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## **Ottawa Islamic School Parent/ Student Handbook.**

The Ottawa Islamic School handbook is a booklets that spells out the rules and regulations of the school so that students benefit from the most efficient learning environment possible. To this school a positive and encouraging learning environment, students are expected to work towards increasing their chances of success by strictly abiding by the rules set forth in this document. Each student is read this booklet either through a collective approach or individually.

### **Student Code Of Conduct.**

Under the school “*student code of conduct*”, Students are expected to respect their teachers as their mentors and should not under any circumstance verbally or physically challenge their teachers. Respect is a two-way street and teachers **must** get back the same respect they accord their students. Likewise, students are expected to respect the leaders and elders of their community and are generally expected to display manners that are consistent with the values mentioned in the school’s mission, goals and objectives. These are found in the school website and school course calendar;  
[www.ottawaislamicschool.org](http://www.ottawaislamicschool.org).

Students are required to familiarize themselves with the types of behaviors that result in violations of the school’s code of conduct. These behaviors (infractions), and the consequences that are borne of them, are categorized as follows:

### **Student Code of Conduct**

#### ***Jurisdiction***

Ottawa Islamic School has jurisdiction over its student during the regular school day, Jumuah salah, and while going to and from school on Ottawa Islamic School transportation. Ottawa Islamic School’s jurisdiction includes any activity during the school day on school grounds and any school related activity, regardless of time or location.

#### ***Dress Code***

The Ottawa Islamic School dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

### ***Dress Code Violations***

Teachers are required to enforce Ottawa Islamic School's dress code. The following steps will be taken:

1. Verbal correction of student (uniform must be worn the next day)
2. Uniform Violation Notice sent home
3. Direct communication with parents regarding the uniform policy and the possibility of the student being sent home
4. Referral to the administration (once the above steps have been taken); parent will have to bring in the correct uniform or the student will be sent home

### ***Vandalism and Damage to School Property***

Students shall not vandalize or otherwise damage any property, including furniture and other equipment, belonging to or used by Ottawa Islamic School. Parents or guardians of students guilty of damaging school property shall be liable for the damages.

### ***Prohibited Activities***

All offences and acts of misconduct listed under Category 1 through Category 4, as well as other acts of misconduct listed throughout this handbook, are prohibited activities and any student who engages in any of these activities will be subject to appropriate discipline.

### ***General Prohibitions***

- No weapons of any kind are allowed in the school or around school property.
- No toy weapons are allowed.
- Outside toys and games are not allowed unless approved of by a teacher or other supervising staff member.
- No rock throwing, snowball fighting, or playing with ice.
- Food, drinks, snack, gum, etc. are not allowed in any classroom except in appropriate times, as allowed by the office.
- Students are not allowed in the hallway, except with a pass.
- No student should enter the main office (unless emergency) or teacher preparation rooms.

- No student may leave his or her classroom without permission and hall-pass.
- No student should cause disturbances while in the masjid.
- No student should disturb the neighbors around the school.
- NO electronic toys, games, radios, phones, beepers, headphones, etc. are allowed in the school.

### ***Behavioural Probation***

A student will be placed on Behavioral Probation when his/her conduct is consistently unacceptable to the school's community. Probation includes the following steps:

1. Probation will be considered after teacher interventions prove unsuccessful and referral to the administration is necessary.
2. The Vice-Principal will meet with the family to inform them that the school has serious concerns about their child's return for the following academic year due to disruptive behavior. A letter, following the conference, will outline steps the home and school will take to ensure every opportunity for success.
3. The period for Probation will be for six (six) weeks, after which the student's behavior will be re-evaluated.
4. If there is not sufficient progress, a letter from the Vice-Principal will be sent home stating that the family should begin looking at other schools for the upcoming school year. Depending upon the severity of the case, expulsion may be necessary.
5. A final decision regarding the return of the student will be made by the end of the school year.

### **Discipline Management**

#### ***General Guidelines for Assessing Discipline Penalties***

When imposing discipline consequences, Ottawa Islamic School personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
2. Discipline shall be based on a careful and fair assessment of the circumstance of each case; such factors include:

- Seriousness of the offence.
  - Student's age.
  - Frequency of misconduct.
  - Student's attitude
  - Potential effect of the misconduct on the school environment.
3. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

### **Offences**

Students violating Ottawa Islamic School's rules and regulations shall receive disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offence. The consequences are not necessarily in the order of their severity. One or more disciplinary options may be used for a single offence if deemed appropriate. The staff-person responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

#### ***Minor offences***

Minor offences are those which are not deemed serious in nature but may disrupt the educational atmosphere of the school. Any violation of the Code of Conduct that is listed below as a Category 1 offence is considered a minor offense.

#### ***Persistent Offences***

Ottawa Islamic School defines "persistent" to be three or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation.

