



# Maritime Muslim Academy

## PARENTS HANDBOOK

2019/2020

**Dear Maritime Muslim Academy Parent/Guardian,**

The parent handbook is a reference guide on all school major policies that directly affect students and their families. Please read and review this handbook carefully, as you'll be required to sign off a confirmation that the student's parent has been provided with the parent handbook.

**Thank You**

# Contents

## **The Academy & The Community**

Welcome .....	5
History .....	5
Mission .....	5
Vision .....	5
Organization Structure .....	6
UMMAH Society .....	6
Academy Governance Committee .....	7

## **Joining The Academy**

Requirements for admission .....	8
Enrollment criteria and placement guidelines .....	8
Withdrawals .....	9
Before and after school program .....	9
Transportation .....	10
Volunteering .....	10
Parent Group .....	10

## **Academic Information**

Curriculum .....	11
Daily schedule .....	11
Textbooks, classroom equipment and school supplies .....	11
Yearly calendar information .....	12
Extra-curricular activities .....	13
Homework .....	14
Evaluation and assessment .....	14

## **Finances**

School tuition .....	15
Discounts .....	15
Tuition assistance guidelines .....	16
Payment plans .....	17
Method of payment .....	17
Tuition fee policy .....	17
Delinquent Accounts .....	17
Tax Deductions .....	18

## **Dress Code & School Uniform**

Girls uniform .....	19
Boys uniform .....	19
Non-uniform days .....	19

## **Attaining Professional Standards**

Regular attendance and punctuality .....	20
Morning arrival .....	21
Afternoon departure .....	22
Parking .....	22
Before and after school program .....	22
Visitors and volunteers .....	22
Dropping off items .....	23
Notices .....	23

## **Towards Well & Safe School**

Food policy .....	24
Cell phone/Electronic device policy .....	24
Facilities' spaces rules and regulations .....	25
Technology .....	27
Confidentiality .....	27
Lost & found .....	27
Media release .....	27
Smoking .....	27
Emergency policies .....	28
Accidents .....	28
Fire drills, lock-down, and hold and secure .....	28
Personal safety .....	29
School closure and/or cancellation .....	29
Guidelines for fieldtrips .....	29
Medical concerns .....	29
Minor medical concerns .....	29
Major medical concerns .....	30
Medications .....	30
Vaccinations .....	30
Illness .....	30
Head lice .....	30
MMA online parents' web .....	31
Communication Protocol .....	31
Grievances and conflict management .....	31

## School Code Of Conduct

Expectations .....	32
Excerpts from the regional code of conduct .....	34
Notice and considerations .....	39
Child abuse .....	40
Sexual harassment .....	41
Criminal record checks .....	41
Act of vandalism and/or pulling of the fire alarm .....	41

# 1. The Academy & The Community

## 1.1 Welcome

Welcome to Maritime Muslim Academy! We are a non-profit organization offering a private, safe, independent education that meets NS curriculum standards, and is based on Islamic principles.

### Why choose Maritime Muslim Academy for your child ?

- ✓ Full-time Islamic school from grade primary up to grade 12.
- ✓ MMA has full access to the Ummah Masjid facilities, including gym, computer lab, and conference room.
- ✓ Small classes with high teacher to student ratio.
- ✓ The facility is in the heart of Halifax, next to UMMAH Masjid.
- ✓ Before and after school program available through MMA Daycare.
- ✓ Strong academic programs integrated with Arabic, Qur'an, and Islamic studies.
- ✓ Affordable tuition fees.
- ✓ Financial assistance is available.

## 1.2 History

The Maritime Muslim Academy began in 1984 as the Halifax/Dartmouth Islamic School in two upstairs rooms of the Dartmouth mosque, about two dozen students from different grades shared the same classrooms. This project was initiated at the request of some regular mosque attendees who were willing to pay for a genuine Islamic environment for their children. The Halifax/Dartmouth Islamic School was renamed as the Maritime Muslim Academy on September 04, 1997.

On September 02, 1998, Swissair Flight 111 crashed off the coast of Nova Scotia. Among those who died was a Saudi Arabian Prince, Bandar bin Saud bin Saad (I) Al Abd al-Rahman al-Saud. The family of the Prince visited Halifax to pay their respects. Through the kindness of their hearts, they offered to financially assist the local Muslim community. Regulars of the Dartmouth mosque (now under the Islamic Association of Nova Scotia) suggested acquiring property for the school and the mosque on Chebucto Road. The family of the Prince accepted this request and the acquisition was completed on September 21, 1999. And thus the Maritime Muslim Academy came to administer both the school and the mosque.

On May 03, 2018, the Nova Scotia Registry of Joint Stocks approved new Bylaws, which changed the name of this legal entity holding the Chebucto properties to Ummah Society. Its duly elected Academic Governance Committee is to administer Maritime Muslim Academy.

The Maritime Muslim Academy is registered with the Canada Revenue Agency as a charitable organization bearing registration number 128231040 RR0001.

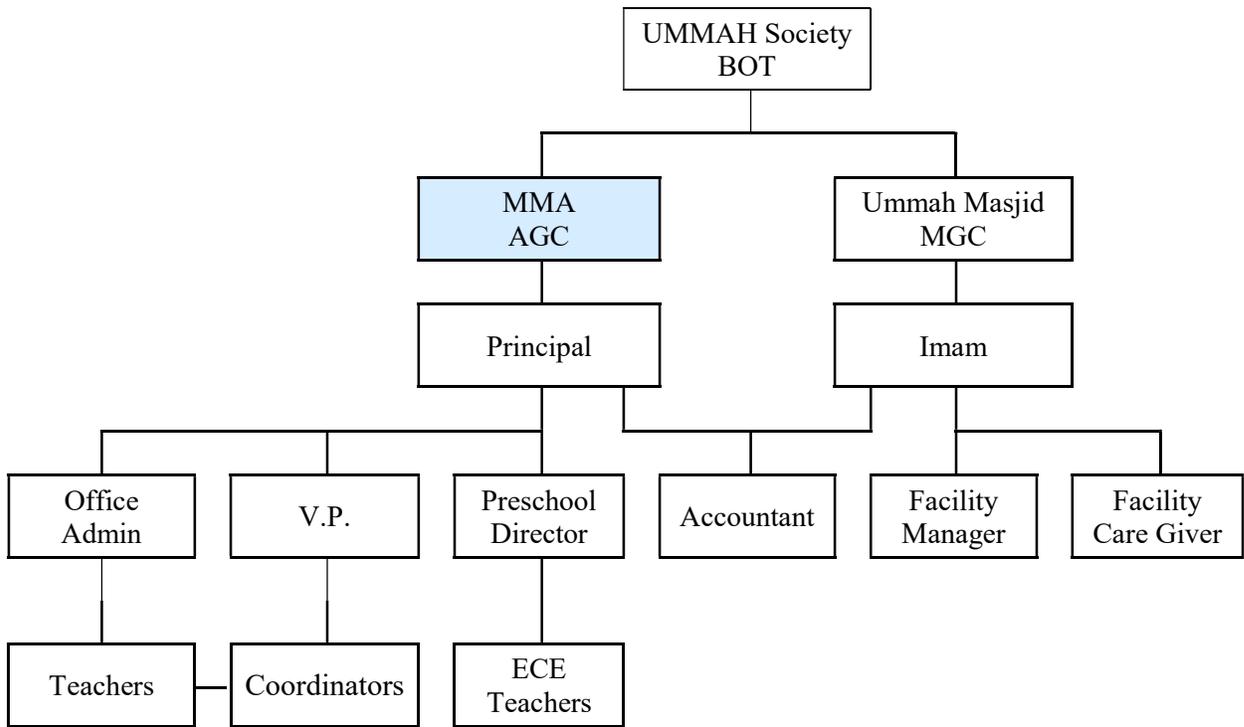
## 1.3 Mission

Maritime Muslim Academy strives for excellence in nurturing students intellectually, physically, emotionally, and socially in a trusting and caring Islamic environment.

## 1.4 Vision

To build and maintain Islamic identity, values and principles of students, making them future leaders through faith, education, and inspiration.

## 1.5 Organization Structure Flowchart



## 1.6 UMMAH Society

The UMMAH Society is a non-profit organization that oversees the governance and management of two financially and operationally independent non-profit assets and undertakings: the Maritime Muslim Academy and the Ummah Masjid.

- The UMMAH Society elect a Board Of Trustees (BOT) that manage the affairs of the Society in full compliance with the bylaws and in accordance with the laws that govern registered charities.
- All MMA parents and/or guardians are eligible to be members of the UMMAH Society. UMMAH Society meets once a year in an annual general meeting (AGM) .

- **Annual General Meeting:**

At each annual general meeting of the UMMAH Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:

- (1) Minutes of the previous general meeting;
- (2) Consideration of the annual report of the Board Of Trustees;
- (3) annual report of the Masjid Governance Committee;
- (4) annual report of the Academy Governance Committee;
- (5) Consideration of financial statements, including the balance sheet and operating statements of the Society and the report of the auditors therein;
- (6) Election of the Trustees of the Society;
- (7) Election of members of the Academy Governance Committee and the Masjid Governance Committee;
- (8) Appointment of an auditor for the ensuing year.

## **1.7 Academy Governance Committee (AGC).**

The Academy Governance Committee is formed of five (5) to nine (9) individuals, not including the Principal of the School who is an ex-officio, non-voting member of the Academy Governance Committee. A minimum of two-thirds (2/3) of the total number of members of the Academy Governance Committee are from among parents of currently enrolled students.

AGC ensure professional management of the School; as well as the provision of general academic education consistent with the standards established by the Nova Scotia Department of Education, and be in full compliance with the Islamic teachings that are based on the Quran and the Sunnah of Prophet Muhammad, peace be upon him.

Anyone wishing to contact the Academy Governance Committee can do so through the office manager, principal, or by e-mail [mmaboard@maritimemuslimacademy.ca](mailto:mmaboard@maritimemuslimacademy.ca) or [Chair.AGC@maritimemuslimacademy.ca](mailto:Chair.AGC@maritimemuslimacademy.ca)

The term of the elected bodies is for a period of 2 years. A list of the existing members of the AGC is posted on the Academy website.

## 2. Joining the Academy

Congratulations on selecting Maritime Muslim Academy, you are about to make a wise investment in your child(ren)'s future.

### 2.1 Requirements for admission

- A complete registration package;
- A non-refundable registration fee of \$250.00 (per family) is required, in addition to one-month's tuition needs to be paid as a deposit that will be applied to the tuition when paid in full for the entire year. The deposit will be refunded only if the school does not approve the application;
- Recent photograph of applicant;
- Original proof of birth date (birth certificate or passport);
- Immunization records;
- Last report card from previous school (if applicable);
- Interview with the principal (parents and student);
- Parent/guardian proof of legal status (birth certificate, PR, visas, guardianship, etc.)
- A copy of the child's health card and list of any medical concerns (food allergies, asthma, hay fever etc.);
- Parent/Guardian photo ID;
- Proof of address;
- Parents' approval for the transfer of student record from the previous school;
- Any other relevant documentation involving guardianship, court orders, etc.

**Note:** No photocopies will be accepted, all photocopying will be done at the Maritime Muslim Academy and original documents returned.

### 2.2 Enrollment criteria and placement guidelines

- Children applying to enter grade primary must be 5 years old by the end of December of the enrollment year. They must be fully toilet trained before admittance to school.
- For students applying for admission to grades 1 through 12, acceptance will be dependent on previous school records, behavior record, current teacher(s) recommendation(s), interviews with both parent(s) and child, and/or placement tests at the sole discretion of the school.
- Re-enrollment for current students and their siblings is processed annually in March, and new students' applications will be processed subsequently.
- Re-enrolled students will be placed in the proper grade according to their successful completion of the previous grade-level work.
- Acceptance of application forms and fees does not guarantee admission, the school reserves the right to deny admission to any student without assigning reason.
- All new students are placed on **probation** for their first Semester at Maritime Muslim Academy. A student may be asked to leave the school during the probationary period if either his/her behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student.
- School reserves the right to deny or revoke admission to a student if records show false or misleading information on application forms.

- Re-admission of students who left the academy under any circumstances, may not automatically be registered at a late date. They must go through the necessary steps for admission as new students and will be reviewed accordingly.
- Passing average score of 60% on MMA assessment exams (English Language Arts, Math, and Sciences), is a minimum requirement if placement test is needed.
- Students might be allowed to re-write the exams only once with an extra fee of \$25.
- Students with poor behavioural records and low academic performance (less than 60% average) in core subjects (ELA, Math, Science,..) will not be admitted.

**Note:** Currently due to lack of resources and specialized staff, MMA regrets its inability to provide services for students with special learning, behavioural, & physical needs or strong ESL requirements.

### **Custody rights:**

When parents are separated or divorced, the school should be clearly informed of custodial rights. A copy of any legal documents will be kept on file.

### **Enrollment priority:**

- Students with siblings already attending the Academy.
- Students who have attended MMA Preschool program.
- Staff member children.

## **2.3 Withdrawals**

### **a) Family's request for withdrawal**

- All tuition deposits will be forfeited should anytime the student be withdrawn for any reason, at any time after submitting an application or re-enrollment form.
- If you wish to withdraw from the program, you must give a full 2 months' notice in writing by the 1<sup>st</sup> day of the month prior to leaving for a full refund of your deposit. Failure to do so will mean that your deposit is forfeited. As well, you'll be liable for one extra month's tuition.

### **b) Academy's request for withdrawal**

Maritime Muslim Academy can terminate its services to a family under the following circumstances:

- If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon.
- If the Academy is unable to satisfactorily resolve a problem with a family.
- If a family member harasses, threatens or commits a violent or unlawful act toward a staff member, child or other family involved in the Academy.
- If the student violates the code of conduct.
- If records show false or misleading information during admission.
- If during the admission probationary period, either the student's behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student.
- Students placed on academic or behavioral probation may be asked to leave at any time during the school year in which they were given probation.

## 2.4 Transportation

The school does not provide any transportation services at the moment. It is the responsibility of the parents to make appropriate arrangements for the transportation of their children.

For all extracurricular activities/events that take place off MMA school property, it is the parents' sole responsibility to arrange and provide transportation for the students, unless specified otherwise.

## 2.5 Volunteering

Parents and community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at MMA is to learn about the environment and education being offered, and to contribute to enriching our Muslim community. There are many opportunities to volunteer at MMA :

- **Fundraising**

As a private, not-for-profit institution, MMA relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts.

There are numerous ways in which parents can help:

1. Selling tickets for the annual dinner/Iftar.
2. Making donations during the annual dinner/Iftar or at any other time.
3. Helping the school find sponsors for projects, services, and monthly expenses.
4. Contributing to the school's scholarship fund or sponsoring an underprivileged child's tuition.
5. Providing educational needs of a classroom or the school in general.
6. Donating their time to help make fundraising efforts successful.

- **Supervision program:** which includes: morning, recesses, lunch time, prayer, and after school.

- **Subject tutoring / Teacher support:**

Parents can help by assisting students with their classroom work in many ways, including tutoring, reading, or other classroom activities.

- **Field trips**
- **Office / Administration support**
- **In class / School wide activities**

Guidelines and forms for volunteer work are available in the office. All volunteers must have a current police background check and child abuse registry check.

## 2.6 Parents Group

The work that parents do on behalf of our school is essential and greatly appreciated; our school flourishes because of the time and effort of many people! Parents (and grandparents too!) and other supporters are actively involved in school life in a number of ways such as organizing bake sales, working on fund-raising projects, organizing multicultural events and helping with other school projects. The Parents' Group actively recruits the help of parents whose children attend our school.

## 3. Academic Information

### 3.1 Curriculum

- The curriculum at Maritime Muslim Academy is based on the curriculum guidelines of the Nova Scotia Department of Education, for detailed information you can check [www.ednet.ns.ca](http://www.ednet.ns.ca)
- The Primary to grade 9 curriculum that serves as a foundation for further study includes the following subjects:

Quran	Islamic Studies	Mathematics
Language Arts	Social Studies/History	Science
Physical Education	Health	Art
Computer Skills	French	Arabic

- Grade 10 to 12 are expected to complete a minimum of 18 credits of which 14 are compulsory
  - 3 English – one from each grade level (10,11,12)
  - 3 Math – one course from each grade level (10,11,12)
  - 2 Science – Science10 and one other science course
  - 1 extra course from Math, Science, and/or Technology
  - 1 Fine arts
  - 1 Physical education
  - 1 Canadian studies
  - 1 Global studies
  - 5 Elective credits

Further details about courses and Nova Scotia graduation requirements are found in the MMA high school course selection guide.

### 3.2 Daily schedule

8:30 Students may be dropped off  
8:45 Morning assembly begins  
8:55 Class begins  
12:15 Lunch break  
12:30 Recess & Prayer  
1:30 Class restart (2:10 on Fridays)  
3:30 Dismissal (12:15 pm on early dismissal days)

### 3.3 Textbooks, classroom equipment and school supplies

At the beginning of the school year, the administration will announce times during the first week of school to issue textbooks. During these times students will sign for the books they are collecting. At the end of the year students are expected to return all textbooks.

Textbook and equipment used in our program are costly. It is the responsibility of each student to handle textbook and equipment with care. Books that are sent home as a part of the reading program are also to be treated with care.

Lost or damaged textbooks are to be paid for by the student, at replacement cost. Please note that deposits are required before issuing textbooks. The school office will issue invoices for lost or damaged textbooks. **Invoices must be fully paid prior to writing the exam** of the subject of the textbook at end of the term.

Please ensure that your consumable school supplies are purchased before the first day of school.

### 3.4 Yearly calendar information

- **Start & finish dates**

Classes are usually scheduled to begin in September and end in June.

- **Holidays & breaks**

We strive to match the holidays and breaks of Halifax Regional Centre for Education (HRCE) as well as Eid. All dates will be confirmed in our yearly calendar.

- **In-service days**

Our whole staff takes at least three in-service days during the year. These dates will be confirmed in our yearly calendar.

Though we do not like to close the school for a whole day, and know it may be an inconvenience to you, we firmly believe that everyone – staff, parents and students – benefit from in-service days. They allow us to continually improve our education mandate and give us new ideas that we can bring back to your child’s class.

- **Special events**

Multicultural day  
Spring concert  
Science fair  
Literacy week  
Graduation day

Awards day  
Quran competition  
Islamic fair  
Spelling bee  
and more, ....

- **Primary orientation**

Once a year we hold a pre-registration for families already enrolled in our preschool. An open house is then held around May at which time other members of the public are invited to register their children. Parents are advised to register as early as possible.

If you would like to know more about our Academy or visit us prior to the orientation date, please set up an appointment. We would be more than happy to make arrangements to meet with you.

- **Class photos**

During the school year a professional photographer will take individual and group photographs of the students. They are a wonderful memento for parents, and you will have a variety of options if you wish to order them.

- **Progress reports & Report cards**

Progress reports are given in the middle of each academic term. In the school year there are two Progress reports (November, and April).

Report cards will be given upon the completion of each academic term. In the school year there are two terms (February, and June).

Both Progress reports and Reports cards will be sent home for parents to review and sign.

- **Parents/Teacher conferences**

Parent/Teacher conferences are scheduled the following day a progress report or a report card is released. Here both parents and teachers have the opportunity to discuss the report card results and any other matters pertaining to the student’s education. Your involvement is essential to the progress of your child.

### ▪ School awards day

We would like to give our students an incentive to perform to the best of their abilities during the school year. Awards will be given during the awards day in June. Parents will be informed about the time of the ceremony. Throughout the school year, students will be encouraged to do their best and be reminded of the criteria for winning an award. Winning and losing graciously are also life skills we would like to develop in our children.

