

Parent and Student Handbook 2026-2027



Kindergarten - Grade 9
225-28th Street S.E
Calgary, AB T2A 5K4
Tel: 587-353-8900
www.omarbinalkhattab.ca

Vision

To create a caring environment that inspires knowledge, faith, and ingenuity.

Mission Statement

Calgary Islamic School strives to develop an enriched learning community that promotes academic achievement, leadership, and Islamic values.

Dear Students and Parents,

On behalf of the entire OBK staff, we welcome you to School for the 2026-2027 school year. We strive to provide the best possible educational experience for every student. We hope you will find it a caring and exciting place for your child to learn and grow.

We are looking forward to partnering with you to fulfill our goals. We will strive to reach new heights while working together around common goals. Great things will be achieved when we set goals, come together with high expectations, and put forth the necessary efforts.

This handbook has been created to make it easier for you as we progress through the year together. It contains information about our policies and practices, designed to foster a caring, safe, and create an environment that will enable your child to reach his or her full potential spiritually, intellectually, emotionally, and socially.

The partnership between school and home is critical in making each child's educational experience successful. We look forward to getting to know you and your child during the upcoming school year. We invite you to become actively involved as a school or classroom volunteer.

If you have questions or concerns anytime during the year, please call or stop by the school office. We are here to help you and your children and look forward to working with you.

Warmest regards,

OBK Administration

General Information

School Hours

School starts at

Mondays: 7:45 a.m. and ends at 12:30 p.m.

Tuesdays to Fridays: 7:45 a.m. and ends at 3:05 p.m.

Arrival Procedures

Students will enter the building beginning at 7:45 a.m. There is NO SUPERVISION available before 07:45 am. If you drive your child to school, enter the parking lot using the North Musalla or the East gate.

Children should exit vehicles only at the arrival time. Cars will proceed onto the back alley with a **required right and left turn exit**.

Dismissal Procedures

Mondays: 12:30 pm

Tuesdays to Fridays: 03:05 pm

Bus riders will be dismissed at 12:25 pm on Mondays and 03:00 pm on Tuesdays to Fridays using the backfield doors.

Students being picked up will be dismissed from outside. Cars will proceed onto Back Alley with a **required right and left turn exit**.

Change of Dismissal Procedure

Parents are discouraged from picking up their kids before dismissal time for no valid reasons.

Bus Riders

For the safety of school bus passengers, parents are asked to read the bus safety rules very carefully with their children so everyone understands the expected behavior of bus riders. The school District policy is for students to be released into the care and custody of a parent or guardian at the bus stop. Suppose a parent or guardian desires other arrangements at the return-to-home bus stop, such as being released unattended or with a relative, neighbor, or friend. In that case, you can inform the office in September. Please read the following rules carefully so you can do your part to keep the bus safe.

- Be on time; arrive at your bus stop 5 minutes before scheduled arrival.
- Wait for the bus on the sidewalk, not in the street. Be considerate of nearby homeowners' property while waiting for the bus.
- Wait for the bus to come to a complete stop before getting on or getting out of your seat if you are already on the bus.
- Do not eat or drink on the bus. Put any trash in the container near the driver's seat.
- You should remain seated while the bus is in motion and never put your arms or heads outside the bus window.

Students will face consequences for inappropriate choices made while riding the bus. One of the following consequences may be considered in the event of a bus behavioural infractions:

- 1st referral- The situation is discussed with the student, and parents are notified.
- 2nd referral: The situation is discussed with the students, the parents are notified, and a conference may be requested. The student will spend time devising a plan to ensure appropriate bus behavior. The student may receive a 1-5 day suspension from riding the bus. The parent/guardian will be responsible for student transportation to and from school during this suspension period.
- A third referral or a serious offense may result in a minimum ten-day bus suspension and a maximum of a school year. Serious bus referrals may also result in additional consequences at school.
- Students may receive additional bus suspensions for subsequent referrals.

