



Parents Handbook 2010-2011

Table of Contents

I.	HISTORY OF LONDON ISLAMIC SCHOOL	1
II.	MISSION STATEMENT	1
III.	LIS ANTICIPATED CALENDAR AND HOLIDAYS	1
IV.	ADMISSION POLICIES	2
V.	TUITION POLICIES 2009/2010	4
VI.	ACADEMIC POLICIES	5
	A. HOMEWORK POLICY	5
	B. GRADING POLICY	6
	C. TERM AND FINAL EXAMS	6
	D. SPLIT CLASSES	7
	E. ACHIEVEMENT AWARDS	7
	F. GRADE 8 END OF THE YEAR TRIP	7
VII.	STUDENT RECORDS	7
VIII.	LIS VALUES	7
IX.	LIS EXTRA CURRICULAR ACTIVITIES	8
X.	HEALTH ISSUES	9
	A. HEALTH SERVICES	9
	B. HEALTH SAFETY POLICIES	9
XI.	EMERGENCY RESPONSE POLICIES	9
	A. ACCIDENTS	9
	B. FIRE DRILLS AND TORNADOS	9
	C. PERSONAL SAFETY	9
	D. EMERGENCY SCHOOL CLOSING	9
XII.	DISCIPLINE AND ATTENDANCE POLICY	10
	A. DISCIPLINE POLICY	10
	B. DUE PROCESS RIGHTS	10
	C. GRIEVANCE PROCEDURE	11
	D. EXPULSION PROCEDURES	11
XIII.	UNIFORM POLICY FOR STUDENTS	11
XIV.	COMMUNICATION	12
XV.	FUNDRAISING	12
XVI.	VOLUNTEER PROGRAM	13
XVII.	SCHOOL BOARD ROLE	13
XVIII.	LIS SCHOOL COUNCIL	13
XIX.	LIS STUDENT COUNCIL	14
XX.	LIS STAFF	14
	A. CRITERIA FOR SELECTION OF PROFESSIONAL STAFF	14
	B. QUALIFICATIONS OF TEACHERS AND OTHER PROFESSIONAL STAFF	14
	C. TEACHER COMPETENCY IN ASSIGNED AREAS	14
XXI.	STAFF PERSONNEL LISTING	14
XXII.	USE OF SCHOOL GROUNDS	15
XXIII.	HAND BOOK REVISIONS	15
XXIV.	PARENTS SIGN AND RETURN	16

London Islamic School
157 Oxford Street West
London, Ontario
N6H 1S3
Tel: (519) 679-9920
Fax: (519) 679-6842

I. HISTORY OF LONDON ISLAMIC SCHOOL

In September 1996, the doors were opened to the first Islamic School in London, Ontario. The school offered classes from Junior Kindergarten to Grade 4, with a population of 65 students and 10 staff members. To date, the school has grown to accommodate 200 students, with classes ranging from preschool to Grade 8. In 2002, a full gymnasium was added for the students to benefit from. The London Islamic School follows the Ontario Ministry of Education curriculum and is proud to offer a program rich in Quranic, Arabic, and Islamic studies.

II. MISSION STATEMENT

The mission of the London Islamic School is to provide the students with excellent academic skills, while instilling a sound knowledge of the Islamic faith. The school fosters in them the characteristic to enable them to acquire the necessary tools to face future life challenges as caring Canadian citizens.

To attain these objectives, the school follows the guidelines for the expectations and requirements of the Ontario Ministry of Education. In addition to these the school also offers them the Arabic language and Islamic Studies. With this philosophy of academic excellence coupled with religious studies the school hopes to culture, motivate and inspire the students towards becoming productive, educated and caring citizens.

The following are school-wide objectives that we continuously strive to achieve with our students:

- To teach our students to strive for excellence in all that they do
- To teach a love for Islam by example and through Islamic and Quranic studies
- To teach the practice of Islam by demonstration
- To teach our students at the level necessary for worldly success
- teach our students social awareness and responsibility through involvement in community causes
- To educate the whole child, physically, spiritually, intellectually and emotionally
- To teach the concept of faith with action through the example of our staff and administration
- To teach the love of Qur'an and the Arabic language through classroom instruction and school competitions
- To teach our students to build bridges with youths from other faith communities and be a positive influence in a pluralistic society

III. LIS ANTICIPATED CALENDAR AND HOLIDAYS

The Ontario Ministry of Education and Training stipulates that the minimum number of school days required by regulation is 194 days. Various holidays and professional development days are scheduled throughout the school year, as listed in the chart below.

