( ) which category(s) you prefer as a volunteer:

\_\_\_\_\_ Classroom volunteer

\_\_\_\_\_ Subject(s) preferred

\_\_\_\_\_ Art docent \_\_\_\_\_

Special events \_\_\_\_\_ Office support

\_\_\_\_\_ Tutor including ESL

\_\_\_\_\_ Playground

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Carpooling

\_\_\_\_\_ Other areas. Please specify \_\_\_\_\_

\_\_\_\_\_

\_ Bilingual: Yes \_\_\_\_\_ No \_\_\_\_\_ Language(s)



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## STUDENT INCIDENT REPORT FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of  
Incident: \_\_\_\_\_ Reporting Teacher: \_\_\_\_\_  
Witness: \_\_\_\_\_

**TIME OF INCIDENT:**

1.  Before School 2.  Recess 3.  Lunch  
4.  Second Recess 5.  After School 6.  In School

**PLACE OF INCIDENT:**

- Hallway  Classrooms  Toilet  Gym  
 Playground  Outside School  Other \_\_\_\_\_

**UNACCEPTABLE BEHAVIOUR:** Incident Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teacher communication mode (please circle):** Educate Counsel Coach Confront

**Type of Behavior:**

- Bullying  Harassment  Teasing **Behavior:**  
 Body  Damage to Property  Exclusion  Racial  Extortion  Gesture  Littering  
 Non-Cooperation  Physical  Psychological  Verbal  Written

**ACTION RECOMMENDED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*B. Policy or Corrective Action:*

SIGNATURES

-up

\_\_\_\_\_

\_\_\_\_\_ Person in Charge Parent 's Signature



## STUDENT ACCIDENT REPORT FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of

Incident: \_\_\_\_\_ Reporting Teacher: \_\_\_\_\_

\_\_\_\_\_ Witness: \_\_\_\_\_ ACCIDENT

### INFORMATION

A. Time of Accident \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Date

\_\_\_\_\_ B. Supervised Activity?  Yes  No

C. If yes, person in charge \_\_\_\_\_

D. Nature of Injury (may be completed after medical examination)

1.  Abrasion 4.  Burn 7.  Fracture 10.  Sprain 2.  Bruise 5.   
Concussion 8.  Laceration 11.  Strain 3.  Bump 6.  Dislocation 9.   
Puncture 12.  Other

E. Part of Body Injured

**I. Head II. Trunk III. Arms IV. Legs** 1.  Scalp 1.  Chest 1.  Shoulder 1.  Hip 2.   
Back 2.  Abdomen 2.  Upper Arm 2.  Upper Leg 3.  Front 3.  Back 3.  Elbow  
3.  Knee 4.  Eyes 4.  Lower Arm 4.  Lower leg 5.  Ear 5.  Hand 5.  Foot 6.  
 Nose 6.  Fingers 6.  Toes 7.  Mouth  
8.  Tooth  
9.  Neck

F. Kind of Accident (check one only) G. Where Accident Happened (check one only) 1.

Animal bite or insect bite 1.  Classroom  
2.  Collision with student (bump, etc.) 2.  Hallway  
3.  Contact with hot or toxic substances 3.  Gym  
4.  Fall or slip 4.  Playground 5.  Fighting 5.  Restroom  
6.  Struck by auto, bike, etc. 6.  School Bus  
7.  Struck by object (swing, etc.) 7.  Stairs  
8.  Student collided with object 8.  Outside School Building 9.  Other  
9.  Other \_\_\_\_\_



## APPENDIX D: PARENT'S CONTRACT

The parent(s)/guardian(s) of

Name \_\_\_\_\_

Student

Signature \_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

have read the Parent Policy Book and this contract, and agree to abide by the following:

**WHEREAS**, the undersigned parent(s)/guardian(s) has made a personal decision to enroll my child(ren) at the Al Mustafa Academy in order to provide my child with a unique educational opportunity;

**WHEREAS**, my desire and decision to enroll my child at the Al Mustafa Academy is based upon my desire to become an active partner in the education of my child; and

**WHEREAS**, I recognize that the Al Mustafa Academy is a private academy of choice not entitlement;

**NOW THEREFORE**, in consideration of the foregoing;

1. As a parent of a student at the Al Mustafa Academy, my commitment is to abide by the following rules and regulations adopted by the Board of Trustees:
2. To agree to all the rules, regulations and information as presented in the Parent Policy Book.
3. To recognize and embrace my role as having primary responsibility for the education of my child
4. To attend all conferences/meetings scheduled with any member of the Al Mustafa Academy staff or administration.
5. To participate in the Parent Volunteer Program, including volunteering a minimum of one hot lunch event during the academy year.
6. To provide transportation to and from the academy for my child. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to attend a school that is more accessible for my child.

7.

8. To purchase uniforms for my child from the Al Mustafa Academy and ensure my child abides \_\_\_\_\_



by the Dress Code of the Al Mustafa Academy.



9. To supply a healthy lunch and snack each academy day for my child.
10. To be responsible for timely payment of any and all fees accrued to my account at the Al Mustafa Academy.
11. To encourage my child to abide by the Academy Code of Conduct as presented in the Parent Policy Book

**In order to enhance my child's academic growth, I/We agree to do the following:**

- A. To read and use information sent home by the academy to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To check my child's homework folder nightly, and ensure that homework is completed and returned on time.
- D. To encourage my child to research his or her academic level with deep commitment and enthusiasm for learning.

**I/We further understand that I shall:**

- Treat the academy and its property with respect
- Treat the teachers, staff and administration with due courtesy and respect

**I/We understand that by not fulfilling my contractual obligations to the Academy and to my child, this will result in my child being suspended or expelled**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

<p><b><i>For office use only</i></b></p> <p>Acknowledged by: _____ <i>Representing the Al Mustafa Academy</i></p> <p>Date _____</p>
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