



# 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.

- ❖ 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 space, during field trips, and all 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.
- ❖ 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.
- ❖ Refrain from 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.
- ❖ Ensure that their children attend school regularly and on time and promptly report to the school their children's 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.
- ❖ Refrain from 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 absolutely 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 behaviour which denies individual dignity and respect and is demeaning to another person. It also includes behavior which supports a hostile or poisonous environment: racism, intimidation, threats, ostracism, gestures, offensive images or signs and offensive remarks and bullying.

All forms of harassment are utterly unacceptable in our school and must be reported to Calgary Islamic School 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 to one another. 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 staff 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

1. 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.
2. All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner.
3. Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.
4. 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 or incidents, the dates, and names of potential witnesses.
5. 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.
6. The Principal will investigate the complaint and apply the appropriate consequences as delineated in 'Consequences of Unacceptable Behaviour' in the Student Code of Conduct.
7. The Principal will determine whether the level of seriousness requires an investigation and/or involving central office and / or community agencies and resources.
8. The Principal or designate will document the investigations and outcomes, including any disciplinary actions and / or recommended support.
9. 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