**London Islamic School
Annual Calendar Events and Holidays
2010-2011**

Monday August 23 rd	Staff returns to LIS 3 PD ½ day sessions
Tuesday September 7th	First day of School – Month of Ramadan*
*Friday September 10 th	*Please note if Eid falls on Thursday both days Thursday and Friday will be a Holiday
Monday September 13th- 17th	Student Council Elections Campaign Week Elections held Monday September 20th
Thursday September 30th	Teacher/Board Meeting 430pm Parent/Board Meeting 6pm
Monday October 11th	Statutory Holiday
Friday October 22nd	Open House Evening 6pm – 8pm
Friday November 12th	Progress Reports Handed out to Students
Tuesday November 16th	Eid Holiday
Monday December 20 th -January 2nd	Winter Holiday
Monday January 3rd	Back to School
Friday January 14th	PD Day No school
Monday January 17th-21st	First Term Exams
Thursday January 27th	Teacher/Board Meeting 430pm Parent/Board Meeting 6pm
Friday February 4th	NO SCHOOL Teacher/Parent Conferences ALL DAY Report Cards Handed Out
Monday February 21st	Statutory Holiday
Saturday March 5th	Annual Science Fair Grades 4 to 8 LIS GYM
Monday March 14th – 18th	Spring Break
Friday April 8 th	PD Day NO SCHOOL
Wednesday April 13th	Teacher/Board Meeting 430pm Parent/Board Meeting 6pm
Friday April 22 nd – Monday April 25th	Statutory Holiday No School
Monday May 16 th – 20th	Grade 8 Trip to Ottawa
Monday May 23rd	Statutory Holiday No School
Monday June 13th-17th	Second Term Exams
Saturday June 18 th	SK Graduation LIS GYM
Saturday June 25th	Grade 8 Graduation LIS GYM
Tuesday June 28th	Last Day of School Report Cards Handed Out
Wednesday and Thursday June 29 th - 30 th	PD Day Session for teachers

IV. ADMISSION POLICIES

1. Enrollment is conditional upon your child/children and parents passing the admission interview.
2. Parents are responsible for all the financial dues set by the school and must abide by the school regulation and policies regarding all academic and disciplinary affairs.
3. All school tuitions payments are to be paid in advance of the month in question and are to be dated on the fourth day of each month.
- 4. A part of a month is considered a month from the school tuition view point.**
- 5. School tuition will be regularly collected even if the child/children will be absent due to sickness, vacation, or any other reason.**
- 6. Early summer vacation, winter vacation, or any other form of absentee does not cancel any tuition payment.**
7. In case of insufficient funds (NSF), charges required by the bank, plus a handling charge of \$20.00 will be applied.
8. Repetitive (NSF) cheques will lead to further disciplinary action at the discretion of the London Islamic School and may result in the termination of this agreement and the expulsion of your child/children from the London Islamic School.
9. A yearly registration fee of **\$100** per family is required for the processing of the application. This is a nonrefundable application processing fee that must be provided with the application form.
10. Parents are responsible for all workbook fees and book deposits as stated by school per year.
- 11. Failure to maintain your LIS payment account in good standing will result in the expulsion of your child/children from the London Islamic School.**
12. LIS students MUST comply with LIS dress code as specified by LIS School.
13. It is the parents' responsibility to provide the school with written notification of any changes to student information.
14. Students will be placed in ESL or Arabic classes as the school deems necessary.
15. Parents are to drop their child/children for the start of the school day before 8:30 am, and pick-up the child/children at the end of the school day prior to 3:45pm each day.
16. Personal information on this form is collected under the authority of the education act R.S.O. 1980 c129. It will be used for educational, health and welfare purposes affecting the student.
17. A child is excused from long attendance if he/she is unable to attend school for reason of sickness or other unavoidable causes: Education Act 1995 c21 2b.
18. Repetitive bad behavior, attitude or performance issues will lead to expulsion of your child from school at the discretion of the London Islamic School. All decisions made by the London Islamic School are final and binding.