Category	Description
Overall academic achievement	Awarded to the student who has the highest overall average in each grade.
Good citizenship	Best model of Islamic behaviour: honesty, conduct in prayer, cooperation/willingness to help, application of Islam in daily life, respect for others, modesty, Islamic appearance, overall cleanliness, patience, Islamic manners (i.e. salutations, expressions), Islamic approach in resolving conflicts, encouraging others to do the right thing, setting a good example. Excellent academic standing.
Persistence award (Most improved)	Consistent hard work and perseverance in the academic work. Sets goals to improve work and is highly motivated to always do their best.
Quran competition	Best recitation and memorization of Quran.
Spelling bees	Both Arabic and English.
Science fair	Best overall performance in developing science project's topic, board presentation, visual communication, and oral presentation skills.
Islamic fair	Best overall performance in developing an Islamic topic, board presentation, visual communication, and oral presentation skills.
MMA volunteering award	Excellent attitude towards school. Volunteering in several school clubs, events or activities. Positively contributing to the school culture and showing leadership skills.

### 3.5 Extra curricular activities

There are a variety of programs aimed at the development of leadership and social skills. Throughout the year, these special events enrich the academic program. All students are encouraged to participate in at least one offered activity. Students are expected to represent the school in the best of Islamic manners. If students fail to follow the expectations of the school they will lose the privilege of participating in any activities.

The following is a list of our extra-curricular events and activities that have occurred at our school; we are always expanding extra-curricular opportunities for our students, and as such activities are not limited to this list:

- Field trips
- Peer tutoring program
- Quran competition
- Literacy week / Scholastic bookfair
- Science fair
- Running Club
- Let's talk science challenge
- Islamic fair
- Heart and stroke jump for heart
- Spelling bee Arabic & English
- School newsletter
- Student council
- Gauss math contest /Euclid math contest
- Mad-Science program

### 3.6 Homework

Homework is a planned part of the education process designed to enhance student learning and is directly connected to N.S Curriculum learning expectations.

Homework helps to develop life long skills such as self discipline, task commitment, time management, responsibility, independence, initiative, and problem solving.

- Type of homework:
  - a) **Completion:** anything that was not finished in class.
  - b) **Practice:** review and reinforcement of lesson
  - c) **Preparation:** review for a test, re-reading or research
  - d) **Extension:** creative applications that integrate or expand on class lessons.

### 3.7 Evaluation and assessment

During the course of an academic year, students from grade Primary to 9 will be assessed academically. Report cards must be signed by the parents. Grade 4-12 will write their tests on dates set by their teachers. Parents are requested not to make any traveling plans prior to end of final assessment. Parents should endeavor to attend designated Teacher/Parent interviews so as to discuss their children's progress.

Students who are absent from assessment, without a valid reason, will incur a "zero" grade. In case of illness, upon returning to the school, a student must provide a written note for the absence from a physician.

## 4. Finances

The Maritime Muslim Academy is not-for-profit and completely privately funded, we receive no government assistance to offset our expenses. All tuition and fees at the school do not reflect the actual cost of educating a student at the school. Every effort is made to keep the cost of tuition down so that the school is affordable to as many families as possible. Therefore, our mandate states that we collect tuition fees from all students, also we would like the parents to be supportive and punctual in paying the fees for their child(ren). The parents are also expected to participate in fundraising.

### 4.1 School tuition

- **Registration fee:**(non-refundable) \$250/year/family
- **Deposit:** One month tuition fee
- **Annual tuition fees:**
  - Grades Primary to Grade 6 \$4,500/year
  - Grades 7 to 9 \$5,000/year
  - Grades 10 to 12 \$6,500/year
- International Student Differential Fee: \$2,000/year/family
- **Other expenses:** Workbooks, textbook rentals, supplies, trips & other learning materials.

### 4.2 Discounts:

#### A) Existing discounts:

- Sibling discounts 10% for second child, 15% for the third child, 20% for the fourth child and subsequent child(ren)
- Apple Financial Services discount

#### B) New registrant discounts:

- New immigrants: 1st year 50%, 2nd year 25% (after moving to N.S.)
- New admissions: 1st month free

#### C) Achievement scholarships:

- Quran memorization scholarship : 3% per Juz'
- Civic achievement scholarship (e.g. contribution to society, volunteer work , etc..)\*
- Sports achievement scholarship\*
- Extracurricular achievement scholarship\*
- Academic achievement\*

\* percentages based on recommendation of school committee

#### D) Special consideration discount:

If none of the above scholarships and discounts is applicable to you, and you feel that you deserve one, please contact the Imam of Ummah Masjid, Sheikh Abdullah Yousri. All such applications will be handled with complete confidentiality.

- Please note that all scholarships and discounts are subject to terms and conditions and are reviewed periodically.
- Only one scholarship and/or discount can be available during the academic year (except new admission discount) and it applies only to tuition fees.

### 4.3 Tuition assistance guidelines

The Maritime Muslim Academy is a non-profit organization which consistently functions with a budget way below its operating costs. MMA tries its best to provide quality Islamic education to all children who wish to attend, and ensures that only qualifying families get benefited. The tuition financial assistance is based on the recommendation of a third party (Apple Financial Services) and an internal financial assistance committee.

Every time financial aid is provided, the Academy must find other ways to cover its costs. Therefore, if at any time, your financial situation allows you to pay more, please do so. This will allow us to serve as many needy families as possible.

#### What to know before applying?

- The Tuition Financial Assistance (TFA) is offered from grade Primary to grade 12 only.
- The TFA only covers tuition, not other fees or dues (e.g. registration, international differential, school supplies, late payment fees, etc.).
- The maximum percent of discount when on TFA is 50%.
- The TFA can not be combined with any other discount available at MMA (Sibling, staff, or others).
- There is a non-refundable fee of \$100 to apply to Apple Financial Services, for which it is recommended that one only apply if families are positive they would qualify.
- In order to determine whether you are eligible or not, the third party would request financial information that you must have readily available.
- Having a recommendation for TFA by the third party does not guarantee you would get a discount since this is based on a number of factors; mainly the school's yearly budget. However, not being recommended by AFS would certainly disqualify you for getting a TFA.
- An application to AFS is only valid for the current academic year to which you are applying.

#### How to apply?

- Go to <https://applefinancialservices.ca/>
- Click on parent login then click on create an account.
- Fill out the registration form and follow the instructions on screen.
- Once your application is processed by AFS, the committee would make a decision, and you would be notified by e-mail.
- The process can take 4-8 weeks, so it is recommended to apply in early June.
- If you have any questions you can click on FAQ or call AFS at (613) 395-9300.

#### How to ensure I do not lose the TFA throughout the academic year?

The TFA is a privilege and in order to maintain it:

- Student(s) must have good grades.
- Student(s) must have good attitude and behavior.
- Student(s) must have good attendance records.
- Family must **not** have any outstanding payments.
- Family must be involved positively at school and volunteer whenever needed.

#### 4.4 Payment plans

We understand the financial planning issues that some families are experiencing, therefore the Maritime Muslim Academy has arranged several payment plans. Please arrange with the administration for one of the following payment plans:

- One payment (September)
- 2 equal installments (September and February)
- 4 equal installments (September, November, February, and April)
- 9 equal installments (September through May)

#### 4.5 Methods of payment

There are four options for paying tuition:

- Cash
- Debit card
- Pre-authorized payment
- Post dated cheques

#### 4.6 MMA tuition fee policy

- Tuition fees are annual (not on a month-by-month basis).
- MMA Academy Governance Committee reserves the right to change tuition fees at any time.
- If parents arrange to pay fees on a monthly basis, the monthly payment must be made **no later than the 3rd day of each month**. There will be a flat administrative cost of \$20 for the first late payment, \$30 for the second. After the second late payment, full year tuition **must be paid in full**.
- The school year is divided into 2 terms (September – January, February – June). The tuition fee for the term has to be paid in full, even if the student enrolls in the middle of any term OR the student is absent from the school because of traveling or sickness.
- If cheques are not cleared due to any reason, the parent will be asked to pay through certified cheques or cash. A \$45 charge will be added for each uncleared cheque. After 3<sup>rd</sup> NSF cheque, only cash or debit card payment will be accepted.
- The cost of field trips and additional items such as uniforms, school supplies, workbooks etc., are not included in the tuition fees, and are charged separately where and when applicable.
- MMA shall not issue any refunds.
- Tax receipts will be issued only if all tuition fees have been paid in full prior to December 31<sup>st</sup>. Tax receipts for fees completed after December 31<sup>st</sup> will be issued on the following year.

#### 4.7 Delinquent accounts

The Academy must receive scheduled payments promptly in order to meet projected expenses. If a payment is more than 30 days past due, the account will be considered delinquent.

Students with delinquent accounts may not be allowed to attend classes. Student report cards and academic records will not be released until payment is made in full, or other arrangements are made that are acceptable to the school. Students with delinquent accounts will not be eligible for readmission the following year, furthermore they might be excluded from school.

## **4.8 Tax deductions**

A portion of our tuition is tax deductible. The exact amount varies from year to year and from grade to grade based on many factors, as applicable by CRA rules and regulations.

## 5. Dress Code & School Uniform

- Students are expected to comply with the uniform starting the first week of school. The uniform policy is for the benefit of the student, the family and the school.
- **Consequences for not wearing the uniform:** Three warnings will be given for not wearing the proper uniform per term. The fourth time, the student has to be sent home and every other time after that. If parents refuse to pick up the student for any reason, he/she is not allowed to attend classes or be in the classroom. Each warning will be posted to parents' web and an email will be sent after the final warning advising the parent that their child will not be allowed in the classroom the next time they violate uniform dress code.

- General rules:

Uniform must be clean and no torn clothes will be permitted.

Hoodies are not allowed except MMA hoodies that were sold at school.

Standard haircuts with no extreme styles or patterns including half shaves.

Hair should be off the face, tied up, and/or braided.

No unusual piercings.

Socks must be worn at all times in all seasons.

No high heels.

No accessories for girls and boys of all ages.

No fragrances.

