

# Parent and Student Handbook

## 2025-2026



Kindergarten - Grade 9  
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## **Vision**

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

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## **Mission Statement**

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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 2025-2026 school year. We strive to provide the best possible educational experience for every student. We know 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 effort.

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 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 doing that.

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:

- 1<sup>st</sup> referral- The situation is discussed with the student, and parents are notified.
- 2<sup>nd</sup> 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:**

Letters will be sent home notifying parents of the child's attendance record. Letters are sent home when a student has accrued five (5) absences and then again on the eighth (8) absences. Ten (10) days of absence 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 Student Code of Conduct. Additional copies are available from the office upon request.

In addition to the discipline policy, students must have 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. All students are taught the expected behaviors in the school at the beginning of the year. In addition, each teacher explains a classroom discipline plan to students.

## **Student Owned Devices**

Students are NOT PERMITTED to use/ bring cell phones or other electronic devices during school hours. A warning will be given to students for the first offense. Second offense: the cell phone/ electronic device is taken away until the end of the day. Third offense, the cell phone/ electronic device is taken away, parents/guardians are contacted and would need to pick up the cellphone and speak to administration.

Students must use their school Chromebooks appropriately and comply with the Technology User Agreement. Ultimately, the teacher is the manager of the learning environment and will decide whether the device is being used appropriately, and further consequences can be given.

A Technology User Agreement Parent Permission Form will be shared with parents/guardians to read, review, and discuss the terms, conditions, and responsibilities stated in the agreement and Administrative Procedure 140 (accessible on the Palliser website) with him/her.

## **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. The junior high students pay a book deposit through school cash, which will be reimbursed to parents once the books are returned and deemed in good condition at the end of the school year. During the year, if textbooks are lost or damaged, the student can either pay the school or purchase a new book to replace the damaged book.

## **Lost or damaged textbooks**

When issued, textbooks become the pupil's responsibility. A fine will be charged for damaged or lost books. All books must be turned in at the end of the school year or upon the student's withdrawal from the School.

## **Tardies**

Students arriving at school after the 8:00 am bell are considered tardy. If a student is tardy, they must 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 books 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 year. All teachers and students will be given information about appropriate safety procedures. Students are required to become thoroughly acquainted with the methods 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)**

### **Shoes:**

Students should wear shoes that protect the child's feet and help the child walk or run safely. We recommend 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 will be asked to go home.
- On certain days (priorly announced by the school) as a reward, students might have a No Uniform Day. Where they are allowed to wear what they like as long as it is modest, decent and not transparent, tight or showing any undergarments. Girls grade 4 and up still need to wear a hijab and long sleeves. Messages on clothing should not display any words or symbols that depict discrimination, hate, violence, profanity and inappropriate or restricted substances. Failing to do so, Students will be asked to contact their parents for a change of clothes or be sent home.

## **School Cash**

The only way to make payments towards any student activity/field trip etc., related to the school is to be done 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 recess and lunch. 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 severe 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 the doctor on a scheduled basis (every two hours, etc.) If this is the case, we ask the parent to follow these procedures:

### **Prescription drugs**

All 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.*

### **Over-the-counter drugs**

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.

## **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 in books 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 Education**

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.

We will be focusing on developing the 7 Habits of Healthy Kids. These 7 Habits are leadership qualities all students can learn to become a leader of self and others.

## **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 practice what it looks like and sounds like to be *Respectful, Responsible, and Ready to Learn* in the classroom, on the playground, bus, bathroom, cafeteria, 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 party.

## **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. Progress report will be sent home in mid-semester. Parents are encouraged to contact the teacher at any time to discuss their child's progress.

## Grading Assessment Breakdown

1	Limited	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	Meeting	65 - 79%	Work is PROFICIENT AT GRADE LEVEL and provides evidence of a SOLID UNDERSTANDING and application of the learner outcomes.
4	Exceeding	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 give homework as extra practice of learned skills and preparation for new skills to be learned. Routine is very important. Parents and students should designate a time and space at home for homework and reading to be done. Students should spend a reasonable amount of time on homework. If students are struggling with assignments, please contact their homeroom teacher. 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 read, ask questions to check for understanding. Homework is meant to obtain 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
- Effectively Communicate with parents regarding assigned tasks to students.

## Field Trips

There are two types of permissible field trips:

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

All field trips must 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.