READMISSION OF STUDENTS WHO LEFT LONDON ISLAMIC SCHOOL UNDER SPECIAL CIRCUMSTANCES

A student who left LIS under special circumstances such as but not limited to expulsion, poor disciplinary record, or poor academic record, may not automatically be registered at a later date. Having first proceeded through the steps necessary for admission (interview, and a review of their previous school record), the student's application will then be submitted by the administration to the school board

for approval. Students placed on academic or behavioral probation may be asked to leave at anytime during the school year in which they were given probation.

V. TUITION POLICIES 2010/2011

1. All tuition payments must be paid by:
 - a. Preauthorized monthly automatic bank withdrawal for the entire 2009/2010 school year, such preauthorization to be received by the LIS once the student is register at LIS;
 - b. Post dated cheques (dated for the first day of each month) for the entire 2009/2010 school year to be received by the LIS once the student is register at LIS; or
 - c. Cash to be paid in advance for each term. For greater clarity, the first cash payment (must be received by the LIS once the student is register at LIS) will cover the term from September to January, and the second cash payment (due at the beginning of January) will cover the term from February to June.
2. Each family with children in the LIS must pay a one hundred dollar (\$100.00) application processing fee. This application processing fees must be provided with the completed application form.
3. There is a twenty dollar (\$20.00) processing fee for any returned payments.
4. Tuition fees for the 2009/2010 school year for Muslim students who hold residency in Canada, as follows:

Grade/Level	Tuition Fee
Listener	\$400.00 / student
Junior Kindergarten	\$375.00 / student
Senior Kindergarten	\$375.00 / student
Grade 1 to Grade 8	\$275.00 / student

Muslim students who hold residency in Canada, are members of the same family, and are attending G1 to G8, shall pay the following tuition fees:

# of Children	Notes	Tuition Fee
2 Children	Does not include Listener, JK or SK children	\$500.00
3 or more Children	Does not include Listener, JK or SK children	\$650.00

5. For all LIS students who do not qualify for the tuition fee structure in section 4 above, the tuition fee for the 2009/2010 school year is **\$500 per month per student**.
6. Tuition fees must be paid for each LIS student, once registered at the LIS, for each month of the 2009/2010 school year, even in instances where the LIS student is absent for any reason, including sickness or vacation.
7. The LIS will not accept partial payments for tuition fees.
8. If a LIS student's account is outstanding at the end of the calendar month, the students' name will be suspended from the class list and he/she will not be able to attend the LIS until all the arrears have been paid and the LIS student's account is in good standing.
9. Inability to comply with any of the above policies must be communicated in writing to the LIS Board and alternate arrangements may be available if extenuating circumstances exist.

VI. ACADEMIC POLICIES

A. HOMEWORK POLICY

Purpose

LIS considers homework to be an important part of a child's education and an integral component of the learning process based on the following goals:

- To provide extra practice for specific fundamental skills.
- To improve academic skills by reinforcing and extending classroom learning.
- To promote independent work-study habits.
- To establish regular homework routines and organizational skills.
- To increase communication between parents and the school.
- To inform parents of the school's curriculum and to provide a means to make ongoing evaluation of their child's progress.
- To develop responsibility, accountability, self-confidence, and time management.

Amount of Homework

Research indicates that schools in which homework is routinely assigned and graded tend to have higher achieving students. There is also general agreement that the amount of homework assigned increases significantly as a student progresses through school, be appropriate to the maturity and ability level of the students, and vary according to individual abilities and the speed at which children work and manage their time. LIS follows the "10 minutes of homework per grade level" guideline (Arabic, Quran and Islamic Studies are not included) when establishing its homework plan. It is important to remember that the time would be uninterrupted time, free from the interference of television, playing, eating, etc.

Kindergarten	10-15 minutes daily
1st grade	10-20 minutes daily
2nd grade	20-30 minutes daily
3rd grade	30-40 minutes daily
4th grade	40-50 minutes daily
5th grade	50-60 minutes daily
6th grade	60-70 minutes daily
7th grade	70-80 minutes daily
8th grade	80-90 minutes daily

Homework Specifics

- If your child is not bringing homework home on a regular basis or is excessively exceeding the time guidelines, please contact his/her teacher.
- Unfinished class work or work missed due to excused absences, although accomplished outside of school, is not part of the regularly assigned homework.
- Weekend homework may be given to students in order to update class work and/or homework, to reinforce skills taught or to work on long-range projects.
- When no homework is assigned, it is recommended that the students do individual reading, practice math facts, review spelling words, etc.