No Nail polish or artificial nails.

No hats.

No make-up.

No scented deodorants.

No hair dye or highlights.

No hair gel.

### 5.1 Dress code and school uniform – Girls uniform

#### Grade primary to six

- Navy-blue jumper
- White or navy-blue long sleeve blouse
- Navy-blue or white tights
- Black shoes
- Navy blue blazer; or navy-blue V-neck sweater or cardigan (optional)

#### Grade seven and up

- White or navy-blue knee-length tunic; or navy blue or black Jilbab
- Navy-blue loose dress pants or skirts
- Black shoes
- White or navy-blue non-transparent hijab
- Navy blue blazer; or navy-blue V-neck sweater or cardigan (optional)

### 5.2 Dress code and school uniform – Boys uniform

#### All grades

- Navy blue dress pants
- White or navy-blue collared shirt
- Navy blue blazer; or navy-blue V-neck sweater or cardigan (optional)

### 5.3 Non-uniform days

- From time to time we will have special days when no uniform is required. On these days students must wear loose Islamic clothing. No skinny jeans or shorts.

## 6. Attaining Professional Standards

### 6.1 Regular attendance and punctuality

- Daily attendance and punctuality of the student is an integral part of the educational experience, learning process and achievement at Maritime Muslim Academy. The classroom instruction and interaction between students and teacher are extremely important and cannot be readily duplicated. **Illness should be the reason for nearly all absences.**
- All teachers will keep attendance and tardiness records on Renweb, also it will be recorded on the report cards. Parents/Guardians can check attendance anytime by logging onto Renweb.
- Parents need to notify both administration and teacher(s) of the dates the student will be absent.
- **Teachers will not gather or hand out work prior to their release to the class.** Teachers will collect assignments during the student's absence. Upon their return, it is the student, parent, and teacher's responsibility to communicate regarding missed assignments. It is the parents' and student's responsibility to cover concepts and skills taught while the student was gone. Long-term projects are due on assigned dates or upon return. While homework can be made up, there is **no replacement for actual teaching** of concepts in class.
- Increasing communications will be made when the reason of absence is not communicated to the school by parent /guardian or when the frequency of total absences or chronic lateness has reached 10% of class time.
- Parents may be required to attend a meeting to explain consistent tardiness and/or absenteeism when the frequency of total absences or chronic lateness reaches 15% of class time.
- When a student misses more than 20 % of class time within the school year or a full credit, this will result in an incomplete year on the file and loss of credit if in high school. Another year in the same grade might be needed to achieve the skills and outcomes for elementary and junior high. Students who lose credit(s) due to absenteeism are not eligible for credit recovery for that course.
- Parents of students in grades, 6, 9,10,11 and 12 should not plan to travel before or during the Provincial Tests or Diploma Exams. Please check with the office for the dates of the last exams in June if you are planning to travel before the summer break begins.
- No student may leave the school ground during school hours without the written authorization of the student's parent or guardian.
- If parents go out of town without their children, please inform the school office of the dates you will be gone and who will be supervising your child(ren).

#### a) Reporting absences

Parents are asked to call the school by 8:30 a.m. or send a note in advance if their child is to be absent. To avoid congestion on the phones between 8:30 a.m. and 8:55 a.m., parents are encouraged to leave a voicemail message at their earliest convenience in the morning. Parents may also report their child(ren)'s absences by emailing the school admin mailbox at:

admin@maritimemuslimacademy.ca. Upon the student's return, their parent(s) must send a note explaining the reason for the absence.

If a student is to be absent from school for an extended period of time, the Principal and teacher should be informed in writing. A minimum of two weeks' notice is expected.

### **b) Excused absences**

1. Illness of the student
2. Medical diagnosis and/or treatment
3. Death in the immediate family; funerals of other relatives, not to exceed three days if in N.S. or five days if outside the province
4. Contagious disease or illness in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
5. Legal business requiring the student's presence
6. Suspension or expulsion from school
7. Approved educational visits/trips
8. Authorized school-sponsored activities

### **c) Extended absences**

Students are expected to attend school during the entire school year. Parents are expected to arrange their travel times according to the school calendar. Students who will be out of the Academy for an extended period of time and do not meet the criteria for excused absences are considered truant. The Academy may refuse the re-admission of any student who is absent from school without permission (16 or more consecutive school days). Furthermore, the Academy reserves the right to test a student who has gone on an extended leave before deciding on a promotion to the next grade. It is the parent's responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills, knowledge and cover all essential learning outcomes for that year.

It is the student's responsibility to redo the missing tests and handing in all work that has been assigned during the time away from school.

### **d) Appointments**

Please arrange for appointments outside of school hours whenever possible.

If a student must leave during the day for appointments, parents are asked to be considerate of the child's school schedule and arrange appointments during non-core time when possible. Students' schedules are available on Renweb.

A note must be sent to both administration and Homeroom teacher in advance or on the morning of the appointment.

All parents must use **the main entrance** and address **the administration office** to sign their child out before being excused from class. Please **do not go directly** to the classroom as this disrupts the routine of the entire class.

## **6.1.1 Morning arrival**

Parents are to drop off their children at the designated entrance; between 8:30 a.m. and 8:45 a.m. Access to the building is not available to students before 8:30 a.m. unless a prior arrangement is made with the Preschool or for a pre-arranged school activity under the direct supervision of a teacher. Morning assemblies start promptly at 8:45 a.m. Attendance will be taken at that time.

A student is considered tardy when not in the classroom in the "ready-to-learn mode" when the bell rings at 8:55AM. Walking into the classroom as the bell rings is considered tardy.

**When a student is late for school, the parent (or adult who drops off the student at school) must accompany the student to the office to get a late slip and sign them in.** This must take place before the student is allowed into the classroom.

Tardiness is considered excessive when the student has been tardy three (3) times in a one (1) month period or eight (8) times in a Semester. **Excessive tardiness** may result in the students being held in the main office until the next subject change so as to minimize disruption to other students.

Students arriving late will be marked as **TE** (Tardy Excused) **or** **TU** (Tardy Unexcused) by their teacher on RenWeb.

- **Late arrival**

Parents are asked to send a note in advance or call / email the school by 8:30 a.m. if their children are to be late. Students who arrive late must obtain a late slip from the office, which the student must give to the teacher. When arriving after 8:55 a.m., a parent or guardian must also record the arrival time in the sign in/out book at the office. If you know of an upcoming lateness (e.g. an appointment), please communicate this to the administration, homeroom and subject teachers in advance. Tardiness will be documented in the report card of the student.

### 6.1.2 Afternoon departure

School is completed when the 3:30 p.m. bell rings. Parents must wait for their children outside the building except for parents of grade primary up to 6, they may come to the classroom to pick up their children at 3:30 p.m. but they are not allowed to enter classrooms to pick up their children. Parents are asked to refrain from coming to the classrooms earlier than 3:30 as it is disruptive to school proceedings.

Students exit the building for after school departure using the designated front doors. The school building will be locked at 3:45 p.m. and all students will be required to exit at that time. The Academy is not responsible for students after 3:45 p.m., except for any after school organized activity. Children who have not been picked up by 3:45 will be sent to Preschool and a late pickup fee will be charged in the amount of \$10 for the first 15 minutes, and \$5 for each 5 minutes thereafter.

## 6.2 Parking

All staff, parents and volunteers are to park their vehicles in the parking lot in front of the building. No staff, parents or volunteers should park their vehicles in Chebucto road. There is no parking along the gates in front of the building and, in particular, no parking at the front doors of the Academy as this must remain free for deliveries, emergency vehicles, etc. **Any vehicles left in front of gates and doors for any period of time may be ticketed.** Parents/ guardians should not block the route, nor should that park in assigned staff parking areas adjacent to the school building in the parking lot, or the Conservatory.

## 6.3 Before and after school program

We understand that making your child's school fit into your busy schedule can be difficult. The Maritime Muslim Academy Preschool offers a before and after school program, to make it easier to schedule your childcare as needed. Please inquire at the preschool regarding program details.

## 6.4 Visitors and volunteers

All visitors and volunteers must sign in at the office, obtain and wear a visitor or a volunteer badge. To ensure proper attention, visitors are required to make appointments with the staff they want to see prior to their arrival at the Academy as it is not always possible to accommodate unscheduled visitors. All deliveries to the Academy are made through the front door, with all delivery personnel checking into the office.

Parents are welcome to visit and volunteer in the classrooms and the school as long as the following guidelines are adhered to:

1. Volunteers sign in at the front office and obtain volunteer badges.
2. Parents adhere to the Islamic dress code.
3. No siblings are allowed unless prior approval is obtained.
4. Parents must arrange with administration and teacher for the best times to volunteer.
5. Volunteer may be asked to provide a police check with vulnerable sector registry, photo ID, child abuse registry check, and sign a confidentiality agreement.
6. Volunteers are expected to respect the class expectations and guidelines.

## **6.5 Dropping off items**

Please make sure that your child comes suitably and appropriately prepared for school, your cooperation in this regard will be greatly appreciated. You can drop off forgotten lunches, homework, etc. at the office and we will make sure the item is delivered at an appropriate time.

## **6.6 Notices**

Notices are sent home via students, as need dictates. For families with more than one child attending MMA, our goal is to send home one notice per family, with the eldest child, unless there is a need for each child to have something signed.

Notices can also be e-mailed if parents advise the school office of current e-mail addresses.

## 7 Towards Well & Safe School

### 7.1 Food policy

We are a nut and gelatin free school and endorse healthy eating for our students. Parents and teachers must ensure that any food item brought into the school does not have nuts or gelatin in the ingredients.

- **Lunch & snack**

Students should bring a nutritious, nut and gelatin free lunch and snack. Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children are encouraged to help pack their own lunch and snack using food from the four major food groups and learn the importance of nutrition in their daily diets. Please note that foods such as chocolate bars, potato chips, gum, pop and candy, which are high in sugar content and/or artificial additives, are not permitted. We encourage families to avoid processed foods. Please note that our classrooms are not equipped for heating children's lunches.