Student Attendance

Regular attendance is crucial for each student. However, if illness or other emergencies occur, parents are asked to report the child's absence. If you do not reach the secretary directly, please leave a message stating your child's name, the class, the day or days your child will be absent, and the reason for the absence. All absences must be reported to the school no later than 9 a.m. on the day of the absence.

Suppose it becomes necessary to miss school for medical or dental appointments or leave school before regular dismissal time. In that case, a note should be sent to the school office or their homeroom teacher stating the departure time. Students will be released only through the office.

Parents are encouraged to schedule appointments outside the school days when possible. Students will be called down from the classroom once the parent has arrived in the office to sign them out.

The district considers more than five days of absence in one semester excessive. Students with poor attendance often fall behind in instruction. Good attendance is crucial to ensuring your child has the maximum instructional opportunities.

Absenteeism:

Parents will be notified of their child's attendance record. The first notification will be received when a student has accrued five (5) unexcused absences and then again on the eight (8) unexcused absences. Ten (10) unexcused absences in a semester may result in a parent conference, reporting to state officials of possible violation of the compulsory attendance law, or notification of/or referral to the Juvenile Courts, DFS, or other appropriate authorities.

Student Code of Conduct

Please read and become familiar with the School Code of Conduct available online on our website. As per our Code of Conduct, students are expected to adhere to high standards of behavior for the safety and well-being of all and to preserve a positive learning environment. Our school will emphasize the character education approach to teaching expected Islamic behaviors. Students are consistently reminded of the expected behaviors throughout the school year. In addition, each teacher develops classroom expectations and a discipline plan for his / her students.

Electronic Devices

Students are not allowed to bring or use cell phones or other electronic devices during school hours. If a device is found, it will be taken and returned to a parent at the end of the day. If the same student is found with a device again, it will be kept until the end of the week. After a third incident, the device will be held at the school until the end of the school year.

Students are expected to use their Chromebooks responsibly and follow the Technology User Agreement. The teacher will decide if a device is needed or not for learning. Misuse of school Chromebooks will result in consequences.

Textbooks and Teacher Guides

Student textbooks will be issued to each student by the Library. The student will be responsible for ensuring that the books assigned to him/her for the year are well kept and taken care of. All books must be turned in at the end of the school year or upon the student's withdrawal from the School. If textbooks are lost or damaged, the student will be requested to pay the cost price of the lost / damaged book or purchase a new copy to replace the damaged one.

Tardies

Students arriving at school after the 8:00 am bell are considered tardy. If a student is tardy, they need to report to the office and sign in by an adult.

Student Withdrawal

When a student moves to another school during the school year, at least one week's notice is requested to complete transfer forms. Before the student's last day of school, all learning resources must be returned to the classroom teacher and the school library.

School Closings, Delayed Openings, Early Dismissals

Circumstances affecting our schedule, such as inclement weather or building conditions, will be announced on the School website, Facebook pages, PowerSchool, and emails. You will also be contacted by phone through our automated School Messenger system.

Safety Drills

Students will participate in regular fire, and lockdown drills throughout the school year. All teachers and students will be given information about appropriate safety procedures. Students are required to become thoroughly acquainted with the procedures for all emergency drills.

Student Supplies

Supply lists are posted on the school website. All supplies should be marked with the student's first and last name.

Student Dress (School Uniform/ Gym Uniform)

Students should wear shoes that protect the child's feet and help the child walk or run safely. We recommend trainers or tennis shoes. Open-toed or loose-fitting sandals; Crocs are NOT allowed for safety reasons.

All outer garments worn to school should have the child's name. As the children will usually be outside during recess, they should be dressed appropriately. Dressing in layers provides transition during seasonal changes.

All students are required to wear the school uniform when attending the school. You can find the information of the school uniform supplier and costs on our school website: <https://obk.myprps.com/>.