- A homework agenda is required for all students, from JK to grade 8.

Parent Responsibilities

- To provide an environment that is conducive to uninterrupted study time.
- To make sure the child has the necessary materials to do the assignments.
- To encourage the child to be neat and organized.
- To make school the number one priority during the academic school year.
- To model self-discipline, organization, time management, and a positive attitude.
- To provide support and encouragement of the child's efforts.
- To ask the child to share his/her assignments with you and to ask for specific help.
- To contact the classroom teacher in the event of questions or concerns.
- To assist the child, if needed, without doing their work for them.
- To provide private tutors if necessary, when requested to do so by the administration, upon admission to the school.

Student Responsibilities

- To understand what the assignments are and when they are due.
- To ask questions when instructions, assignments, or deadlines aren't clear.
- To organize time and other resources in order to complete assignments on time.
- To give homework your best effort before asking parents for help.
- To utilize the daily assignment notebooks in all grades and the "take home" folders and/or homework assignment sheets in all grades.
- To take homework home along with any required materials.
- To turn assignments in by the specific due date.
- To makeup any work missed due to excused absences from class.

B. GRADING POLICY

All Ontario School Report records are maintained and updated according to the Ontario Ministry of Education policies. The following is the grading system for all LIS students. All scores are based on a 0 to 100 scale. Teachers will distribute to students a syllabus, which includes the specific grading policy of each teacher.

49 and below	R
50-59	E
60-69	D
70-79	C
80-89	B
90-100	A

C. TERM AND FINAL EXAMS

Students must write all term and final exams during the scheduled time. Only under special circumstances will students be permitted to write exams at a different time.

D. SPLIT CLASSES

The curriculum content for split classes will be alternated each year. For example, for a grade 7/8 split class, Grade 7 Geography will be taught to the entire class one year, followed by Grade 8 Geography the next year.

E. ACHIEVEMENT AWARDS

Monthly achievement awards are awarded to students in each class, from JK to Grade 8. Subject and character awards, such as the Citizenship Award and Student of the Year Award, are awarded to Grade 8 students at the end of the year.

F. GRADE 8 END OF THE YEAR TRIP

Students in Grade 8 are taken on an annual end of the year trip.

VII. STUDENT RECORDS

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

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

VIII. LIS VALUES

Respect

LIS promotes respect, cooperation, communication, and courteous interactions between students, parents, faculty, staff, and administration in order to create a positive learning environment and maintain an atmosphere of mutual trust. Positive attitudes and the development of comfortable working relationships are essential to the school's professionalism.

Individualism

LIS values, celebrates, and encourages the unique contribution of each student, faculty member, administrator, staff employee, and parent. Diversity of cultures, backgrounds, talents, and interests contribute to a well-balanced system and can contribute to the school's overall quality.

Excellence in Teaching/Learning

LIS remains committed to instructional effectiveness and maintains a focus upon student learning throughout the curriculum. Professional learning, collaboration, and sharing is encouraged and supported. Staff members feel responsible for improving their own skills and knowledge to help students learn. All teachers apply and demonstrate a diversity of teaching methods to promote academic success, and provide positive reinforcement to give students the support and confidence they need to reach their full potential.

High Standards

LIS establishes and provides academic programs that are broad, challenging, and individualized to promote a lifelong desire to learn. These programs provide opportunities for success through appropriate instruction, encouraging the development of leadership, and realizing that high expectations are necessary for achievement. With an emphasis upon intellectuality, critical thinking, and creative problem-solving abilities, LIS continues its attention toward students' academic, social, and emotional development.

Integrity

LIS is open, honest, sincere, and empathetic in its relationships with students, parents, colleagues, and the community. Students develop a positive self-image when given the opportunity to express themselves in a courteous, responsible manner.

Honor

LIS encourages and supports all individual's demonstration of truth, trust and loyalty (mutual support) in an atmosphere of decency of conduct. Fair and consistent discipline prepares the students to become responsible citizens.