Our Hot Lunch Program usually begins in the mid of September and runs for the entire year, except for Ramadan. Each month, our students will receive a hot lunch form which has the menu for the month.

Our Snack Sale usually begins in mid September and runs for the entire year, except for Ramadan. Our Snack Cart items vary and usually consist of the following snacks: Biscuits, Garden veggie straws, Granola bars, Fruit gummies, Popcorn, Cheese & crackers, and Juices.

- **Food distribution**

Because of allergy concerns and other factors, it is our policy that no birthdays will be celebrated at MMA. Parents/Students are not permitted to bring cakes, sweets, or any food to school for distribution. On occasion, teachers may distribute treats to students, with full adherence to the food policy illustrated in this handbook. Please note that food/treat distribution to students will not be used as a reward system by our staff.

### 7.2 Cell phone/Electronic device policy (It is a privilege, not a right!)

Use of cell phones, camera phones, and other digital devices in school situations can be disruptive to the educational environment, which is not acceptable.

The use of cell phones in the building is prohibited and any necessary calls, should be made from the school phone after getting permission from office staff. If parents insist; cell phones may be carried by students, on condition that cell phones **MUST** be turned off upon entering the school premises and handed to office staff. Devices will be given back to the student at the end of the day, parents are asked **Not** to text or phone students during the school day. For emergency purposes, parents are advised to contact the main office at 429 9067 ext. 101.

Any form of picture taking, video or audio recordings may be considered an invasion of personal privacy; therefore, before students take any pictures or video of the building, staff or students, permission must be obtained from the administration, classroom teacher or club sponsor. Permission must be gained by the subject before the image can be used in any way. Violation of this policy will result in disciplinary measures. Depending on the severity, it may also include the RCMP.

Every staff member in the school (regardless of the role he or she plays in the school) has the responsibility to protect the learning environment and that includes confiscating cell phones during the school day (7:30 a.m. – 5:30 p.m.). Failure to comply to a reasonable request by a staff member (e.g. May I please have your cell phone!) will result in serious consequences for the student.

1st Offense	Confiscation, Given to the administration, Returned to student at the end of the day.
2nd Offense	Confiscation, Given to the administration, Returned only to a parent.
3rd Offense	Confiscation, Given to the administration, Banned from possessing a cell phone on school property.
4th Offense	At the discretion of the administration.

Please note that the security of these devices is the responsibility of the students and is NOT the responsibility of the school.

### 7.3 Facilities' spaces rules & regulations

The staff and students at the Maritime Muslim Academy have a great responsibility of maintaining both the school and the masjid facilities. Part of this responsibility requires students to arrive prepared and be aware of these rules and regulations.

<b>Gymnasium</b>	<ul style="list-style-type: none"> <li>• Must be supervised by an adult at all times,</li> <li>• Enter and exit safely and quietly,</li> <li>• Proper indoor athletic shoes must be worn,</li> <li>• Gym shoes must have a white or light-colored bottom to avoid scuffing the gym floor,</li> <li>• The gym shoes must not be worn outdoors,</li> <li>• No food or drink is permitted in the gymnasium,</li> <li>• Respect and protect all gym equipment,</li> <li>• Only use equipment with teacher's permission,</li> <li>• Return all PE equipment to the PE teacher, when finished,</li> <li>• No unauthorized use of the gym. Students caught using the gym without teacher supervision will lose their privilege during gym class.</li> </ul>
<b>Classrooms and snack/lunch</b>	<ul style="list-style-type: none"> <li>• Treat teachers, substitutes, classroom assistants, other students, office, and custodial staff, and volunteers with respect,</li> <li>• Dress, speak and act appropriately,</li> <li>• Be on time for class and give your best effort,</li> <li>• Follow classroom and teacher expectations and routines,</li> <li>• Be kind and helpful to others,</li> <li>• Help in keeping your classroom neat and tidy,</li> <li>• During Assembly; Respect the speaker(s) and/or performance(s) by being quiet and listening actively,</li> <li>• Sit in your seat when eating or drinking,</li> <li>• Do not beg for, or share food that other children have brought to school,</li> <li>• Stay seated unless permission to go to the washroom is granted,</li> <li>• Bring healthy foods and drinks (avoid sugar),</li> <li>• Clean up your space and hands after eating,</li> <li>• Put all snack/ lunch things away before lessons begin.</li> </ul>

<b>Indoor recess</b>	<ul style="list-style-type: none"> <li>• Follow your teachers' instructions regarding recess,</li> <li>• Check to see if room is tidy and neat; help to put it in order,</li> <li>• Respect and protect all equipment and furniture in the room.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• "Hands off" and no rough play,</li> <li>• Play safe and take turns,</li> <li>• Only one child can go down the slide at a time,</li> <li>• Play in your designated area,</li> <li>• Take care of equipment,</li> <li>• Follow playground expectations,</li> <li>• Leave sticks and pebbles on the ground,</li> <li>• Go down the slides on your bottom- not head first,</li> <li>• Follow the supervisors' instructions.</li> </ul>
<b>Outdoor line-ups</b>	<ul style="list-style-type: none"> <li>• Go to your class lining spot and line-up immediately when the bell rings,</li> <li>• Line-up in a straight line facing forward ready to enter the school,</li> <li>• Be quiet and listen for instructions.</li> </ul>
<b>Hallways and entrances</b>	<ul style="list-style-type: none"> <li>• Walk quietly and safely,</li> <li>• Be polite and respectful to others,</li> <li>• Use an "indoor voice",</li> <li>• Clear the hallways quickly at all times,</li> <li>• Keep the hallways and entrance neat and tidy,</li> <li>• Dress or undress by your coat rack.</li> </ul>
<b>Washroom/ Wudu area</b>	<ul style="list-style-type: none"> <li>• Use the toilet before you go out at recess and lunch,</li> <li>• Use the washroom quickly, quietly, and properly,</li> <li>• Always wash your hands,</li> <li>• Keep the washroom clean and tidy,</li> <li>• Flush only once when done,</li> <li>• Use toilet paper wisely,</li> <li>• Avoid throwing the towel paper after you dry yourself in the sink/stall; use the trash containers instead,</li> <li>• Avoid wasting water,</li> <li>• Keep the Wudu area clean and dry.</li> </ul>
<b>Mosque and/or Prayer hall</b>	<ul style="list-style-type: none"> <li>• Make Wudu before you come to the mosque and/or prayer hall,</li> <li>• Be quiet and considerate of others in prayer,</li> <li>• All girls must wear proper hijab,</li> <li>• Follow the mosque/prayer hall etiquette,</li> <li>• This is not the time for conversation or playing.</li> </ul>
<b>Computer labs and rooms</b>	<ul style="list-style-type: none"> <li>• Food or drinks cannot be brought into the computer room,</li> <li>• Students and volunteers may only utilize the computer room under the supervision of a teacher,</li> <li>• Students are permitted to access the Internet in supervised situations only,</li> <li>• There is zero tolerance for accessing inappropriate or prohibited websites. i.e. Instagram, Facebook, etc.,</li> <li>• Computer time should be used for research, assignments, or multimedia content creation,</li> </ul>

	<ul style="list-style-type: none"> <li>• Respect and protect the computer lab equipment,</li> <li>• Focus on educational activities even when viewing YouTube,</li> <li>• Avoid chatting online,</li> <li>• No games are allowed on school computers,</li> <li>• Failure to meet the computer lab expectations may lead to such extreme disciplinary actions as being banned from using lab, school suspension, and/or expulsion.</li> </ul>
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## 7.4 Technology

Students in MMA classes might be given assignments to do at home that require the internet. It is important to have an “Acceptable use policy”, meaning it is expected that students use the internet at home for the purposes assigned in class, and for nothing else. Since it is still possible to access inappropriate content on the internet, even with filtering devices, parents are expected to provide the level of internet supervision they feel is appropriate within their home. It is expected that MMA students exhibit “Digital citizenship” and behave on-line as they would in-person, meaning that all digital interaction is done with Muslim manners and courtesy. On-line digital etiquette is important to everyone’s comfort and safety. Thus, any type of inappropriate behavior, chat, cyberbullying, etc. is unacceptable. Students who do not uphold digital citizenship are not following the MMA code of conduct and will face disciplinary action.

## 7.5 Confidentiality

We have a strict policy of confidentiality. Anything said between staff members, between staff and parents, or between staff and management is kept completely confidential. In addition, we respect the children by not speaking to any other families about a child that is not theirs. If two children are involved in an incident together, we will explain what happened to the parents without naming the other child.

## 7.6 Lost and Found

Students are responsible for all of their belongings including all uniform items, school supplies and personal items that they may have in their possession. All possessions should be clearly labeled with the student’s name. Students will be notified of the location of the lost and found boxes. All unclaimed items are donated to charity at the end of each school term.

## 7.7 Media release

Signed parental forms must be filled out before presentations, distribution or use of any video-clips or photographs amongst the student population. Media release forms will be provided in the registration/re-enrollment package at the beginning of the school year. Students’ pictures/videoclips will be used solely for school purposes. No staff, parent or child is allowed to video or photo anything within school premises unless they received written permission from the administration.

## 7.9 Smoking

No smoking is allowed by anyone in our building, on our site within 6 meters around the building, or during any of our outings or field trips.

## 7.10 Emergency policies

Preparation is the key to any effective emergency response.

### 7.10.1 Accidents

In case of an in-school accident, students shall notify the nearest teacher or staff member. All emergency situations are reported to the main office and the principal, who will delegate the responsibilities to be taken in an emergency situation (i.e. calling 911 and an ambulance). The main office personnel will notify the parents and an incident report will be completed and filed.

### 7.10.2 Fire-drills, lockdowns, and hold-and-secure

Conducting effective drills helps school to:

- provide scheduled opportunities for comprehensive emergency response training for students and teachers;
- determine whether designated supervisory staff can competently respond in accordance with the emergency situation;
- determine whether supervisory staff respond in a timely manner to carry out their duties;
- assess the ongoing effectiveness of the emergency procedures to ensure quick response of students and staff; and
- The terminology is mandatory to describe the type of situation occurring at or near the school.

Teachers must review procedures with their class during the first week of school and regularly thereafter. Directions of fire drills exits are posted in each classroom.

The Academy will practice several fire drills and lock-downs during each school year. Parents will be notified on the same day after a drill is conducted.

#### a) Fire drills

Students will be notified and trained on fire drill protocol, including where to meet in the case of an emergency.

- When the alarm sounds, all students and staff must evacuate the building immediately. And they are expected to meet at the designated meeting point at the end of the field.
- Office staff grab emergency binder, list of that day's class trip, list of that day's substitute teachers, visitor and staff sign in/out sheet, then leave the building to the designated meeting point.

#### b) Lock-down

A lockdown is defined by police as the restriction of movement during the time of a potentially serious violent threat or violent incident that would endanger the lives of students and staff.

During lock-down, all movement within the school and into and out of the school is restricted.

#### c) Hold-and-secure

A Hold and Secure may be conducted when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building (e.g. robbery near a school).

### **7.10.3 Personal safety**

All visitors to the school enter through the main entrance and report to the main office to sign in. All students should be picked up at 3:30 p.m., Monday through Friday. Any student that is not picked up by 3:45pm will be sent to our after-school program and will be billed accordingly. The school is not responsible for any student unsupervised outside the after-school program after 3:45 p.m. Students, not enrolled in the before school program, should not arrive to school prior to 8:30 a.m. The school is not responsible for students who are dropped off early outside. They must report directly to the assembly area upon arrival. Preschool children must be dropped off and picked up from their designated classroom by the authorized adults the school has on file. Doors are locked during school hours. Visitors must ring the doorbell to enter the school.

### **7.10.4 School closure and/or cancellation**

If for any reason the school needs to be closed due to inclement weather or other situations, all parents/guardians will be notified via email no later than 7am of that day. The announcement will also be posted on our website and Facebook page, so please be sure to check these pages for updates. We follow HRCE decisions for cancellation, early dismissal, or delayed opening.

## **7.11 Guidelines for fieldtrips**

At least two adults members accompany a class when they go on fieldtrips. We always carry a first aid kit and emergency file, and teach the children about safety, stranger tips and rules to follow when outside the school.

1. Students are required to wear full dress uniform unless otherwise stated
2. Parent consent forms will be sent home at least three to five days prior to the excursion/field trip
3. All consent forms must be signed and returned at least 24 hours prior to the trip, or by the date stipulated on the notice. Handwritten consent notes may be accepted depending on the type of field trip/excursion being undertaken.
4. Telephone consents are not permissible.
5. Only a parent's or legal guardian's signature is accepted on the consent form;
6. The cost of transportation, as well as other incidental expenditures that might be necessary, must be paid in advance of the trip; and
7. Volunteers and parents must adhere to the school's Islamic dress code on all excursions and fieldtrips.

## **7.12 Medical Concerns**

Any medical problems or medication requirements should be recorded on the medical section of the application update form each year. Parents are also required to inform the classroom teacher of any health concerns. The Academy office will keep this information on file. Parents are encouraged to keep MMA informed as to changes in the medical condition(s) of their child(ren), as well as to any other changes in family or personal circumstances which may impact the student.

### **7.12.1 Minor Medical Concerns**

The Academy is modestly equipped with a basic first aid kit. Small cuts and scrapes can be dealt with at the Academy. If in doubt, staff will err on the side of caution and seek medical attention. Students who feel unwell during the day must report their illness to a teacher who may send them to the office, call an ambulance, or call their parents to pick them up.

### **7.12.2 Major Medical Concerns**

If the medical issue is one that cannot be handled by the Academy, the parents will be contacted immediately so they can pick up their child from the Academy. In the event of a more serious injury, when parents are unavailable to transport their child to hospital, an ambulance will be called to the Academy. At MMA, we will do our best to ensure that the child enters the care of a qualified doctor or hospital and continue efforts to contact the parents.

### **7.12.3 Medications**

Students taking medication on a regular basis must have this documented in their files. The homeroom teacher must be notified. Parents of students on short-term medication must inform the homeroom teachers in writing. It is the responsibility of parents and students to ensure that medication is taken as prescribed. Teachers will monitor the student to ensure proper doses are taken.

Staff is not permitted to administer non-prescription medication (Tylenol, Advil, etc.). Students are not permitted to keep non-prescription medication in their personal possession. MMA is not responsible for any medication without the prior knowledge of a teacher.

Parents of students with nut allergies and other life-threatening must provide the teachers with epinephrine injection (Epi-Pen Auto-injector) and instruct them on the proper use of the device during an emergency.

All medications must be in original prescription containers, labelled with your child's information and dosage. If your child is being treated with over-the-counter medication, you must provide a doctor's note with instructions and your child's name.

### **7.12.4 Vaccinations**

MMA works with Public Health services to provide vaccinations for students. Notification of vaccination dates and authorization slips are sent home with the student.

### **7.12.5 Illness**

If your child is ill, he/she will need your loving care and should not be at school the day their symptoms appear. They are permitted to return after being free of symptoms for a 24-hour period. For the sake of all students and staff 's well-being at the academy, we cannot make exceptions to this policy.

Runny noses are a common part of all children's lives, however, if the mucus is thick and coloured it is usually a sign of infection. These symptoms need to be looked after, as should diarrhea, vomiting, fever or any other signs that your child is not well. If the illness is more serious, such as open sores or contagious diseases such as chicken pox, fifth's disease, whooping cough, measles, mumps, rubella, scarlet fever, impetigo, strep throat, pink eye, etc. you may need to provide clearance from a doctor before your child can return. Please check with administration if you have any questions. All classmates' families will be notified of this potential contagion. It is the parent's responsibility to arrange for pickup and delivery of student homework during the period when the student is absent.

### **7.12.6 Head lice**

Please inform the school if your child has this problem so that we may prevent the spread of lice to other students. Please encourage your child to avoid sharing hats, scarves, etc.

If your child has head lice, you must provide medical clearance before he/she will be readmitted to school.

### **7.13 MMA online parents' web (Renweb)**

MMA online parents' web (Renweb) is the school information system for the Maritime Muslim Academy. It gives you insight into your child's education and gives you the opportunity to get more involved in your child's learning process, performance, and academic progress - all via the Internet! MMA online - parents' web is a private and secure parent portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. The privacy and confidentiality of the information is guaranteed for all parents and their children. You may view your child's grades, attendance, homework, lesson plan, timetable, and conduct, as well as other useful school information such as school calendar and other announcements. You can also communicate with teachers and other school staff online whenever necessary.

We recommend you visit this site as often as possible in order to be informed about your child's education. Meanwhile, if you encounter any issue with this service, have concerns or questions, please do not hesitate to contact us.

### **7.14 Communication protocol**

The recommended protocol is listed below:

1. Should the question/concern be directly related to the delivery of an academic program, parents are asked to speak to the teacher involved. Should the response/resolution not be satisfactory, then a parent is asked to contact the Administration.
2. Should the question/concern be general in nature about the overall operation of the school, please contact the Administration.
3. Should the question/concern be related to payment of fees, please contact the Academy coordinator.
4. Should the question/concern be about admission/withdrawal, please contact the Academy Coordinator.

### **7.15 Grievances and conflict management**

Students shall be treated with dignity, respect, and fairness by other students and staff. They shall be provided with a learning environment that is free from physical, emotional, and social abuse. Students are expected to behave appropriately inside the Academy, on its grounds, and during all activities inside and outside of the Academy.

In the event that a student breaches the expected good behaviour; before any disciplinary action is taken by the Administration, the student will be given the opportunity to offer an explanation. A student shall conduct himself/herself to reasonably comply with the school code of conduct.

MMA will do its utmost to ensure harmony and cooperation between all. In the event that there is a grievance which is at an impasse, parents may, in person or in writing, submit any grievances in the following order: first, the grievance goes to the classroom teacher; if the issue is not resolved, then the grievance goes to the academic coordinator, then to the principal. If it is still not resolved, it goes to the AGC.

If the decision made is not satisfactory to any or all parties, the grievance can be submitted in writing within 10 days of the decision to: UMMAH Society BOT.

Please clearly state:

Name, phone number, address and student name; grievance including dates; decision; and reason for appeal request.

The decision of the BOT is final.

## 8 School Code of Conduct

The Maritime Muslim Academy school code of conduct comprises three (3) components:

1. School's expectations for one another
2. Detailed guidelines for students
3. Consequences of disruptive behavior

The Maritime Muslim Academy strives to maintain a welcoming, safe, and orderly learning environment to successfully accomplish the goals expressed in the mission statement.

### 8.1 Expectations

#### **Students have the right to expect...**

- An established code of behavior in the classroom which will be conferred by the teacher and students, consistent with the school's code of conduct.
- To be treated with respect and dignity by all teachers, and appreciate an atmosphere where they may learn and grow with pride.
- Clear communication and full clarification of school expectations and values.
- Effective classroom management to facilitate cooperative learning.
- All staff to dress and act in an appropriate manner consistent with Islamic beliefs and values.
- That inappropriate conduct will be addressed and dealt with immediately, minimizing out-of-control matters from arising.
- Unbiased treatment regardless of race, gender, or culture.
- To be well informed of the penalties of their misbehavior, and to accept the consequences for choices made.

#### **In school, students are expected to...**

- Be aware of and abide by all conduct and discipline policies appropriate to them.
- Fully abide by MMA's school uniform and hijab policy. Students who choose to violate this code will be immediately sent home to change and further disciplinary action will be implemented.
- Respect the rights and property of others in the school, and refrain from taking, stealing, hiding, breaking or otherwise damaging the property of others.
- Treat self and others (staff, students, Principal, parents, visitors) with respect and kindness.
- Comply with codes of conduct of the classroom and school regardless of situation or activity.
- Demonstrate good mannerism and appearance in accordance to Islamic beliefs and values.
- Use appropriate language (non-aggressive, non-offensive, non-racist, non-sexist) and refrain from excessive loudness and boasting.
- Exercise self-control (control temper, language choice, anger) and seek conflict resolution when needed.
- Contribute to a positive, pro-acceptance, pro-learning, and welcoming school environment.
- Avoid pushing, shoving, hitting, kicking, slapping, pinching, snowball throwing, hitting with objects, horse-play, and rough-housing at all costs.
- Accept all responsibility and penalties of their conduct and choices made.