- On days that your child has a gym, your child is allowed to wear the gym uniform which consists of black / navy blue sweatpants (NO leggings permitted) with the color house shirt on top.
- All girls from Grades 4 to 6 are required to wear a white hijab (one or two piece hijabs - wraparound hijabs are NOT permitted) and long sleeves at all times with their uniform/ gym clothes.
- Girls in Junior High (Grades 7 to 9) may wear solid-colored wrap-around Hijabs and are expected to wear long sleeves with their uniform/gym clothes.
- Students are not allowed to wear hats or hoodies covering their head inside the school building.
- Students who violate the Dress Code will be asked to contact their parents to bring their correct uniform; otherwise, they may be asked to go home.
- On special days announced in advance, students may be invited to participate in a No Uniform Day as a reward. On these days, students may wear their own clothing, provided it is modest, appropriate, and not transparent, overly tight, or revealing undergarments. Girls in Grade 4 and above are still required to wear a hijab and long sleeves.
- Clothing must not display any words or symbols related to discrimination, hate, violence, profanity, or inappropriate or restricted substances. Students who do not follow these guidelines will be asked to contact their parents to bring a change of clothes or may be sent home.

School Cash

The only way for making payments towards any student activity/field trip related to the school is through our application (School Cash). Please contact our main office to learn how to register for School Cash. Payments on School Cash can be made using a Debit or credit card. (Cash payments are not accepted).

School Fee:

There are Alternative Program fees that parents need to pay for their child(ren) annually. The Alternative Program fee schedule can be found on our school website <https://obk.myprps.com/>.

School Boundaries

OBK students are required to stay on campus for both morning and lunch recesses. Lunch is eaten in the classrooms and supervised by teachers. Students are NOT ALLOWED to go to the Plaza during the school hours.

Personal Property

As a general rule, students should not bring toys, balls, or electronic devices to school unless given specific permission. Knives, fireworks, toy guns, and other items that could injure the child or others are strictly forbidden on school grounds and will result in consequences. Any toys brought to school without permission will be kept by the teacher or the school administration until parents come to school to retrieve them. Items brought to school that are hazardous or dangerous may necessitate a parent conference with the principal followed by consequences.

Medication

A child may not receive medication of any type from the school unless such medication is vital and required by a doctor on a scheduled basis (every two hours, etc.) If this is the case, we ask the parent to follow these procedures:

Prescription drugs must be brought to school by a parent/guardian between 7:45 a.m. and 3:00 p.m. Prescription medication may NOT be transported by the children on the bus. There must be a written physician's order for the student which includes the name and age of the student, medication, dosage, time to be given (if ordered "as needed" - a plan must be provided), and a diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order for the medication with the name of the student and dosage. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy.

If there is any change in the dose or timing of the medication, the physician/ parents must submit the change in writing..

For medication that will be given for the entire school year, the student needs a new prescription each school year. The student is not to possess any prescription drugs at school. *Exception to this procedure: the doctor may order students (JH ONLY) to carry a self-administer medication, such as inhalers. The doctor's order must be on record in the nurse's office.* **Regretfully, we do not administer over-the-counter drugs at school.**

Food items

Students remain at school for lunch and also eat snacks in the classroom. If a child has an allergy to certain foods, or if there is a family practice that discourages the eating of specific kinds of food, please inform the child's classroom teacher and school office by calling 587-353-8900. Pop drinks, food items containing nuts or sugar as the main ingredient are not allowed in the school.

Illness at School

If a child becomes ill at school, parents are contacted and the child is sent home. Please make sure the school office has at least two emergency phone numbers to call in case parents cannot be reached.

Head Lice

If you find head lice or nits in your child's hair, contact your physician, pharmacist and the school office for the proper treatment instructions. It is important the school be contacted so the other children can be checked by their parents. When a case of lice is detected in a classroom, the student is sent home for treatment. Notices are sent to the parents of all children in contact with the infested child so they can check their children also. Students with head lice must be brought in by an adult.

Physical Education

Instruction in a variety of developmental physical education activities is provided to all students. All students are required to participate in physical education classes unless excused with a note from parent or physician. Children are asked to wear gym uniforms for physical education activities on P.E. days. Rubber soled shoes are a requirement.

Nasheed (Music)

Students receive weekly instruction in Nasheed (islamic songs).