Communication

To ensure student success, LIS encourages and recognizes the importance of communication among its students, parents, staff, and administration. LIS upholds its commitment toward effective, open lines of communication and accountability in its dialogue with all parties.

Responsibility

LIS encourages students to feel responsibility and pride in their school. LIS also recognizes and accepts its responsibility in creating a flexible learning environment, attentive to the specific needs and learning profiles of its students. The school provides an educational framework wherein students can work toward their highest potential. LIS also prepares children to fulfill their civic responsibility as caring, ethical, effective members of society.

Environment

LIS provides a diverse and evolving environment that breeds excitement about teaching and learning. Students, parents, staff, and administration are active partners. The professional staff is innovative, creative and achievement oriented. The individual members of the school community fit together and work as a team using the strengths of individuals to create a powerful learning organization.

Non-discrimination

In keeping with the universal nature of Islam, LIS adopts a nondiscrimination policy. This policy is located in the student/parent handbook, as well as in the staff handbook. It states that LIS does not discriminate in employment or enrollment on the basis of race, age, gender, religion, national origin, or handicap.

IX. LIS EXTRA CURRICULAR ACTIVITIES

There are a variety of programs at LIS aimed at the development of leadership and social skills. Throughout the year, these special events enrich the academic program and create a sense of pageantry for the school. These activities include, but are not limited to:

- Field Trips
- Grade 6 VIP
- Health Squad (Healthy Eating and Healthy Active)
- Heart and Stoke Jump for Heart
- Hoops
- Intramural Sports
- MS Readathon
- North American Speech Competition
- Quran Competitions
- Reading Scholastic Club
- Scholastic Challenge
- School Newsletter
- Science Fair

- Skipping Club
- Student Council
- Yearbook

X. HEALTH ISSUES

A. HEALTH SERVICES

The LIS has a registered nurse, through the London Middlesex Health Unit, available to students and parents at all times. Eye exams, hearing tests, dental exams, and immunizations are available to all LIS students.

B. HEALTH SAFETY POLICIES

The following are our school guidelines for dispensing medications by school personnel:

- Parents will give written permission for the school to give medication to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- The school will keep a log of all medications given out.

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

XI. EMERGENCY RESPONSE POLICIES

A. ACCIDENTS

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The office staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent. An accident report will be completed and filed.

B. FIRE DRILLS AND TORNADOS

Directions for fire drills are posted in each classroom. Fire drills will be held regularly throughout the year. Tornado drills will be held regularly and students will be given instructions on drill procedure. No student should leave the building during tornado drills.

C. PERSONAL SAFETY

All visitors to the school enter through the main entrance and report to the main office to sign in. All students should be picked up by 3:30 p.m., Monday to Fridays. **The school is not responsible for any student unsupervised in or outside the building after 3:45 p.m.** Students should not arrive before 8:00 a.m. The school is not responsible for students who are dropped off early outside. They must report directly to the assembly area upon arrival. Students in pre-kindergarten and kindergarten must be picked up in the gym by an adult. Doors are locked during school hours. Visitors must ring the doorbell to enter the school.

D. EMERGENCY SCHOOL CLOSING

If for any reason the school needs to be closed, the school will make the following efforts to inform the school community:

1. Check the message on the school answering machine, 519-679-9920.
2. LIS name will be announced on the following stations: AM980 and AM1290

XII. DISCIPLINE AND ATTENDANCE POLICY

Punctuality is essential to a healthy academic environment. Three late arrivals by a student will result in a detention. A student should only be absent in case of emergencies such as illness or death in the family. Parents should call the school to explain a student's absence. Making up work is the responsibility of the student. Students in all grades must be signed out by a parent, if leaving the school, in any circumstance.

A. DISCIPLINE POLICY

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. InshAllah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

The **Ontario Code of Conduct** sets clear provincial standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards

Guiding Principles:

- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behavior is not a responsible way to interact with others.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the Principal for immediate suspension and placed on Disciplinary Probation. Each student will always begin each day with a "fresh slate". Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. InshAllah, these disciplinary procedures will help your child assume responsibility for his/her own conduct. At all times, the Principal will use his/her own discretion to deal with disciplinary matters.

B. DUE PROCESS RIGHTS

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

Students:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.

Parents:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot

complete the school day. If repeated attempts have failed reaching the parents a letter will be mailed home with the written notification of the violation and the consequence decided upon.

THE RIGHTS & RESPONSIBILITIES OF LIS STUDENTS

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undo interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment
	Not interfere with the orderly conduct of classes and activities; not force others to participate , and violate the rights of persons who may disagree
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct from the Education Act	Read and abide by the Code of Conduct from the Ed Act
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

All suspensions will be recorded on student transcripts.

C. GRIEVANCE PROCEDURE

Parents may, in person or in writing, submit any grievances to the classroom teacher first, second to the school Principal, then finally to a member of the school board, only if deemed necessary by the parent(s) and Principal.

D. EXPULSION PROCEDURES

Expulsions are under the discretion of the principal, if necessary, after a number of suspensions. A student may be referred to the school board for expulsion as a result of receiving a suspension while they are on disciplinary probation. Students on open suspensions may not return to school without a decision from the Principal. They may not be on school premises or participate in **any school activity** or function including field trips or after school events.

XIII. UNIFORM POLICY FOR STUDENTS

LIS expects all of its students to abide by its dress code. This includes hair, jewelry, shoes, make up, and clothing. Students are expected to wear the complete uniform when entering the school building. If a student is not in complete compliance with the uniform code, he/she will be turned away. Students will

not be permitted to change into uniforms in the bathrooms. Parents will be called to bring in a student's uniform if missing, or to pick up the student.

Hair: Students must have regular haircuts. Hair must not be grown longer than normal wear. No designs or layer haircuts will be allowed. Also students must have natural hair color. No bleaching or "off" colors are allowed. Hair length and styles must meet expectations of the school administration. Girls in Grade 4 to 8 are required to wear Hijab.

Shoes: Students must wear socks and closed toe shoes. No sandals or slippers are allowed.

Jewelry: The wearing of excessive amounts of jewelry is not allowed by any student. Boys are not allowed to wear earrings, or have any body piercing.

Make up: Students may not wear make up during school.

Clothing: The school has specific uniform specifications. Please obtain your copy for appropriate school uniform from the office. All students are expected to dress according to specifications.

XIV. COMMUNICATION

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are expected to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications, especially the monthly newsletter sent or mailed home to parents every other month.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. **Teachers are not allowed to confer with parents during class time under any circumstances.** All classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be **delivered** to the child **as soon as possible without disrupting the educational process.**

Parents may request a meeting with the principal regarding any matter. The office secretary will schedule the meeting as soon as possible. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet with the Principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the principal or assistant principal directly.

The Board of Directors, administration, teachers, support staff, LIS families and many members of the community work hard to make LIS a success. Anyone who openly defames or threatens the well being of the school and any of its staff may be asked to withdraw from the school.

XV. FUNDRAISING

As a private, not-for-profit institution, LIS relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts.

There are numerous ways in which parents can help:

1. Selling tickets for the annual dinner
2. Making donations during the annual dinner or any other time
3. Helping the school to find sponsors for projects, services, and monthly expenses
4. Contributing to the school's scholarship fund or sponsoring a needy child's tuition
5. Providing educational needs of a classroom or of the school in general.

Failure by parents to help with the fundraising efforts may result in the loss of enrollment privileges for the following school year. The school board determines the policy and amount of funds to be raised by each family. These amounts are subject to change according to school needs.

XVI. VOLUNTEER PROGRAM

The primary role of the LIS volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening, or helping in the office.

Parents and community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at LIS is to learn about the environment and education being offered, and to contribute to the making of a stronger Muslim community. Guidelines and forms for volunteer work are available in the office.

XVII. SCHOOL BOARD ROLE

The LIS board is the governing body of the school. It is responsible for setting school policy, hiring, terminating, and renewal of contracts of all staff members, and evaluating the principal. Parents may contact the school board, in writing, through the school's office, by mail, or by fax, at:

London Islamic School
157 Oxford Street West
London, Ontario
N6H 1S3
Tel: (519) 679-9920
Fax: (519) 679-6842

XVIII. LIS SCHOOL COUNCIL

The school council will be made up of Parents. It will comprise of a Chair and 4 other Parent Representatives elected by the LIS parent community. The school council will meet at least 4 times a year, where it will focus on enriching the education experience of LIS students. The mandate will be to help inform parent of events and happenings at the school and keep them continuously engaged. The school council will also discuss issues relevant to the education and success of students and make recommendations to the LIS Administration and Board.

