



الأكاديمية الإسلامية البريطانية
BRITISH ISLAMIC
ACADEMY

Parent Hand book

2020 – 2021

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1. INTRODUCTION:

We welcome you and your family to The British Islamic Academy, independently run and professionally managed Islamically oriented Academy. You have taken an important step towards assuring that your child receives the best education in the most appropriate Islamic environment. At BIA, we believe that success of our students is based on the high level of cooperation between the home, school and community at large.

This handbook will familiarize you with general information about your school's philosophies, policies and programs which contribute to the success of the institution. The school board and staff members are committed to making your child's learning experience an enjoyable and beneficial one, while also moulding them to become the leaders of our future community. We eagerly welcome you to be active participants in your child's educational process, and work with us to make the school a successful learning institution for your children and the generations to come. If you have any questions or comments regarding this handbook, please feel free to contact the office.

When you have finished reading the handbook, please fill out the acknowledgement form that can be found at the end of this handbook and promptly return it to the office. We look forward to working with you to achieve the highest academic and character standards for your child.

2. SCHOOL CONTACT

Jigjiga Yar, Hargeisa, Somaliland

Management Tel: +252-63-4231886 **Admin Tel:** +252-63-6961785

Website: www.britishislamicacademy.com

General Inquiries: info@britishislamicacademy.com

Board of Directors (BoD): biadirectors@gmail.com

Complaints/Suggestions: bia.complaints@gmail.com

3. VISION

Our vision is to develop strong Muslims, holding the Book of Allaah and the Sunnah of Our Beloved Prophet صلى الله عليه وسلم upon the sound understanding of the Salaf of this Ummah (Salaf means our righteous predecessors : As-Sahaabah, At-Taabi'iin and Taabi'-At-Taabi'iin and whoever followed their footsteps until the Day of Judgment), nurtured to excel academically and fostered to be productive members of their community and society at large.

4. MISSION

- Provide an environment to produce Muslims whose thoughts and actions and Akhlaaq are driven by the Book of Allaah (القرآن الكريم) and the Sunnah of Our Beloved Prophet صلى الله عليه وسلم upon the sound understanding of the Salaf.
- Focus on teaching the religion of Allaah, the Islamic manners and Akhlaaq, Quraan memorization and Arabic, as well as worldly subjects like: Maths, Science, English, Somali, Social studies (History and Geography).
- Utilize the most effective teaching methods (teaching philosophy and techniques) and tools (technology).
- Make learning appealing, interesting, fun and interactive.
- Instil discipline in students.
- Develop the sense of rights and responsibilities.
- Inculcate a strong foundation of Islamic principles.

5. ADMISSION

Pre-admission Assessment

New students enrolling in Year 1 (1st grade) and above will be assessed by the administration before they are granted admission. Assessment areas will consist of academic performance and behaviour.

Enrolment in the first 4 weeks will, therefore, be on a **temporary** basis.

The BoD reserves the right to cancel any enrolment or permanently expel any student at any time during the academic year due to evidently repeating and consistent unsatisfactory Akhlaaq, manners, conduct and/or attitude towards learning.

Admissions:

N.B: New admissions are taken only in the first week of every term. Applications submitted before or after the first week of the term might be put on the waiting list.

6. NON-DISCRIMINATION POLICY

BIA is an independent non-profit Islamic institution that welcomes students from all cultures and backgrounds. We believe in providing an environment that is free of discrimination, whilst ensuring proper Islamic education.

BIA does not discriminate on the basis of sex, race, and colour, trip, nationality or ethnic origin. BIA Academy reserves the right to dismiss a student based on the student's failure to abide by the school's rules and policies and/or inability to benefit from the program of studies.

7. REGISTRATION PROCEDURES

New and returning students are required to fill out the Admissions Packet, pay the appropriate fees and agree to abide by the school code of conduct.

It is the responsibility of the parent to update emergency and health information in the child's file as well as complete all parts of the registration packet. If your contact details change, please let us know immediately. This will enable us to reach you in case of emergency.

8. ADMISSIONS PRIORITY

Admissions priority is according to the following guidelines:

1. Current students have to re-enrol every academic year. No especial treatment or priority will be given to current students at BIA Academy. We practise First-Come-First-Served principle.
2. Admissions are open to siblings of current students and staff members, on a first come, first served basis as long as Admission Forms and fees are received by the due date.
3. Next, admissions are opened to the general public on a first come first served basis, as long as admissions are open.

9. APPLICATION REQUIREMENTS

In order for students to be considered for admission, the following must be submitted before applications will be reviewed for admission:

1. Completed application form along with a **non-refundable** application fee of \$20. (Forms can be picked up from school's admin office or downloaded from school website)
2. Copies of school reports for the last 2 years
3. School transfer letter
4. Student's colour copy of proof of identity (ID card, passport, Birth certificate)
5. A colour copy of parents' proof of identity (ID card, passport)
6. 2 recent photographs (not older than 6 months)
7. Fees paid in full according to the Academies Fee payment policy.
8. Books costs upfront payment (Price to be confirmed)

9. Obtainment of official school uniform (**NOTE:** Uniform changed this year).
10. School exercise books and other necessary materials.
11. Any psychological evaluations or individualized educational plans, if applicable must be submitted to school with registration.

10. TRANSFER PROCEDURE

Transfer students may be admitted following receipt from the transferring school of attendance, health and academic records. Until such records have been received and reviewed, the child's admission status is understood to be probationary. Furthermore, the academic progress and behaviour of each new student is subject to periodic review by the principal. A student with a consistent record of not demonstrating adequate progress / conduct may be dropped from enrolment at the end of the quarter.

Students coming from schools might have been following other curricula than the British curriculum. Therefore, please be advised that we will place the student according to the British system.

Age	Year/Setting	Key Stage
4-5	Reception	EYFS
5-6	Year 1	KS1
6-7	Year 2	KS1
7-8	Year 3	KS2
8-9	Year 4	KS2
9-10	Year 5	KS2
10-11	Year 6	KS2
11-12	Year 7	KS3
12-13	Year 8	KS3

Reception = KG, EYFS = Early years Foundation Stage

11. BRITISH SCHOOL SYSTEM:

As shown above, the school system consists of Early Years Foundation Stage (EYFS), then KS1 (Year 1&2), then KS2 (Year 3,4,5&6), then KS3 (Year 7,8&9) then KS4. BIA accommodates up to Year 9 (this might change in the following years).

At BIA, Students who fail in their End-Of-Year (EoY) exams are probably required to sit an entrance exam before they can move onto the following year.

12. STUDENT WITHDRAWAL

Parents wanting to withdraw their child/ren must notify the Principal at least 30 days in advance. An absence of 7 days without notification or explanation will be considered an early withdrawal from BIA and any fees paid will not be refunded. We **URGE** parents not to share the news of withdrawal with their children until the last moment as children can have negative effects on the other students but also their own academic commitment will suffer.

Parents must fill out a "Withdrawal Form" at the office stating the day of withdrawal and the reasons for withdrawal. Parents must also pay any remaining

balances on their accounts at the school. The school will NOT release student records until the entire remaining balance on the student's account has been paid.

School will issue declaration of attendance (or End of Year Certificate if student finished the full year including the final Exams.) upon parent/guardian request. Our declarations **WILL NOT** contain any false information.

13. FEES AND FINES

Property Damage/Replacement Fines

Students who damage or destroy school property will be required to pay the school the cost to repair or replace the broken/damaged item. The school will make the sole judgment to repair or replace the broken/damaged item as well as the item's cost.

a) FEE PAYMENT

FEEs mentioned below are tuition fees only. These do not include: Books, transport, food, snacks, trips, uniforms etc.

Fees must be paid in accordance with the fees schedule per the financial agreement.

EYFS: Reception. \$60 p/m (\$660 p/y)

KS1&2: 1, 2, 3, 4, 5 & 6 Boys and Girls (fully segregated from year 4)...\$110 p/m (\$1,210 p/y)

KS3: Boys & Girls Year 7,8&9.....\$120 p/m (\$1,320 p/y)

THE YEARLY TOTAL FEE IS PAID OFF IN 11 MONTHS.

Payment schedule: Fees are paid before the end of each month to 3rd of the month latest.

Paid in:	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	→
Fee of:	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	\$ 0	→

NOTE: Fees are paid in full not later than the 3rd of the month. Late fees will result in: No access to classes OR Exams until fees are paid in full.

b) REFUNDS ON FEES

All payments are non-refundable.

c) DELINQUENT ACCOUNTS

Parents are responsible for paying all fees and tuition on time. The school will not release student records of delinquent accounts until the remaining account balance has been paid in full.

14. TEACHING STAFF

Teaching staff at BIA is and could be from a variety of back grounds and ethnicities. Many are from Somaliland, some are from other parts of the world including Kenya, Uganda, Senegal and other parts of the world.

The selection process is as follows:

- CV sent to the Head teacher
- Need for a new candidate identified and justified.
- The need approved by BoD and director.
- Telephone interview is conducted with the candidate double checking and cross examining the information provided on the CV.
- A face-to-face interview is conducted. Minimum 3 BIA staff (Typically, Head teacher, deputy and the HR manager are conducting this interview).
- If all of the above aspects prove to be satisfactory, a trail lesson is planned.
- The trail lesson will be judged by Head teacher, deputy and the Head of HR. An evaluation form is filled in.

- If the trial lesson is satisfactory, the BoD is satisfied, a temporary contract is drafted for the member of staff which can change into a long-term contract later.

BIA might employ teachers from other convictions to teach secular subjects.

15. CCTV CAMERAS

BIA building installed and use CCTV surveillance cameras in and outside of classrooms, public areas and playgrounds, for the safeguarding of health and safety of the students and staff, safeguarding quality and other purposes.

16. ATTENDANCE

We take attendance very seriously.

It is the responsibility of the parents to keep the school admin updated on the reason why their child is absent. Unreported absence for more than 1 week will be taken as withdrawal from the school.

SCHOOL-DAY ROUTINE:

17. ARRIVAL

The Students are expected to arrive at school at between 6:40 am and 7:15 am. School day ends at 4:15 pm.

Please note: Any time before 6:40 am and after 4:30 pm the school cannot take responsibility for the well-being and safety of your child.

The school gates will close for safety reasons at exactly 7:15 am.

Students with the private transport, who come later than 7:15 am, will be asked to return home. If left in front of the school gates, we don't accept any responsibility for their well-being and their safety.

Upon arrival, students must promptly proceed to the Common Area (this can be different depending on the weather). Parents must not leave children unattended and unsupervised outside the school. This is a safety measure for the well-being of your child and must be observed.

To ensure student safety and smooth flow of traffic, parents will be provided with a Drop Off and Pick Up procedure before the beginning of the academic year. Parents must ensure that they adhere to this procedure fully.

We often experience problems with the one-off drivers and taxis. Please make sure to emphasize that they have to respect the school rules and security guard instructions.

Please also familiarize yourself with Parking lot safety policy as detailed in the 'School Safety' section below.

Parents of Pre-school students must sign-in their children for drop-off and pickup. If you wish to walk your child into class, please park your car in the designated parking spots per the Drop Off procedure.

Please do not block the parking area at any time especially during drop off and dismissal times. Always strictly follow the directions of the security guard.

During drop off, teachers are busy preparing for the school day. They will not be available to converse with you at this time. If you have a question or message for the teachers, please contact them through ClassDojo. Teachers will respond to your request within 24 hours. If you don't receive a reply then speak to the Subject coordinator or school admin.

18. LATE ARRIVAL

All arrivals after 7:15 am are considered tardy. Tardiness is disruptive to the teachers and the other students in the class. Late arrivals must report to the school office and obtain a pass to report the reason for their child's tardiness before entering the classroom. **Every tardiness will be recorded as absence and will be added to the days of absence accumulated in the attendance policy.**

Prompt arrival of all students enables classes to start **punctually** and operate without needless interruptions, contributing to a successful learning environment. We understand that on rare occasions there may be extenuating circumstances that prevent prompt arrival as well as the need to pick up children before the scheduled dismissal time. Habitual tardiness and early release are problems which the school cannot accept.

19. DISMISSAL

Please be mindful to follow the speed limit in the school parking lots, as children will be exiting the school. Our dismissal procedures ensure the continuous supervision and safety of your child. Teachers will only release students to friends and family members designated by the student's parent or legal guardian on the appropriate paperwork. You must complete a Release Form in order to designate who is authorized to pick up your child. We will ask for identification from this person. Please inform your designated caregiver that it is for the security of the students that these precautions are taken.

20. EARLY PICK UP

Parents must contact the school office in advance to inform them of early pickups.

- ✓ Parents must wait for their child/ren at the school office. Office staff will notify the student to meet the parent at the office for dismissal.
- ✓ Parents are NOT to pick up their child/ren directly from the classroom.

- ✓ Parents must sign out their child/ren at the school office.
- ✓ If the student returns to school on the same day, parents must sign him/her in at the office.

PLEASE NOTE that students may NOT be picked up early on a regular basis.

21. LATE PICK UP

Parents are required to be on time and be at the school at 4:30pm (4:15 to 4:30 is school transport pick up time). There is no supervision provided by the school after 4:45pm. Students remaining at school after the designated dismissal times will be escorted to the school office and we will attempt to contact the parents/guardian.

If someone else is picking up your child, you **MUST** inform the school of this and pass on the full name of the driver, and phone number before the pickup time.

By default, we will not allow anyone unknown to the school to pick up a student.

If a student is not picked up on time, School personnel are not responsible for supervision.

22. EMERGENCY CLOSINGS

In case of inclement weather, BIA management will make best judgment in determining if the situation needs taking any action or not. Parents are advised to follow local news for weather updates as well as check their emails and voicemails. The school will make every attempt to inform the parents in advance via WhatsApp and ClassDojo.

Parents must use their best judgment in determining if they should bring their child/ren to school during severe weather, since their local weather conditions may be dangerous and unsuitable for travel.

If an emergency closing occurs while school is in session, kindly arrive at the school office in person to check out your child.

23. ATTENDANCE POLICY

BIA considers regular school attendance essential to success. In addition, students in Reception (KG) and above are required to attend a minimum number of school days during the school year to get promoted to the next grade level.

Please be advised that our school policy concerning students' absenteeism and tardiness states the following: Any student who misses more than 60 excused and unexcused days of school will be retained in his/her current class and will not be promoted to next grade level.

Students must be present to take full advantage of available educational opportunities. School attendance is the responsibility of both the parent and student. There may be circumstances which may require or justify an extended absence from school. However, irregular absences interrupt your child/ren's school experience and disturb the learning environment for the whole class.

If a student is absent, please follow the appropriate procedure:

- ✓ Planned absence: Notify the school in advance
- ✓ Unplanned absence: Inform the school office the day of absence before 8am.

24. EXCUSED ABSENCES

A student's absence from school or class will be considered excused if it is due to any of the following circumstances:

- ✓ Student illness such as flu, fever, vomiting, or diarrhoea (diarrhea).
- ✓ Attendance at school would be detrimental to the health of the student or others.

- ✓ A doctor's note issued for the student's illness.
- ✓ Extreme circumstances in the student's immediate household or family.

25. UNEXCUSED ABSENCES

A student's absence from school or class for any reason other than those listed in the **Excused Absence** list above will be considered an unexcused absence. Absences cannot exceed a cumulative total of **20 days per year** unless the additional absences have been pre-approved by the Principal

26. MAKEUP WORK FOR EXCUSED AND UNEXCUSED ABSENCES

Parents and students are encouraged to request makeup work for any excused or unexcused absence. Makeup work may be requested before, during or after the student's absence, subject to the following:

- *Requesting Makeup Work **Before or During** Absence*

Makeup work may be requested by parents or guardians in person, by phone or by letter. Requests received by 12:00 pm on a school day should be ready to be picked up by 12:00 pm the next school day. Textbooks and other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school.

- *Requesting Makeup Work **After** Absence*

A parent is responsible for contacting the teacher or teachers to request make up work upon returning to BIA after an absence. At the latest, the contact should be made on the day the student returns to school unless the teacher allows longer time. Makeup work must be completed by the student within the time specified by the teacher. Work missed during the last week of the semester must be made up by the tenth school day of the next semester.

27. SCHOOL UNIFORM

Students at BIA are required to be in uniform on all school and event days, unless a letter or a message has been sent to parents/guardians granting permission otherwise. Students who are not in the correct uniform will receive a written warning for each violation (ClassDojo entry). These students will not be allowed to sit in the classroom without uniform to avoid giving out wrong signals to other students.

28. HOMEWORK

Homework teaches responsibility and reinforces the concepts learned in class. Teachers will assign homework almost on a daily basis. Kg to year 3, except the homework given on Wednesdays, is considered “Good for you homework” and if not done then beside words of encouragement, no consequences will follow. Year 4 and above the homework checking is much stricter. If a child is academically low, then, in agreement with the parents, we might assign daily homework for him/her. It is therefore **compulsory** for the parents to help their child/ren at home with the homework.

Please: do not complete your child’s homework for them as it is designed to be part of the cycle of learning started at school. You may help your child with their homework in the following ways:

1. Provide a place to work at home which is quiet and away from distractions.
2. Encourage your child to structure their time at home, setting aside a specific time for homework, and setting a time limit to complete each assignment.
3. Encourage your child to develop an organized system of keeping track of what homework is assigned and when it needs to be turned in. Homework books offer an effective way of doing this.

4. If you have any concerns regarding homework, please contact your child's teacher or subject coordinator.

Children will not be allowed to call home to ask for forgotten homework to be delivered. Teachers may have their individual policies regarding late/missed homework.

"NO HOMEWORK" CONSEQUENCES:

If a student doesn't do his/her homework 3 times in a term, then that student will be expelled.

Parents **MUST** send the school a message on ClassDojo by Friday 3pm latest stating in detail that every the homework for every subject has been done. If this homework message is not received before Friday 3pm, or received later that 3pm then it will count as 1 strike for NO HOMEWORK. 3 strikes will trigger consequences.

29. SPECIAL EDUCATION SERVICES

BIA is not equipped to meet the needs of students with special educational needs. Parents who feel their child may have special educational needs are urged to have the child assessed by an educational psychologist at the earliest possible time. Certain disorders and learning disabilities such as Attention Deficit Hyperactive Disorder (ADHD) may have irreversible effects on a child's learning if not diagnosed and addressed early enough. These special conditions do not imply that these students are not as intelligent as other children or equally capable of learning if their learning needs are adequately met.

If a student turns out to require services beyond the resources of the School, parents may be requested to enrol their child in a school more suitable to address their child's needs.

30. PROGRESS REPORTS

Progress reports will be handed out by the teacher at the time of the parent teacher conference. Assessments will be conducted by the teachers and the student will be assigned appropriate grades for their grade level, quality of work, level of understanding, participation in class, completion of assignments, behaviour and other areas monitored by the teacher.

31. BEHAVIOURAL STANDARDS

Behaviour Expectations:

Islamic culture values respect and good behaviour and requires students and parents alike to show respect for themselves as well as in dealing with other people.

Students are to show respect when handling and dealing with one another, and when dealing with other students, teachers, staff, parents, visitors and property. Any behaviour which violates a school rule is considered unacceptable. The following is a list of some behaviour types which violate school rules:

1. Inappropriate talking including profanity, vulgarity or yelling
2. Showing disrespect to adults or other children
3. Inconsiderate behaviour toward other students including teasing, verbal, bullying, harassment or picking on other students
4. Inappropriate behaviour during prayer (playing or talking)
5. Intentional misconduct during lunch (throwing food on the floor or at others, standing on tables, etc.)
6. Sharing food with other children. (Taking or giving).

7. Disruptive behaviour in school halls or playroom (not obeying safety rules, banging walls, etc.)
8. Wrestling, playfully touching each other etc
9. Deliberate damage or disrespect for school property or the property of others
10. Refusal to do school work
11. Any behaviour that potentially jeopardizes the safety of others (bullying, threatening, physical or verbal fighting)
12. Leaving school premises without permission (This action results in immediate permanent suspension).
13. Going into the toilet without designated slippers.
14. Going to the other gender's floor without explicit permission.

The safety or well-being of others, the school policy is as follows:

- We have a ZERO TOLERANCE policy for fighting, bullying, threatening, or physical or verbal abuse of others from students to others but also from parents to other students, parents or teachers.
- We have a ZERO TOLERANCE policy regarding any type of violence.

Parents are asked to reinforce positive behaviour in their children and to teach them that manners are the essence of Islamic conduct.

32. DISCIPLINE PHILOSOPHY

At BIA, we have high expectations regarding student discipline and behaviour. Good moral conduct and self-control are expected to be exhibited by all students. The

purpose of these standards is to provide an atmosphere conducive to learning, develop a sense of responsibility and to aid student growth in self-discipline.

33. STUDENT DISCIPLINE EXPECTATIONS

At BIA, the safety of our students is of utmost importance. We encourage our students to avoid confrontations with other students and to inform the appropriate staff member in the case of such an event. