

# **Student Code of Conduct**



**Academic Year 2010 - 2011**



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## FAMILY LETTER OF UNDERSTANDING

*....the successful learning organization is based on shared values and shared understanding and the agreement by everybody to be focused on the same set of priorities.*

*Dr. Rosabeth Kanter, Harvard University*

As a school of choice, Haadi Elementary School (Haadi) will provide:

- an emphasis on academic achievement and individual responsibility
- a culture based on Islamic values of respect, honesty, and integrity
- a structured approach to learning and behavior
- a philosophy based on parents as partners

It is vital that every member of the Haadi family understand and accept the vision and fundamental philosophy that underpins the school so that we are all focused on the same set of priorities.

I the Parent/Guardian of the \_\_\_\_\_ family will support the school and our child(ren)'s education in the following manner.

I will work with the teachers and my child to ensure that my child behaves in a responsible manner that shows respect to him/ herself, respect for others and respect for the school environment.

I promise to support assigned homework. I will encourage my child to complete his/her assignments thoroughly and on time. If s/he is having difficulty, I will work with the teachers to develop strategies to help my child complete the assignments.

I promise to support the school dress code. I will make my best effort to ensure that my child is sent to school each day wearing attire that falls within the dress code as outlined in the student agenda.

I understand and consent to the responsibilities outlined in this Student Handbook and to the Haadi Code of Conduct. I also understand that my child shall be held accountable for any behaviors and consequences in the code that fall under the jurisdiction of the Haadi, whether

# Haadi Academia & Development

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or not they occur on campus. I understand that any student who violates this code shall be subject to disciplinary action.

I understand and consent to the Haadi 's electronic communications system rules, including the use of the internet. I hereby release Haadi, the system users, and any institutions which provide information on the system from any and all claims arising from my child's use of, or inability to use, the system.

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Parent/Guardian Signature

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Date

## Student Agreement

I have read or have had read to me the Haadi's electronic system rules and will follow these rules. I understand that not following these rules, including the use of the internet, may result in suspension or loss of system use.

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Student Signature

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Grade

***Please read, sign and return this page to your child's classroom teacher.***



## WELCOME

Welcome to Haadi Elementary School (Haadi)! We want every child to have a happy and successful year. This handbook is prepared to help us reach that goal. Reading the handbook carefully will help both parents and children know what is expected. Basic policies and guidelines are included in the hope that we can solve problems before they arise.

Parents are always welcome at Haadi. We encourage you to visit the school, to be aware of what is happening in your child's life, and to become involved in the educational process. When the school and the parents work together, a child's potential for success is greatly multiplied. If you have a question or concern, please contact your child's teacher or the school office.

## PARENT AND STUDENT HANDBOOK INTRODUCTION

Haadi does not discriminate on the basis of race, religion, color, national origin, gender or disability in providing education services, activities, and programs. Haadi will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Haadi, however is an Islamic school and promotes the Islamic value system in educating our children to ensure they can compete in the current multicultural environment while staying true to Islam.

Each parent or guardian of an elementary student in Haadi receives a copy of the Elementary Handbook and the Code of Conduct. Both contain important information that students and parents need to know throughout the school year. **Please sign the attached "Parent and Student Acknowledgment Receipt" located in front of this handbook and return it to the classroom teacher.**

Parents/guardians and students understand that:

- Students are to comply with the responsibilities outlined in this Student Handbook and the Haadi Code of Conduct. Students shall be held accountable for any behaviors and consequences in the code that fall under the jurisdiction of Haadi, whether or not they occur on campus. Any student who violates this code shall be subject to disciplinary action.
- Haadi is **not** responsible for costs associated with a student's injury at school and that low-cost student accident insurance is available for purchase.
- Students are to comply with the Haadi's electronic communications system rules, including the use of the internet.



- Haadi, the system users, and any institutions which provide information on the system are released from any and all claims arising from a student's use of, or inability to use the system.

Specific school related questions should be directed to Haadi staff. When a parent or guardian has a question or concern, he or she should contact the person who made the initial decision. After discussing the matter, if the concern continues, the principal [principal@haadi.ca](mailto:principal@haadi.ca) should be contacted and if principle is unable to resolve the issue then parents may contact [grievance@haadi.ca](mailto:grievance@haadi.ca).

## ATTENDANCE

Attendance is required for reporting purposes and to identify unexcused absences (skipping).

Class attendance will be entered by teachers electronically each day. Parents will be notified if students are absent from classes without signing out. Parents may request written attendance reports by calling the school. Students who wish to leave before the end of the school day must sign out at the office. The school takes the information on the sign-in, sign-out sheet very seriously, as it is an official record of a student's whereabouts. Permission to sign out must be verified by someone in the office.



The office or teacher will check absentee list against phone-in, sign-in and sign-out sheets to identify discrepancies and will interview the student, issue consequences, and contact parents if time permits. Students whose progress is affected by chronic absenteeism will have to justify their continued presence at the school.

## ABSENCES

- If a student is absent due to curricular or extra-curricular reasons or other parent excused absences: - students are expected to see teachers at least two (if possible) days in advance of the absence to make arrangements for missed tests/quizzes/assignments.
- If a student is absent due to illness, injury, family crisis, funeral, medical or dental appointments: parents are asked to contact the school by phone or note as far in advance of the absence as possible. Students are to see teachers on the first day back to make arrangements for missed tests/quizzes/assignments.
- Any absence without doctor's note will disqualify student from ModelStudent™ scholarship program for that month.



**It is not always possible to complete missed work (labs, discussions, debates etc). Class participation marks will be lost.** Students are responsible for making up the missed work within the given time frame or a zero may be assigned.

## SKIPPING

Students whose absences are not excused by their parents or guardians are considered to be "skipping" school.

- Missed tests, quizzes, and marked in-class activities may be assigned a zero.
- On the first occurrence of skipping, administration will warn the student and notify parents of consequences.
- Further occurrences of skipping could result in in-school or out-of school suspensions or individual course reassignment.
- Skipping will disqualify the student from ModelStudent™ scholarship Program for the month.

## LATE ARRIVAL

A student arriving at the school after the morning school bell rings will be considered late.

- The student must sign in at the office. This will be denoted with a late slip issued and signed at the office.
- Teachers are to assign their own consequences for classroom late arrivals.
- Students who are regularly late for classes will be referred to administration.
- A Late arrival will disqualify the student from ModelStudent™ scholarship Program for the month.

## DRESS CODE

As a school of choice the school dress code reflects the conservative and respectful attitude of the fundamental school philosophy. Please remind children that school is their workplace. While at school the primary focus of students should always be on learning with distractions kept to a minimum. As a result students are to wear the Haadi uniform and adhere to the following guide lines when dressing for the school.

- Student must wear school uniform every day.
- Occasionally when they are allowed to wear their own clothes then they must follow Islamic clothing guide lines



- A student in violation of school uniform will get a written warning and will be disqualified from ModelStudent™ Scholarship program for the month. After three warning in a month, student **will be sent home** to change into school uniform.
- A Student in violation of Islamic clothing guidelines **will not be admitted** into school for the day.
- Student must consider outside weather when dressing for the school.
- Clothing should not have any inappropriate language/logos.
- Midriffs and underwear should not be exposed when sitting or standing.
- Hats and baseball caps are permitted outdoors but must be removed inside the school building.
- Dangly jewelry and chains are potentially dangerous in the gym and on the playground. Students should not wear such items at school.
- Appearance should not interfere with learning.
- Makeup is not permitted.

Families are to ensure that their children are using good judgment, taking responsibility and showing respect for themselves and others.

## HOMEWORK

All children should be doing some home study each day. For primary children the focus should be on basic literacy and numeracy skills. Intermediate children will more often have classroom and special assignments, as well as studying for a test. Homework/home study may be of several varieties:

- Reviewing the day's lesson
- Practicing basic mathematical facts/sight vocabulary
- Practicing for Spelling tests
- Home Reading Program (Reading aloud, being read to, paired reading)
- Completing a classroom assignment
- Doing a special assignment for extra practice
- Completing a long range project requiring out of class work and research
- Completing an enrichment assignment requiring out of class work and research
- Studying for a test
- Memorizing a sura from Quran e Hakim

When children are assigned specific homework with a due date, there needs to be a valid reason for not completing homework. Parent/guardian should write a note to explain the incomplete homework. Invalid reasons to excuse homework assignments may include:

- I forgot it



- I didn't know
- It's at home

You can help make homework/home study a positive learning experience. There is no question that students today have more homework than children use to have. It can be a challenge to fit homework/home study into busy family schedules. Homework/home study is a fact of life. There are ways parents/guardians can help their children make the most of the time they spend on homework/home study. Children who devote time to home study and to completing homework develop sound work habits and routines.

Here are some helpful tips for supporting homework/home study:

1. **Be positive.** Your attitude will affect your child.
2. **Provide a quiet place for homework.** Include a central spot for the necessary supplies and tools.
3. **Help your child learn to manage time.** Set a regular time for homework/home study each day. If that isn't possible because of busy schedules, block out time for homework. Don't leave homework as the last thing your child does before going to bed.
4. **Help your child decide** which homework is going to be hard and which is likely to be easy. Start with the difficult tasks first. That way, your child will be more alert when doing the toughest jobs.
5. **Help your child,** but don't do the homework. Don't answer the questions for your child. Homework is a way to help children learn to be independent. If you do the homework, your child won't learn that lesson.
6. **Stay in touch with the teacher.** Be sure to let the teacher know if everyday your child struggles with homework. Ask what you can do to help the teacher help your child.
7. **Have your child read** aloud to you or you to your child every night. Reading together as paired readers is another way to support reading. Stop occasionally to check that your child understands what has been read.

## RESPONSE TO INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOR

When a student's action(s) demonstrate non-compliance with the school Code of Conduct careful consideration of appropriate consequences will occur once the details of the incident have been fully investigated. Depending upon the severity and/or frequency of the inappropriate or unacceptable behavior one or more of the following may occur:

- Official recording of the incident.
- Contact and meeting with parents/guardians/caregivers.
- Restitution to individuals involved.
- Verbal or written apology.



- Behavior sheet completed by student.
- Performing a 'community service' at school.
- Establishing a 'personal behavior contract'.
- Loss of playground time.
- Loss of 'special' privileges, eg. field trips, extra-curricular activities.
- In-school or out-of-school suspension.
- Referral to School Based Team for intervention.
- Reimbursement if property loss or damage is involved.
- Actions specified under disciplinary policy.

Haadi expects students will:

- Be considerate, thoughtful and kind to others.
- Be friendly and welcoming to others.
- Demonstrate empathy for others.
- Be polite and use proper manners in all interactions.
- Be responsible for their actions, belongings and learning.
- Demonstrate respect for self, others and the environment at all times.
- Be helpful towards others and the school environment.
- Solve problems in a peaceful manner.
- Participate respectfully and fully in all classes including the fine arts classes, playground activities, assemblies, field trips and extra-curricular activities.
- Show respect for the physical school, environment and ecosystem.
- Using technology responsibly and not for purposes of 'gossiping' and/or bullying.
- Simply put, act and behave like a Good Muslim.

## COMPUTERS

Our school has one computer lab with enough computers to accommodate a full class. Students have access to the computers on a weekly schedule with the computer teacher. Students also have access with their classroom teachers.

## LEARNING ASSISTANCE/RESOURCE ROOM SUPPORT

The School Resource Centre (SRC) is a combination of resources and services used to support the learning of individual students and to support instructional practices for staff. The resources include materials, media, equipment and facilities. Services include guidance to students in cooperation with teachers and families, planning and developing supportive learning strategies and working with students to optimize learning.



## LIBRARY

Students are encouraged to read a wide variety of books. Parents/guardians are welcome to borrow books from both the school library as well as the Public library. Initially, we would recommend use of the public library as we develop our own.

## LOST AND FOUND POLICY

Students are encouraged to safeguard their valuable items. School is not responsible for any lost or miss-placed items. Students shall submit any found items to the office where they will be kept till the month end. All found items during the month will either be destroyed or recycled at the end of every month. If the student has lost anything, s/he is encouraged to check with the office on or before the last day of the month.

## SUSPENSION POLICY

### PURPOSE

The purpose of this policy is to ensure consistent procedures which comply with the regulations pertaining to out of school suspensions of students

### POLICY STATEMENT

It is the policy of the Haadi Academia and Development, Inc (Haadi) that:

1. The Board of Directors has authorized the Principal to suspend, for a period of not more than five (5) days, students who are persistently disobedient or who conduct themselves in such a manner as to be likely to affect injuriously the proper conduct of the school or the welfare of education of other students in the school.
2. **The Principal and teachers must use every source of intervention and assistance available, including guidance counselors, administrators, parents, outside agencies, etc. before making a decision to invoke out-of-school suspension.**

## PROCEDURES

### SUSPENSION FIVE DAYS OR LESS

When a student is suspended, the Principal or his designate shall forthwith notify in writing the student, the parents or guardian, his teachers, and the Coordinator of Operations. Form #1 is used and is signed by the Principal. (Copy Attached)



## SUSPENSION GREATER THAN FIVE DAYS

If the recommendation from the school administration is for a suspension greater than 5 days, the Coordinator of Operations shall immediately notify, in writing, the student and the student's parent(s) of the principal's recommendations and reasons. The Student Discipline Review Committee shall meet forthwith to review the term of the suspension. The Student Discipline Committee will include the Director of Programs & Student Services, the Coordinator of Operations, and one member of the Board of Directors.

1. The Principal or his/her designate is expected to **provide complete documentation** of all cases presented to the Student Discipline Review Committee. Such information shall include behavior patterns of the student, infractions of school regulations, record of attendance, academic background, and previous interventions employed.
2. Within seven days of having received the recommendation of the principal under section (1), the Board of Directors shall
  - 2.1. Dismiss the principal's recommendation;  
OR
  - 2.2. Extend the suspension of the student for a period of greater than five school days.
3. Where the suspension of a student begins within two months of the end of the school academic year, the period of time for which a Board of Directors may extend the suspension to include a portion of the next academic year.
4. The school board shall notify the student, the parents of the student, the student's teachers, the principal or person in charge of the school, of its decision within three days of the meeting at which the decision was made.
5. Where the school board decides to extend the suspension of the student, the school board shall include in its notice, Form II
  - 5.1. The period for which the student is to be further suspended;
  - 5.2. The reasons for the decision to further suspend the student; and
  - 5.3. The right of the student and of the student's parents to appeal the decision.
6. When a student or the parent of a student has been notified of the suspension of the student, the student or the parent may, within seven days of receiving such notice, appeal the suspension to the Board of Directors.
7. The school board shall, upon receipt of a notice of appeal
  - 7.1. immediately notify the parent of the student and the student of the time and place of the hearing of the appeal and the right of the student or parent, or both, to appear in person with or without counsel
  - 7.2. Within ten days of receipt of the notice of appeal, hold a hearing and confirm, revoke or vary the decision of the Board of Directors.
  - 7.3. Within three calendar days of the hearing, the Board of Directors shall notify the student, the student's parent, the student's counsel, the student's teachers and the principal or person in charge of the school of its decision, which decision shall be final and binding.

# Haadi Academia & Development

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## SUSPENSION FORM I

### SUSPENSION OF STUDENT

Name of Student: \_\_\_\_\_  
Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Room Teacher: \_\_\_\_\_  
Date of Suspension: \_\_\_\_\_

Dear \_\_\_\_\_:

As principal or official designate of Haadi Academia and Development, Inc. I hereby notify you of the **suspension** of (Student Name) \_\_\_\_\_, son/ daughter of \_\_\_\_\_, Parent(s)/Guardian(s) of \_\_\_\_\_, (Address) \_\_\_\_\_, for a period of \_\_\_\_\_ days, effective \_\_\_\_\_.

Number Date

The reason(s) for the suspension are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Further documentation for the School copy is attached.)

Signed: \_\_\_\_\_

Principal or Official Designate

#### **Distribution:**

Student  
Parent or Guardian  
Principal or Designate  
Coordinator of School Services



## SUSPENSION FORM II

### SUSPENSION OF STUDENT

Name of Parent or Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_

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

School: \_\_\_\_\_

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

Dear \_\_\_\_\_:

The Board of Directors has reviewed the suspension of your son/daughter,  
\_\_\_\_\_, (see Suspension Form I)

You are hereby notified that the Suspension Committee has approved an extended suspension from \_\_\_\_\_ for an additional \_\_\_\_\_, inclusive, for a total of \_\_\_\_\_ (\_\_) days. \_\_\_\_\_ will be permitted to return to school on \_\_\_\_\_.

You are also notified that you may appeal this decision to the Board of Directors. Please send all notices of appeal directly to the Secretary of the Board of Directors within **seven (7) days** of receiving this notice.

\_\_\_\_\_  
Coordinator Operations  
Haadi Academia and Development, Inc.

#### **Distribution**

Student - Registered Mail

Parent or Guardian - Registered Mail

Principal

Coordinator Operations

Secretary-Treasurer