The Election Procedure is as follows

- On May 1st of each year nomination forms will be made available in the main office of the LIS
- Any parent who has a child registered at the LIS is eligible to run
- Nomination forms must be filled in and returned by May 15th
- At that time the Principal will make public to the school community who is on the ballot for the Chair- and the 4 parent Rep. positions
- The top 4 vote getters are the 4 reps.
- The election of Chair is a separate vote on the same ballot
- Voting will take place over a two day period during the weekdays
- Parents can cast their ballots in the main office
- Votes will be counted by appointed members of the LIS Board (excluding parent reps to the Board)
- If Parents wish to have a scrutinizers present during the vote count they are permitted

- Elections must be held no later than June 15th of each year

There will be 2 positions for Parent Representative to the LISB elected at the same time as the School Council election

XIX. LIS STUDENT COUNCIL

A Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students.

The structure of our LIS Student Council will include a president, a vice president, secretary, treasurer. Students from Grades 6, 7/8 will be available to campaign for these positions. Campaigns will last one week long. These roles will be voted on, by the student body (grade 3 to 7/8). LIS student government is overseen by a sponsor, which is the Principal and the Grade 7/8 Homeroom Teacher.

Each class is assigned a class representative who passes on requests, ideas, or complaints to the student council from students in their class.

LIS Student Councils usually do not have funding authority and generally must generate their operating funds through fundraisers such as car washes and bake sales. Some student councils have a budget from the school, along with responsibility for funding a variety of student activities within a school.

XX. LIS STAFF

A. CRITERIA FOR SELECTION OF PROFESSIONAL STAFF

The professional staff is employed on the basis of educational background, academic accomplishments, number of certifications in various subject areas, experience, recommendation letters, conduct during the initial interview with the staff selection committee and any subsequent interviews, as well as their knowledge and understanding of the Muslim culture and religion. The school employs its teachers and its students without regard to their age, sex, religion, handicap, or national origin.

B. QUALIFICATIONS OF TEACHERS AND OTHER PROFESSIONAL STAFF

The vast majority of teachers at the LIS hold a bachelor's degree or higher. LIS employs teachers with less than bachelor's degree in exceptional cases. These teachers must demonstrate their competence during a trial period at LIS and must have completed some work in the area in which they teach. In most cases, the teacher will have had successful teaching experience prior to joining LIS.

C. TEACHER COMPETENCY IN ASSIGNED AREAS

Teachers must demonstrate competency in the following areas:

1. Planning, delivery, and evaluation of instruction
2. Classroom management
3. Participation in school committees and extracurricular activities
4. Effective and positive communication with students, parents, colleagues, and administration

Teachers are evaluated according to the school's teacher evaluation procedures. These procedures are described in the teacher handbook and are explained during the in-service week prior to the beginning of the school year.

XXI. STAFF PERSONNEL LISTING

All school staff can be reached at the school's office. Parents may leave a message for any staff member and it will be conveyed to them as soon as possible. The school does not release staff phone

numbers or personal information without the consent of the staff member. **The school will not interrupt a class to deliver a message, except in severe emergencies.**

XXII. USE OF SCHOOL GROUNDS

Since LIS is a private institution established to serve the Muslim community at large, it rents its facilities to various groups and organizations. For rental agreements and rates, please contact the London Muslim Mosque Gym Manager.

The school does not permit the celebration of special student based parties, such as birthdays. This policy does not prohibit or limit the sharing of small treats with the whole class on a random basis.

XXIII. HAND BOOK REVISIONS

LIS has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to current parents in the school office at the beginning of each school year. It is the duty of the students and parents to obtain and familiarize themselves with the most current handbook.

XXIV. PARENTS SIGN AND RETURN

I have read the LIS handbook and agree to adhere to the policies therein.

Parent Signature

Date

This page must be returned to the school and signed by _____

Failure to return this page, signed by the date indicated, will require a parent-student-administration conference before the student can return to school.