



# **Student-Parent Handbook Academic Year 2019-2020**



# STUDENT-PARENT HANDBOOK



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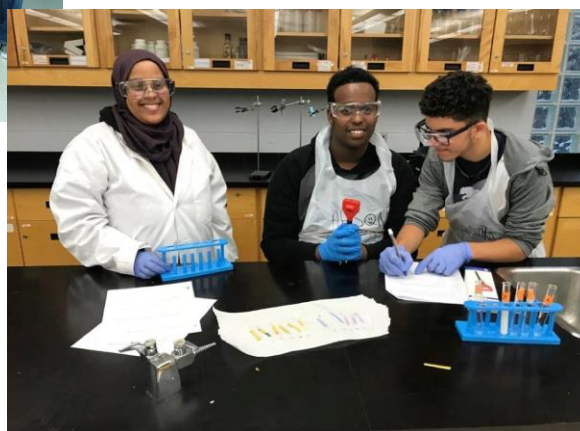
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## About Windsor Islamic High School

Windsor Islamic High School is a distinguished addition to the world of education, located in Windsor, ON. WIHS caters to all learners from grade 9 to grade 12. It is a safe environment, which enhances the youths' social, intellectual, physical, and emotional development.

WIHS offers extraordinary state of the STEM facilities and educational tools for students. WIHS has worked very hard to make sure teachers are transformative educators to assist all types of learners with various abilities and learning styles. WIHS believes in educational equity, a proper measure of achievement, fairness, and opportunity in education. We celebrate diversity and promote a positive learning environment in respect to the Islamic culture.



## Core Values

Windsor Islamic High School believes that in order to accomplish its vision and mission, all lifelong learners should live with our most valued morals. The central belief is understood by every member of the school community.

### **By caring, we mean that everyone**

- Is accepting and respecting of others -expectations
- Is willing to support and sow care to those in need
- Respects the school's rules

### **By progressive thinking, we mean that everyone**

- works hard to be creative and original
- has a leadership vision
- is collaborative and adaptable

### **By high expectations, we mean that everyone**

- excel in their learned skills
- develops positive relationships with others
- build integrity and self-determination



## **WIHS Aims**

### **Academic Aims include:**

- Creating a safe, effective, and youth-friendly environment for learning
- Effectively integrate youths' learning behaviors, environment, and health to meet educational goals.

### **Non-Academic Goals include:**

- Developing leadership for the younger generation
- Ensuring the development of social skills in school, which are beneficial in the real world
- Build student confidence and sense of identity
- Become measurable goal setters and share mastered skills
- Uphold high standards of ethical, moral, and civic conduct

### **Teacher Training**

Windsor Islamic High School ensures that teachers receive formal training in regular bases in order to make sure that each teacher provides the best performance based on the curriculum and up to date with changes. Furthermore, workshops are held in the school for enhancing the teaching experience. Every Wednesday, all teachers and administrators meet with the principal to discuss events, holidays, schedules, parent meetings, and student concerns.

### **Student Responsibility**

As teachers work hard to ensure safety and the best educational service, students share a major part of the responsibility. Students are responsible to come to school and attend every class on time. There are high moral ethical standards expected from students and teachers. Students are required to actively participate class activities and be on their best behavior! WIHS has a strict policy on **behavioral issues** as we intend to keep the learning positive for students. Students are responsible for make-up quizzes and exams. Additional concerns about materials taught or other concerns should be brought to the attention to the teacher immediately. Incomplete work results in lower marks. However, it can all be avoided through diligence on part of the student.

## Policy for Late Arrival

- Regularly attend the school
- Be on time to attend the school
- After breaks, arrive your class to attend the lessons on time
- Complete you homework and assignments regularly and timely

## Early Departure

Students will not be allowed to leave school campus during school hours (8:45-2:15). This includes breaks and study sessions; unless he/she has authorization from the principal.