**In the classroom, students are expected to...**

- Attend all classes.
- Be in uniform and (hijab where applicable).
- Be on time.
- Be prepared for class and to learn.
- Remain on task, cooperative and attentive.
- Be kind, courteous, tolerant, and mature.
- Put forth their best effort, academically, socially, and behaviorally.
- Seek academic help when needed.
- Assume responsibility for learning, assignments, tests, projects, presentations, and deadlines.

**Teachers have the right to expect...**

- Support, where possible, from administration and parents.
- To be supported fully when implementing the established discipline policy.
- To be treated with respect, kindness, and fairness by students, staff, administration, parents and visitors.

**Teachers are expected to...**

- To teach in accordance to the academic expectations of the HRCE.
- To coordinate effective classroom management to facilitate learning.
- To comply with and implement the school's code of conduct and to employ strategies to achieve appropriate and positive behaviors where applicable.
- Undertake responsibility for the safety and welfare of students.
- Communicate with parents on regular bases.
- Employ evidence-based methods to resolve minor conflicts in a respectful and peaceful manner.
- Communicate to students the possible consequences of their misconduct.
- Immediately report to the principal and other authorized persons, any student who repeatedly behaves or acts in an unsuitable manner that is against the school code of conduct, or any situation which poses a potential threat to the safety of the school.

## 8.2 Excerpts (modified) from the Regional Code of Conduct

**Table 1: Examples of disruptive behaviors and range of possible action/consequences.**

Category	Pro-active strategies to achieve desired behavior	Range of possible action/consequences
<p><b>Profanity</b> The use or display of profane, obscene, vulgar language; swearing, verbal outbursts, use of words and phrases considered by Islamic and school standards to be unacceptable.</p>	<ul style="list-style-type: none"> <li>✓ Instruct and discuss with students about unacceptable language/verbal abuse.</li> <li>✓ Avoid engaging a student who is upset/argumentative.</li> <li>✓ Redirect student's behavior and/or remove student from circumstances.</li> <li>✓ Communicate with parents/guardians about behaviors/expectations.</li> </ul>	<p>Conference with student, apology to class/teacher/others. X2-Conference with student and parent/guardian and referral to school counselor/anger management. X3- in-school suspension (1day) and withdrawal of privileges for 1 week. Repeated profanity-suspension in accordance with the education act.</p>
<p><b>Disrespect or Insubordination</b> An attitude or behavior that conveys a subtle or blatant disregard for a person's authority and position (e.g., teacher, principal, visitor, adult in charge of student activities).</p>	<ul style="list-style-type: none"> <li>✓ Inform student about unacceptable behavior.</li> <li>✓ Immediately break eye contact and walk away.</li> <li>✓ Avoid engaging a student who is upset/argumentative.</li> <li>✓ When student has calmed down, deliver the consequence.</li> <li>✓ Communicate with parents/guardians about behaviors/expectations.</li> </ul>	<p>Conference with student and instruction regarding school expectations and appropriate behavior. X2- In-school suspension (1day), withdrawal of privileges (1 week), conference with student and parents/guardians and referral to guidance counsellor. X3- Suspension in accordance with the education act.</p>
<p><b>Failure to obey instructions</b> Non-compliance with respect to routine requests, instructions, or directives given by teachers, principal, or other persons of authority. This includes inappropriate use of technology and related computer hardware, software, internet use, plagiarism, etc.</p>	<ul style="list-style-type: none"> <li>✓ Use non-verbal cues.</li> <li>✓ Provide choice when possible (either follow instructions or accept consequence).</li> <li>✓ Ensure that consequences are clear, well communicated and applied consistently.</li> <li>✓ Communicate with parents/guardians about behaviors/expectations.</li> </ul>	<p>Conference with student and instruction regarding school expectations and appropriate behaviors. X2- conference with student and parents/guardians and referral to guidance counsellor. X3- In-school suspension (1day) and withdrawal of privileges (1 week).</p>

<p><b>Failure to heed to uniform and hijab policy</b> Non-compliance in the form of but not limited to coming to school without uniform (and hijab when applicable), refusing requests to wear uniform (or hijab when applicable), or changing out of uniform or taking off hijab during school hours.</p>	<ul style="list-style-type: none"> <li>✓ Instruct and discuss with student unacceptable dress wear in accordance with Islamic and school dress code.</li> <li>✓ Ensure that consequences are clear, well communicated and applied consistently.</li> <li>✓ Communicate with parents/guardians about dress code expectations.</li> </ul>	<p>Conference with student and parents/guardians and instruction regarding school expectations, dress code, and student will be required to change into uniform. X2- Suspension in accordance with the education act (1day) and withdrawal of privileges (1 week).</p>
<p><b>Forging notes or excuses</b> Writing a note or letter and using a false signature to represent the permission or approval of another person (teacher, parent, etc.).</p>	<ul style="list-style-type: none"> <li>✓ Discuss with students the consequences (and the dangers) of cheating or forging the signature of others.</li> <li>✓ Communicate with parents/guardians about behaviors/expectations.</li> </ul>	<p>Conference with student and parents/guardians. X2- suspension in accordance with the education act (1day) and withdrawal of privileges (1 week).</p>
<p><b>Non-attendance or poor attendance</b> Absence or irregular school or class attendance (disruption)</p>	<ul style="list-style-type: none"> <li>✓ Establish clear expectations for attendance.</li> <li>✓ Analyze attendance data to examine patterns or triggers to non-attendance.</li> <li>✓ Involve parents and guidance counsellor in addressing the issue.</li> </ul>	<p>Conference with students and instruction on expectation of attendance. Conference with student and parents/guardians and referral to guidance counsellor. X3-withdrawl of privileges.</p>
<p><b>Petty theft</b> Stealing of an object or item of relatively small value that is the property of another person or school; taking or possessing another person's property without permission.</p>	<ul style="list-style-type: none"> <li>✓ Instruction and discussion regarding values such as honesty and respect for property of others.</li> <li>✓ Establish clear rules and expectations regarding borrowing and using property belonging to others and not leaving property unattended.</li> </ul>	<p>Conference with student, instruction on the consequences of theft, apology and restitution. Conference with student and parents/guardians and involvement of guidance counsellor. Repeated petty theft-suspension in accordance with the education act.</p>
<p><b>Fighting (shoving, pushing, or scuffling).</b> Physical altercations that include behaviors such as shoving, pushing, scuffling,</p>	<ul style="list-style-type: none"> <li>✓ Establish clear rules and expectation regarding unacceptable physical altercations.</li> <li>✓ Structure transitions to minimize opportunities</li> </ul>	<p>Conference with student and parents/guardians to discuss appropriate behaviors to resolve conflict along with referral to guidance</p>

but not violently hitting or striking others.	for disruptive behavior to occur.	counsellor and peer mediation. X2- suspension in accordance with the education act and withdrawal of privileges.
<b>Other acts of misconduct that are disruptive or that may create a potential safety hazard.</b> Running in hallways, pushing or shoving on the stairway, throwing snowballs, persistently distracting others from learning activities, etc.	✓ Establish clear guidelines and expectations regarding disruptive activities that may create potential safety hazards.	Conference with student. Conference with student and parents/guardians and instruction regarding safety issues, impact on others, school and expectations. X3-In-school suspension (1day) and withdrawal of privileges (1 week). Repeated offences- suspension in accordance with the education act.

**Table 2: Examples of very disruptive behaviors and range of possible consequences**

<b>Verbal abuse</b> Consistently and persistently using, or inciting others to use language that is demeaning, threatening, or intimidating to another person.	<ul style="list-style-type: none"> <li>✓ Establish clear guidelines, rules and expectations regarding use of language, threats and verbal abuse.</li> <li>✓ Teach strategies regarding socially acceptable responses on regular bases.</li> </ul>	Letter of apology and referral to guidance counsellor. Conference with student and parents/guardians along with instruction regarding behavioral expectations. Suspension in accordance with the education act.
<b>Physical violence</b> Using violent physical force in inciting others to use such force to injure a member of the school community.	<ul style="list-style-type: none"> <li>✓ Establish clear rules and expectations regarding acceptable behavior.</li> <li>✓ Establish conflict intervention strategies such as non-violent crisis intervention methods.</li> </ul>	Conference with student and parents/guardians and instruction on impacts of physical violence along with referral to guidance counsellor/anger management. Report to police as appropriate (according to age and developmental level of student.) Suspension in accordance with the education act.
<b>Bullying</b> Intentional, hurtful behaviors (physical, verbal, psychological) repeatedly used by one or more individuals who exercise	<ul style="list-style-type: none"> <li>✓ Establish and teach anti-bullying strategies within the context of the school code of conduct.</li> </ul>	Ensuring that victim(s) receive(s) support and school takes measures to ensure safety for victim(s). Reporting criminal behavior to police, as appropriate

power to intimidate, threaten, harm, and/or victimize another person. Bullying behavior can be direct and open, or indirect and subtle; use of text, e-mail, social media, or internet to harass and/or intimidate others.	<ul style="list-style-type: none"> <li>✓ Involve students, teachers and parents to promote awareness about various forms of bullying.</li> </ul>	(considering developmental level of student). Conference with student and parents/guardians and Suspension in accordance with the education act.
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**Table 3: Examples of severely disruptive behaviors and range of possible consequences**

<p><b>Disruptions to school operations</b> Committing acts or inciting others to commit acts that are severely disruptive or create a safety hazard to students, staff, or school property such as, but not limited to, making bomb threats, swatting calls, setting fires, pulling fire alarms.</p>	<ul style="list-style-type: none"> <li>✓ Determine best school-wide strategies to prevent disruptive incidents.</li> <li>✓ Educate students on the dangerous consequences of such severe disruptive behaviors.</li> </ul>	Conference with student and parents/guardians and Suspension in accordance with the education act. Referral to police and/or fire marshal, as appropriate.
<p><b>Racial and /or discriminatory misconduct</b> Using racial slurs, racial/ethnic name calling or inciting others to use racist language or engage in racist behaviors. Includes discrimination based on race/ethnic origin, creed, religion, sex, physical/mental disability, family status, source of income, or political belief.</p>	<ul style="list-style-type: none"> <li>✓ Teach and discuss with students regarding respect and diversity.</li> <li>✓ Establish clear rules and communicate possible consequences to racially motivated misconduct.</li> </ul>	Conference with student and parents/guardians and referral to guidance counsellor for sensitivity training, along with an apology letter. X2- Suspension in accordance with the education act. X3-involvement of police, depending on age of student.
<p><b>Vandalism</b> Committing or inciting others to commit damage to personal property of others or damaging or inciting others to damage property owned or operated by the school.</p>	<ul style="list-style-type: none"> <li>✓ Educate students to instill pride in and respect for school property.</li> <li>✓ Monitor and supervise school environment.</li> <li>✓ Limit or restrict access to specific areas when not in use.</li> </ul>	Conference with student and parents/guardians along with a letter of apology and restitution. X2 Suspension in accordance with the education act and referral to police as appropriate.
<p><b>Tobacco use</b> Tobacco use includes but is not limited to, bidis,</p>	<ul style="list-style-type: none"> <li>✓ Educate and discuss with students regarding the</li> </ul>	Conference with student and parents/guardians and referral

<p>cigarettes, cigars, cigarillos and little cigars, dip, chew, dissolvable tobacco, electronic cigarette or E-cigarette, hookah, kreteks, pipe, smokeless tobacco, snuff, snus, and spit tobacco. Tobacco use by students inside the school building, mosque, or vehicle on school property is strictly forbidden.</p>	<p>tobacco-free school policy.</p> <ul style="list-style-type: none"> <li>✓ Provide instructional opportunities for tobacco prevention and cessation.</li> </ul>	<p>to guidance counsellor for smoking cessation program. X2- Suspension in accordance with the education act, withdrawal of privileges and a research project on harmful effects of tobacco use.</p>
<p><b>Sexual harassment and/or assault/ sexual misconduct, sexual abuse, or physical abuse</b> Sexual harassment includes objectionable, coercive, or irritating comment, communication, action, or attention of sexual nature that is directed to a person or even if its directed at no one in particular; and where such action is unwelcome. Sexual assault is any sexual touching or contact without consent and as defined by the criminal code of Canada. Sexual misconduct includes any behavior of a sexual nature or connotation that is deemed inappropriate and unacceptable. Sexual abuse or physical abuse refer to forms of child abuse as defined by the Nova Scotia Children and Family Services Act.</p>	<ul style="list-style-type: none"> <li>✓ Provide instruction and opportunities for discussion regarding examples of sexual harassment and/or assault sexual misconduct, sexual abuse, or physical abuse.</li> <li>✓ Be well informed about school protocols for reporting suspected sexual or physical abuse to child and welfare authorities and/or police in accordance with the Children and Family Services Act.</li> </ul>	<p>Conference with student and parents/guardians. Reporting of sexual assault incidents, and information regarding possible (suspected) child abuse, sexual or physical to the child welfare authorities and police in accordance with the Children and Family Services Act. Suspension/expulsion in accordance with the education act.</p>
<p><b>Use or possession of weapons</b> Includes use or pretense of using a weapon, or possessing or inciting others to possess or use a weapon, including but not limited to sharp or blunt objects, guns or the like, including real and fake, explosives, incendiary devices/materials, or any</p>	<ul style="list-style-type: none"> <li>✓ Establish clear guidelines and expectations to students regarding what constitutes a weapon.</li> <li>✓ Review with students the dangers and consequences of possessing or using a weapon.</li> </ul>	<p>Conference with student and parents/guardians and referral to guidance counsellor and, reporting to police, as appropriate, and, suspension/expulsion in accordance with the education act.</p>

<p>item that is deemed capable of causing bodily harm while on school property or while attending a school-related activity.</p>		
<p><b>Illegal activity/gang affiliation</b>          Illegal activity is committing any act or inciting others to commit any act involving a serious civil wrong or crime such as, but not limited to, possessing or selling stolen property, possession of, using or selling a controlled substance, stealing expensive items. Gang affiliation consists of an association of three (3) or more people whether formal or informal, having as one of its primary activities the commission of one or more of the criminal acts [...], having a common name or common identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.</p>	<p>✓ Provide education opportunities regarding the law and what constitutes illegal/gang activities.</p>	<p>Conference with student and parents/guardians and, referral to guidance counsellor and, reporting to police, as appropriate, and, suspension/expulsion in accordance with the education act.</p>

### 8.3 Notes and considerations

- **Promoting acceptable behaviors**

Some behaviors—such as failure to follow directions, shoving and pushing, profanity that is not directed at another person, disrespectful behavior that shows disregard for a teacher’s or other supervising adult’s position—will be addressed by teachers and administrators during their daily work in classrooms and supervision of students in other areas of the school. Responses to these behaviors may include student and/or parent conferences, creating a plan for restitution, coaching students to help them learn new behaviors, restorative approaches, and/or detention as a time to reflect.

- **Responding to unacceptable behavior**

Unacceptable behaviors (defined in Appendix A) endanger the well-being of others, result in damages to property, and/or significantly disrupt learning environments. Unacceptable behaviors will be addressed in a progressive manner (see Appendix B) through consequences that may include in-school or out-of-school suspensions.

\*The principal may consider suspending a student for **up to 10 school days**, if the principal believes a student has engaged in any of the above-mentioned activities while on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program.

\*The principal may recommend to the school board that a suspension be **extended for a period greater than 10 days**. Decisions regarding extended suspension will be made following the protocol outlined in section 124 of the Education Act.

- **Responses specifically forbidden**

The following consequences are prohibited:

- corporal punishment (for students under 16 years, this contravenes the Family and Children’s Services Act and is reportable under Section 23(1); for students over 16 years, this is common assault).
- attributing collective responsibility, including group punishment.
- reducing or not awarding marks or assigning extra school work, projects, or assessments.

## 8.4 Child abuse

- **Definitions of abuse**

MMA will take swift action in dealing with anyone against whom allegations of abuse are levied inside or outside the Academy, the above terms are defined as follows:

1. **Emotional abuse** - Refers to verbal assault (yelling, swearing, ridiculing and name calling), lack of attention (being ignored) or placing in isolation or confinement;
2. **Financial abuse** - Refers to the theft of money or personal property, the deceitful manipulation of finances, and/or the misuse of someone’s assets or funds;
3. **Neglect** - Refers to the withholding of basic care (food, water, medical attention, toileting and emotional support);
4. **Physical abuse** - Refers to physical assault, (slapping hitting, kicking and punching), use of excessive and unnecessary force or the rough handling of another individual;
5. **Sexual abuse** - Refers to any sexual contact (inappropriate touching, intercourse, exploitation) committed and/or forced on another individual;
6. **Sexual harassment** - Refers to unwanted and offensive sexual advancement or sexually derogatory or discriminatory remarks made to another person;
7. **Cyber bullying** - Information and communication technology to convey a message which threatens death or bodily harm or perpetuates fear and intimidation;
8. **Substance abuse** – MMA is a smoke-free environment and smoking is not permitted on any area of the property. The consumption of alcohol or the use of drugs – prescription or legal – without the express authority of the Academy is prohibited and will result in immediate dismissal.

- **Reporting abuse**

Any member of the Academy who witnesses or suspects an incident of abuse must immediately report the suspicion to the Principal. Should the complaint be brought against the Principal, it should be taken to the Academy Governance Committee. Any incident of suspected or actual abuse will be documented and reported.

Any member of the Academy who fails to report an incident or suspicion of abuse or neglect is subject to disciplinary action by the Academy Governance Committee. An allegation or charge of abuse or neglect will result in immediate suspension of the student, parent or volunteer.

Neglect and abuse are violations of the Criminal Code of Canada, and the Academy will report these violations to the Halifax Police Services. All members of the Academy will cooperate fully with authorities charged with investigating the allegations. The Academy has the right to immediately expel any student that has any involvement, or criminal charges, or civil charges, whatsoever, with any level of the police services in any place worldwide.

### **8.5 Sexual harassment**

Based on the spirit of Islam, there will be absolutely no physical contact whatsoever between male and female students; or male and female students and staff at any time. Any advances, sexual remarks or contact, whatsoever, whether wanted or unwanted, will be construed as sexual harassment and will be cause for immediate and permanent expulsion of the student and that the parent will take full responsibility of their child(ren)'s education (home schooling) if he/she has been expelled by the Academy. If it is determined that a staff member is in breach, this is cause for immediate and permanent employment termination.

### **8.6 Criminal record checks**

All staff members, or volunteers that have many involvements with our program are first required to provide us with a criminal record check, in addition to child abuse registry check.

### **8.7 Acts of vandalism and/or pulling of the fire alarm**

In the event of a student caught vandalizing the school property and deliberately pulling the fire alarm, he/she will be suspended up to five days with his / her parents requested to pay for any repair costs or penalties imposed by the fire department for attending a false alarm. In addition and depending on the severity of the offence the Board may decide to expel the student. Failure to pay associated costs may result in the student's re-admission denial for the following school year.

**Dear parent/Guardian:**

Thank you for taking the time to read this Handbook\*. We hope you have found it informative & helpful. We hope and pray that we will have a successful year and that students benefit, understand, and develop self-esteem through their accomplishments.

**Thank you for your cooperation.**

\* MMA reserves the right to review/change/remove/add any applicable policies deemed necessary to benefit the program.

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