#### ***Serious Offences***

Any offense that is Category 2 or above, or is listed a prohibited conduct in the Code of Conduct, is considered a serious offence.

## **Classification of Offences**

The following offences and consequential disciplinary options are listed in order of severity, with Category 1 being the least severe and Category 4 being the most severe. Any offense committed by a student that is not listed below shall be classified at the discretion of the School Vice-Principal(s).

### **Category 1**

Offenses in this category are minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the orderly educational process. The classroom teacher generally manages discipline for Category 1 offences. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

#### ***Offences***

- Tardiness between classes or late in returning from restroom.
- Running or making excessive noise in the hall, classroom, or building.
- Neglecting to bring required material or assigned work to class.
- Misbehaving during prayers and Jumuah khutbah.
- Put-downs and other forms of disrespect to others.
- Failing to follow classroom rules.
- Screaming (in classroom, hallway, or masjid).
- Talking out of turn.
- Getting out of seat without permission.
- Ball or game playing in the building or at inappropriate times.
- Dress Code violation.
- Failing to participate in classroom activities.
- Eating or drinking in an undesignated area or at an undesignated time.
- Chewing gum.
- Possessing and/or using nuisance items.
- Misuse of school property.
- Any offence not listed that the school categorizes as such.

#### ***Disciplinary Options***

- Ignore (if possible).
- Gentle verbal reprimand.
- Time out IN classroom.
- Confiscation of prohibited item(s).
- Special assignments or duties.
- Discussion.
  1. Individual (if only one or two students are involved).
  2. Class (if many students are involved).
- Behavioral Contracts.
- Withdrawal of privilege(s)
- Change seat assignments.
- Owing Time (student owes time for the distraction cause in class).
 

\*Example: Student disrupts class for 10 minutes by talking out of turn; receives a 10 minute consequence for the time wasted.
- After school detention with classroom teacher

## **Category 2**

Offences in this category are more severe and disruptive. They interfere with the school's learning environment. Parents will be notified of the offence and may be requested to come for a conference with the teacher and/or school administration to discuss the offences and the disciplinary action.

### ***Offences***

- Persistent offences from Category 1 or acts of misconduct for which the student has been warned.
- Misuse of food in the cafeteria or elsewhere (food fights).
- Posing or distributing unauthorized publications on school property.
- Cheating or copying the work of another.
- Truancy, including leaving school without permission.
- Physical contact with another (pushing, tripping, bumping, etc.)
- Forgery of school records and/or forms.

- Vandalism, including defacement of school property.
- Possession of lighter or matches on school property.
- Throwing objects that can cause bodily injury or damage to property (rocks, snowballs, ice, etc.).
- Directing profanity or vulgar language at others.
- Any offense not listed that the school categorizes as such Disciplinary Options.

### **Disciplinary Options.**

- One hour after school detention.
- Grade penalty for copying or cheating.
- Exclusion from extracurricular activities.
- Referral for counseling (in addition to one or more of the other disciplinary options).
- Restitution, if applicable.
- Daily Behavioral Log sent home to parents.
- Behavioral Contract.
- Temporary removal from class.
- Community service.
- In school suspension.
- Suspension.

### **Category 3**

Offenses in this category are serious acts of misbehavior that the orderly educational process and may pose danger to the student or other students. Parents will be notified and requested come for a conference with the principal in each instance of Category 3 misbehavior.

#### ***Offenses***

- Persistent offenses from Category 2 (more severe and disruptive behaviors).
- Immoral gestures, writings, pictures, or graffiti.
- Possession or use of fireworks on school property.

- Starting a fire.
- False fire alarm.
- Setting off a security alarm.
- Fighting, physical abuse, or threat of physical abuse.
- Gang activity (in or out of school).
- Stealing.
- Insubordination, noncompliance with the directives of a member of the school staff.
- Vandalism.
- Possession and/or concealment of a weapon not included under expellable offenses.
- Possession or use of a stink bomb, smoke bomb, or other noxious chemicals.
- Perjury or lying as a witness during a school investigation.
- Failure to perform obligatory prayers; including Jumuah and the khutbah.
- Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward school employees or other adults.
- Dating and other inappropriate relationships, mixing, and behavior between boys and girls (in or out of school).
- Dangerous pranks.

***Disciplinary Options***

- Behavioral Contract.
- Daily Behavioral Log sent home to parents.
- Exclusion from extracurricular activities.
- Restitution, if applicable.
- Referral for counseling (in addition to one or more of the other disciplinary options).
- Suspension.
- Referral for Expulsion.

**Category 4**

The following offenses are considered serious offenses. A student shall be referred for expulsion from school if the student, on school property or while attending a school sponsored or school related activity on or off school property, commits any of the following offenses:

### ***Offenses***

- Persistent offenses from Category 3 (severe and disruptive behaviors)
- Possession of exploding fireworks
- Possession of weapons
- Possession of illegal drugs, alcohol, or cigarettes
- Involvement in indecent and naughty gestures or remarks that contradict Islamic etiquettes.

### ***Disciplinary Option***

- Referral for Expulsion

### **Discipline Plans**

In addition to this discipline policy and procedure, Ottawa Islamic School staff may establish more specific, detailed discipline plans for their individual classes. These detailed plans shall conform to all provisions of this discipline policy and procedures. Ottawa Islamic School staff is responsible for developing, updating, and re-evaluating these plans on a monthly basis for effectiveness. Any revisions shall not conflict with any provision of this discipline policy and procedure.

### **Detention**

For Category 2 or higher level infractions of the code of conduct or other policies and regulations, teachers may detain students during school, recess time or after school hours. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident. When detention is used, advance notice shall be given to the student's parents or legal guardian (for after school detention). The student's parents shall be required to provide transportation when the student has been assigned to after school detention.

### **Teacher Removal of Students**

A teacher may send a student to the Vice-Principal in order to maintain effective discipline in the classroom. This is always done as a last disciplinary resort. The Vice-Principal shall respond by employing appropriate discipline management techniques consistent with school policy and the code of conduct. A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or has hindered the ability of the student's classmates to learn, or whose behavior the teacher determines is excessively unruly, disruptive, or abusive. All documented cases involving the student should accompany the student when referred as well as a detailed account of the current situation that allegedly warranted the student's removal. The Vice-Principal may either:

1. Place the student in another appropriate classroom
2. Place the student in school suspension or
3. Send student home with parents

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is required (Category 4). Upon receipt of those referrals, the principal or Vice-Principal shall take the appropriate action required by this Discipline Policy and Procedure. Students removed from their classes are prohibited from attending or participating in school sponsored or school related activities.

### **Non-Disciplinary Emergency Removals**

Students may be removed from regular classes or Ottawa Islamic School premises for non-disciplinary health, welfare, and safety reasons when the principal determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

- Suffering from any other condition that temporarily threatens the student's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above, who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to

medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances, but is not limited to any more than five consecutive school days.

### ***Notice to Parent***

Ottawa Islamic School shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

### ***Suspension***

A student may be removed from school and placed on suspension for a period not to exceed five consecutive school days. The length of the suspension will be based on the severity and number of offences, and shall be determined by the Principal or Vice-Principal. A student may be suspended for any offence designated as a serious offense in this discipline policy (Category 2 or above). A student will not be afforded a hearing on the suspension; however, the Principal and/or Vice-Principal will inform the student of the reasons for the suspension and grant the student of the reasons for the suspension and grant the student an opportunity to give his/her version of the incident.

### ***Hearing: Notice to Parent***

Before suspending a student, the principal or Vice-Principal shall conduct an informal hearing in which:

- The student is advised of the conduct with which he or she is charged.
- The student is given the opportunity to explain his/her version of the incident.

The student's parents shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

### ***Parent Conference***

When the principal or Vice-Principal suspends a student for more than one day, he/she shall, within 3 school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

### ***Expulsion***

The principal shall serve parents and offending students (of category 4 offenses) with expulsion notices should that be the case and provide the board president with a copy of the decision. Should the parents/guardians contest the principal's decision, an appeal policy should be in place through which the principal refers the contest and the background of the case to the board and any other school-wide entity that the school community decides to support the school in making extra-ordinary decisions in cases of contention of the principal's decisions.

The principal shall refer the appeal to the board within a day of his/her receipt of the intention on the part of the parents/guardians and the student to appeal.

### ***Physical Restraint***

Any Ottawa Islamic School employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore or impose disciplinary measures.
5. Restrain an irrational student.

### ***Corporal Punishment***

Ottawa Islamic School teachers, aids, other employees or volunteers are not to hit, kick, punch, pinch, pull ears or physically punish any student under any circumstance, or use foul or indecent language to express their displeasure.

### ***Cheating /Academic Dishonesty***

Copying another person's work, such as homework, class work, or a test, is form of cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will by subject to disciplinary penalties as well, according to the Student Code of Conduct.

Much like violations of school rules are met with consequences, abiding by these rules translate into acknowledgement and award giving. More importantly, students who are law-abiding in regards to school rules and to the rules that govern the larger Canadian society prove to become the future leaders of this country and the Muslim community as well. It is, therefore, highly recommended for all students who will attend the Ottawa Islamic School to be aware of both the consequences and credits associated with abiding or violating the rules that govern this school.

This document concludes that any rule made to direct student development and learning process is set forth to benefit the student and is never meant to discomfort its benefactor. Students are expected to safeguard their own interests by protecting and revering this handbook and contents thereof.