Art

Students will engage in a variety of art projects and activities throughout the school year.

Library

Each class has a scheduled period in the school library each week to check out materials and books. Books are checked out for one week. Students having overdue books must turn them in before checking out other books.

Counselors

The School counselor is involved in many aspects of the school and education program. The counselors can teach classroom lessons upon teachers request or need based. These lessons help promote socially appropriate behavior, self-esteem, confidence, and enthusiasm for learning. Our counselor is available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need.

Character & Leadership Building:

The school is focusing on building character in our students, and we are asking you to join our team. As parents, teachers, and community members working together we hope to help teach students the skills needed for academic success in any setting. These life-skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

Behavior Expectations

School is committed to the expectation of the 3 R's: *Students are Respectful, Responsible, and Ready to Learn*. All students, at the beginning of the year, will practise what it looks like and sounds like to be *Respectful, Responsible, and Ready to Learn* in the classroom, on the playground, bus, bathroom, hallway, and arrival and dismissal areas. All Staff will reinforce these behaviors.

Science Fair

Students are encouraged to participate in the Science Fair, scheduled for April. Students may make a collection, experiment, report or project. Planning meetings will begin in January. More information will be provided prior to these meetings.

Classroom parties

Each classroom will have EID, Heritage Day potluck and parties. Parents can volunteer to help with refreshments, crafts, games, and clean up after the parties.

School Holidays

The school events calendar will be shared with the staff where school events for the year have been planned. Teachers are responsible to update their assignable time sheet accordingly and plan their year based on the events calendar.

1. All Federal and Provincial statutory holidays
2. Winter and Spring breaks
3. Islamic Eid Days (subject to crescent sighting)
4. Professional Development Days
5. Days off as determined by the school administration

Academic progress

Parent-teacher conferences for all students are held twice a year. All students will receive a report card at the end of each semester. Parents are encouraged to contact the teacher at any time to discuss their child's progress.

Grading Assessment Breakdown

1	Not Yet	0 - 49%	Work is NOT YET AT GRADE LEVEL. Additional instructional opportunities are required to meet learner outcomes.
2	Approaching	50 - 64%	Work is AT GRADE LEVEL and provides evidence of a BASIC UNDERSTANDING and application of the learner outcomes.
3	Developing	65 - 79%	Work is PROFICIENT AT GRADE LEVEL and provides evidence of a SOLID UNDERSTANDING and application of the learner outcomes.
4	Proficient	80 - 100%	Work is EXCELLENT AT GRADE LEVEL and provides evidence of IN-DEPTH UNDERSTANDING and application of the learner outcomes.
NMA			NO MARK ASSIGNED due to insufficient evidence of achievement.

Homework Policy

Teachers will assign homework for the following objectives:

- Consolidate the recently learned material
- Finish up incomplete class work
- Work on an assignment or a project
- Revise the taught material
- Prepare for upcoming lessons

Parents and students should designate a time and space at home for homework and daily reading. Students should spend a reasonable amount of time on homework. If students are struggling with assignments, please contact their homeroom teachers. Parents can also ask their children precisely what they are learning at school. Encourage your child to read for enjoyment each night. While listening to your child reading, ask questions to check for understanding.

Field Trips

There are two types of permissible field trips:

- 1. For educational purposes
- 2. For fun and learning experiences

All field trips need to be approved by the Principal. Once a trip is approved teachers are responsible for providing a copy of the information letter containing specifics of the trip to the office.



CALGARY ISLAMIC SCHOOL OMAR IBN ALKHATTAB CAMPUS

Students & Parents CODE OF CONDUCT



Purpose Statement

The purpose of this document is to establish a shared understanding of the expected standards of behaviour and conduct for all stakeholders within the school premises. It also aims to create and promote an inclusive and caring environment where all individuals, both adults and children, feel safe and are treated with respect, dignity, and care

School Mission

Calgary Islamic School strives to develop an enriched learning community that promotes academic achievement, leadership, and Islamic values.

School Vision

To build and maintain a learning community that produces leaders through faith, knowledge, and ingenuity.

School Values

CIS - OBK core values are:

- Cooperation
- Respect
- Honesty
- Compassion
- Responsibility
- Perseverance

Expectations of Students

These expectations apply equally to all Calgary Islamic School students. They are necessary to establish a safe and caring school environment that fosters excellence in character. They reflect the responsibility that a student assumes when he/she agrees to attend Omar Bin Al-Khattab Campus.

- Committing to the mission, vision and values of the school.
- Strive to adhere to the teachings of the Islamic faith and conduct oneself with respect, dignity and nobility in and out of school. This includes and is not limited to cyber spaces, field trips, school bus, and all in-school and after school activities.
- Be respectful, care for and protect school property.
- Conduct oneself with compassion and kindness at all times with peers, staff, and guests of the school.
- Act in a safe and helpful manner towards oneself and others.
- Set high expectations for oneself and always strive for the best.
- Be punctual to all classes and school related activities.
- Cleanliness is a central focus of Islam and must be reflected in one's workplace, classroom and locker.
- Taking care of personal hygiene.
- Be organized and complete all assigned schoolwork on time.
- Wear proper school uniform during regular school days, field trips, and all related school activities unless permitted otherwise. School uniforms are expected to be clean and presentable during all times.
- Take prayers seriously and be fully prepared physically and spiritually ensuring cleanliness, proper clothing, proper behaviour are in place.
- Students are not allowed to bring or use cell phones and any other personal electronic devices unless allowed by the school administration for specific academic activities.
- Avoid using bad language, and all forms of bullying, racism and harassment.

Expectations of Parents & Guardians

School parents and guardians are expected to:

- Play an active role and show interest in their child's school work, performance, conduct and progress.
- Communicate regularly with the school, and ensure the school database is updated with all current contact information (email, phone number(s) and address are

up-to-date..

- Ensure their children are dressed in complete clean school uniforms and come to school well prepared.
- pack healthy food items for their kids' lunches and snacks (pop drinks, nuts, and food items with sugar as the main ingredient are not allowed).
- Ensure that their children attend school regularly and on time and promptly report to the school their absence or late arrival.
- Encourage and assist their child in meeting all school expectations.
- Cooperate and support school staff in addressing disciplinary issues involving their children.
- Deal with all school personnel in a professional respectful manner.
- Avoid the use of bad language and smoking anywhere in the school premises during and outside school hours.
- Cooperate and respect school rules and directions if volunteering during school hours or attending school events.
- Demonstrate respect in behaviour and attire to the school culture and values.
- Address their concerns with school representatives professionally and respectfully.
- Refrain from bashing the school or its personnel in social media and all cyber forums.

Unacceptable Behaviours:

All words and / or actions that contradict school core Islamic values and may cause harm and discomfort to others are unacceptable and will be dealt with swiftly and appropriately. The school takes a firm stand against all forms of bullying, discrimination, and harassment.

Bullying:

Bullying is a repeated, hostile and/or demeaning behaviour by an individual intended to cause discomfort, harm, fear or distress to other members of the school community. All forms of bullying are utterly unacceptable and will be dealt with promptly and firmly. Bullying could include, but is not limited, to the following:

Physical – pushing, hitting, kicking, etc.

Verbal – name-calling, threats, insults, sarcasm, teasing

Social – rumors, mobbing, scapegoating, excluding others from a group, humiliating others with public gestures or graffiti

Cyber – using digital technology to harass, demean, threaten or insult.

Discrimination:

All forms of discrimination are not tolerated and will be dealt with firmly and momentarily. Discrimination is all kinds of biases against an individual and or group of persons because of their beliefs, race, social backgrounds, gender, etc. As Muslims, we firmly believe that all human beings are equal in the sight of Allah, differing only in their levels of piety (*Taqwa*) and

righteousness—not in their race, wealth, or social class.

"O mankind! We created you from a single male and female, and made you into nations and tribes so that you may know one another. Verily, the most honored of you in the sight of Allah is the most righteous of you."

(Surah Al-Hujurat, 49:13)

Harassment:

Harassment includes all sorts of behaviour which may be verbal, physical, deliberate, unsolicited or unwelcomed. It, in effect or intent, disparages, humiliates or harms another person. It is a behaviour that denies individual dignity and respect and is demeaning to another person. It also includes behavior which supports a hostile or poisonous environment such as racism, intimidation, threats, ostracism, gestures, offensive images, signs, and/or offensive remarks and bullying.

All forms of harassment are utterly unacceptable in our school and must be reported to our staff immediately. Additionally, any form of retribution against any person in the school who has intervened to prevent or report harassment is unacceptable and will be dealt with.

Consequences of Unacceptable Behavior

“The believers are brothers and sisters to each other. Therefore, make peace between your brethren, and be conscious of God that you may receive loving mercy.”
(Qur'an, 49:10)

The primary focus of the code of conduct is to help students resolve their issues peacefully, develop empathy, and contribute to a welcoming, caring, respectful and safe learning environment that respects diversity, fosters a sense of belonging and a positive sense of self.

Staff and parents play important roles in shaping culture, and in order for meaningful and lasting change to occur, students are an integral part of the process. Students must play a role in preventing as well as solving problems. They need authentic opportunities to share their ideas regarding safety, inclusivity, leadership and responsibility within the school community. This involvement helps create a sense of ownership for the well-being of the school community and encourages students to advocate for themselves and others, personally and collectively.

Administration and school staff will support all students impacted by unacceptable conduct, including bullying, racism, discrimination and harassment. Support will also be provided to those students who engage in inappropriate behavior. When disciplinary action is required, staff shall, where possible, work with the student's parents, and may involve central office and, where appropriate, community partners such as Calgary Police Services and others.

While each situation will be handled in context, the focus will remain on restorative principles. Restorative principles are the foundational beliefs that drive restorative approaches and practices. Restorative principles include a focus on relationships, responsibility, accountability, engagement and voice. When embedded into a school's culture, the result is a more supportive learning environment where both students and staff thrive.

Restorative practices is a focus on repairing the harm done to people and relationships rather than on punishing offenders. It is built on the basic premise that “people (students, teachers and staff) are happier and more likely to make positive changes when those in authority (teachers, staff and administrators) do things *with* them, rather than *to* them or *for* them” (Costella et al. 8)

Concern/Complaint Procedure

- Students and parents / legal guardians are expected to report all kinds of unacceptable behaviours and / or conducts that interfere with maintaining a welcoming, caring, respectful and safe learning environment to a staff member or an administrator.
- All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner.
- Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.
- A complaint or concern may be communicated informally through oral communication or formally in writing with a staff member or an administrator. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident(s), the dates, and names of potential witnesses.
- If the student and/or parent does not feel as though their complaint has been attended to and/or they require further support, the complaint should be then brought to the attention of the School Principal.
- The Principal will investigate the complaint and apply the appropriate consequences as delineated in ‘Consequences of Unacceptable Behaviour’ in the Student Code of Conduct.
- The Principal will determine whether the level of seriousness requires an investigation and/or involving central office and / or community agencies and resources.
- The Principal or designate will document the investigations and outcomes, including any disciplinary actions and / or recommended support.
- No staff member of the Calgary Islamic School community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.

Student Agreement:

Students in Grades 4 - 09 are required to sign below, however students in Kindergarten to Grade 3 can have parents complete the portion below on their behalf.

I, _____, a student at Calgary Islamic School, have read and
(First and Last Name)

understand the code of conduct in its entirety and hereby promise to fulfill my role in ensuring a safe and caring learning environment.

(Student Signature)

Parent Agreement:

I/We, _____ the parent(s)/guardian(s) of
(First and Last Name)

_____ student enrolled at Calgary Islamic School, have read and
(First and Last Name)

the Code of Conduct with my/our child and understood it in its entirety. I/We hereby promise to fulfill my/our role in ensuring a safe and caring learning environment.

Parent/Guardian Signature