In the case of an emergency, early departure may be permitted. Parents should notify the teacher and the principal if they're planning to pick up the student from school early beforehand. This can be done by handing in a written and signed note or calling the school prior to the early-departure date. When parents pick up the student early, they should sign off for the student at the Main Office. If there is a medical reason, students are to bring in a doctor's note the next day. The form of early departure will be saved in the student's file.

## Absence

Parents are urged to inform the school on the day or preferably the day before of absence. They Excused Absences must always be reported to the school. **You MUST call the school** and send a written and signed note with your name and date included as well as the reason for their absence.

### Excused absences include:

- Illness - students who are sick should not be attending school. A doctor's note is required for absence pertaining to students' illness.
- Dental/medical appointment - these types of appointments should not be made during school hours. In the event of an appointment during school hours, prior notification from parents is requested.
- A family emergency or immediate attention
- Special-case excused absences may be granted under approval of the school.

### Unexcused Absences include:

- Extended vacations/holidays
- Personal choice
- Missing the school bus
- Sleeping in too late

Unexcused absences will result in consequences, which may **result in lowering grades.** Furthermore, the student will have to consult his/her classmate to catch up on missed work. It is then the student's responsibility to complete any missed work before returning to school the

next day. No special treatment will be given to a student who missed a day of school because of unexcused absences, that student will be tested on material explained that day the same as everyone else in the classroom.

### **Make-Up Work**

It is the student's responsibility to catch up on any missed work due to an excused/unexcused absence. Any missed assignments or tests must be made up during designated times scheduled by the teacher. For students who missed school because of unexcused absence, they should take on the responsibility of obtaining missed work and class notes from another classmate. This is not the duty of the teacher, nor is the teacher responsible for accommodating the student's unexcused absence. In the case of an excused absence, students can complete work beforehand or within the time frame given to them by the teacher. Parents should contact the principal after the first two days of an excused absence to ensure students are receiving the missed assignments and homework, which must be completed by a specified period after the absence.

### **Cheating Policy**

Cheating is a major offence at Windsor Islamic High School and will not be tolerated for any circumstance. The consequences of cheating may include:

- A zero on the assignment
- Referral to the office
- Parent Notification
- A meeting with the principal, student, and parents
- Detention
- 1-3 day home suspension.

### **Plagiarism Policy**

Any student found copying from a copyright material is subject to disciplinary actions. This would include a failing mark on the assignment or redoing it. That is up to the teacher to make a decision based on coursework assignment. WIHS uses a system to check plagiarism.

Plagiarism includes:

- Directly copying the work of another person without citing the source
- Paraphrasing the ideas of another person
- Using and failing to properly credit any work or answers that have been written, created, or developed by another person.
  - Resubmission of academic work that has been previously submitted by oneself or another student.
  - Using artwork or pictures without proper citation

## **Food and Nutrition**

Windsor Islamic High School believes that healthy eating will result in a longer attention span and emphasizes critical thinking. The healthy cafeteria designed by WIHS ensures students are receiving all of the required nutrients in a healthy and delicious way.

## **Storage**

Cubbies and lockers are provided to each student from grade 9-12. The boy's locker area is kept separate from the girl's lockers area.

## **Lost Property**

There is a lost and found center at the main office as well as a cabin in each class room for anything left behind. All students must be responsible for taking good care of their textbooks and notebooks. Any lost books are not the teacher's responsibility. The student should also inform the homeroom teacher if they lost a book in order to help find it.

## **Student Non-Academic Responsibilities**

WIHS has a sworn responsibility of making sure that student studies of the highest quality. Therefore, it is essential that students do their part in working together to follow the rules of the school. Non-academic responsibilities are equally important as academic ones as it facilitates students to make the most of their academic experience.

## **WIHS Code of Conduct**

### **Students are to:**

- Be punctual for school and lessons
- Speak to everyone politely and respectfully
- Greet teachers and staff members
- Assemble in the hall every morning and be engaged in silent reading
- Keep the classroom and school, clean and litter-free
- Report any incident of bullying, vandalism, stealing or wrongful behavior to the teachers and not take matters into their own hands
- Refrain from taking things that do not belong to them
- Listen to instructions and follow them for own safety and well-being
- Take care of school property
- Carry out classroom duties assigned
- Make sure that the tables and chairs are arranged neatly before dismissal every day



## Visitors

Visitors to the school must first report their presence at the main office, where they will be provided with a visitor's badge to wear when they're inside the school. **No deliveries are allowed at the school.**

## Birthday Policy

Birthday celebrations **will not be allowed** on school grounds.

## Uniform Policy

All students enrolled at Windsor School are required to dress in accordance with the policy put forth by the school. A student must be in complete uniform throughout the school day, from the time of arrival to the time of departure. The new uniform policy will begin in October.

- All students must wear white socks
- All students must wear **black shoes** (sneakers are allowed inside the gym only)
- Unusual coloring or hairstyles are NOT allowed at WIHS.
- Female students must wear a white Hijab
- Jewelry is NOT allowed to be worn at WIHS.
- Physical education (PE) uniform is compulsory on days of PE classes

## Cell Phones and Electronic Devices

Windsor Islamic High School has a zero tolerance policy for the use of personal electronic devices during class time. The school is committed to providing internet access to all students in our computer labs with the aid and supervision of our teachers.

## Photography Rules

At WIHS, there are no mobile phones or digital gadgets allowed in class unless permitted by the teacher. Students are not allowed to take pictures of people in school without permission and share them on social media or message applications. Any mobile or device found will be taken and parents will be informed.

Furthermore, Windsor Islamic High School may use photos and/or voice samples of students, and samples of his/her work, which will only be used in educationally appropriate contexts. It may be used to showcase and promote the wonderful work done at WIHS. WIHS may use the pictures permanently unless parents wish to deny that.

## **Academic Expectations**

The learning process is not a one-way process. Apart from the in class instruction, students are required to be responsible. The educational objectives are outlined each day keeping in mind the educational goals for the year. Therefore, it is important for students to come up with an academic plan. Throughout the year, students are required to do the following to be successful at Windsor Islamic High School

- Develop an academic plan – creating a good balanced studying routine
- Develop good study skills – estimate adequate time for studying class material
- Come to class prepared – Students are responsible to complete all assigned tasks
- Take full advantage of all available academic resources
- Be an active participant in class and extracurricular activities
- Follow all WIHS rules

## **Student Academic Responsibilities**

Students are required to do their very best every day. Students are expected to maintain the highest standards of academic conduct. There are high levels of ethical code at WIHS. Good behavior, classroom participation, homework, assessments are all important in academic advancement.

At WIHS, rules must be followed by all people in order to maintain a coherent and effective school year. The rules and regulations are as follows:

### **Homework Policy**

Homework is an opportunity for parents, students, and teachers to work together to improve academic performance and so communication between home and school is fundamentally essential.

The assigned work that teachers send home is designed as an opportunity for the students to solidify the learning that has taken place in the classroom. Teachers will provide specific details for each assigned task. We highly recommend that parents encourage students to be proactive and independent learners.

## **Homework Guidelines**

Homework is an opportunity for parents, students, and teachers to work together to improve academic performance and so communication between home and school is fundamentally essential.

The assigned work that teachers sends home is designed as an opportunity for the student to solidify the learning that has taken place in the classroom. Teachers will provide specific details for each assigned task.

We highly recommend that parents encourage students to be proactive and independent learners.

The table below specifies the suggested time that the student should dedicate towards their learning:

<b>Grade</b>	<b>Minimum Time per Day</b>
9-10	2 hours
11-12	3-4 hours

## **Student & Teacher Communication**

WIHS is dedicated to building a positive teacher-student relationship. The teachers encourage students to engage in classroom activities and ask questions. If there are any concerns from the students, our teachers are there to handle each situation appropriately. There are a few things students should think about when they feel lost or confused about any lesson:

1. Stop and think about what the question is really asking
2. Read the question out loud multiple times
3. Walk away from the question and catch a couple breaths before coming back to it
4. When all else fails, ask your teacher for help

## **News, Notes and Communication**

Communication is very important to maintain an effective relationship between parents, students, and teachers. For this reason, Windsor Islamic High School sends newsletters every month, which have various activities, accomplishments, and sports etc. that were conducted during that month. These will be distributed to the students at the end of each month to take home for their parents. Furthermore, the school implemented a new policy on utilizing the Hangouts app to communicate efficiently.

## **Quran Hifz Program**

WIHS is dedicated to help the students to memorize the Quran after the school days. Sheikh Adnan is in charge of this unique program

## **STEM/Robotics Program**

STEM is a curriculum based on the idea of educating students in four specific disciplines science, technology, engineering and mathematics in an interdisciplinary and applied approach. Rather than teach the four disciplines as separate and discrete subjects, STEM integrates students into a cohesive learning paradigm based on real-world applications. United States has historically been a leader in these fields, and we implemented this program in WIHS to create a real life leaders in STEM. Mr. Anwar is in charge of this successful program.

## **Student Performance Meeting**

Parent information sessions are scheduled in certain months for parents to meet their sons/daughters' teacher and learn more about the programs, curriculum, and expectations. Furthermore, all parents are more than welcome to schedule by call or email to see the teachers.

## **Field Trips**

There will be a number of school-sponsored and self-sponsored trips according to each grade level. Parents are required to submit a field-trip form signed and dated at the start of the academic year to allow their student to leave the school grounds. Parents will be informed in advance of the upcoming trips. All field trips will start and end at the school. Therefore, students will be dropped off at school in the morning, and picked up from school in the afternoon. Depending on the trip, the students may arrive later than the regular end of school time, so parents must arrange to pick up their son/daughter whenever they are finished.

## **Security & Cameras**

Parents must report to the main office before being allowed inside the school grounds and into the classrooms. That parent will receive a badge to wear for the entire time they are at the school if he/she is visiting during school hours. Parents will be allowed inside classrooms and campus before/after school for discussion with their son/daughter's teacher. Furthermore, parents are not allowed- under any circumstance- to view any camera in the building to ensure we can maintain a high level of privacy protection for each student. If there is any concern, the school will submit a report relating to that incident

## **Parking**

Adequate parking is available to the left and right of the school's main entrance. We also requested our staff to park far away from the main office. The zone in front of the school is for drop-off only. Please avoid parking in front of the school door, on the road or pavements as these are used for emergency access at all times.

## **Administration of Medication**

### **Inhalers for Asthma**

Inhalers can be kept in the Main Office as long as the parent has signed a medication form. It is the responsibility of the parent to take caution of expiration dates, and to collect the inhaler at the end of the school year.

**Diabetes**

The school will monitor students with Diabetes in accordance with their care plan. Students with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles.

**Maintenance Drugs**

A student may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the principal at school.

**Nut Allergies/Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily-identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the student's name and class.

**Emergency Procedures**

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take a student to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a student taken to hospital by ambulance and should stay until the parent/care taker arrives.



# STUDENT PARENT HANDBOOK POLICY AGREEMENT FORM

All families are asked to review and discuss the Student Parent handbook. Once completed, please initial each section below to show that you have read and understand the policies set forth. Parents and students are asked to sign and date the document at the bottom to acknowledge their responsibility in adhering to the policies.

## Policy Agreement

I hereby declare that I have read and agreed to the terms and conditions that were presented in the Student Parent Handbook, and my son/daughter will agree to the policies of Windsor Islamic High School

MOTHER/FATHER NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Signature \_\_\_\_\_

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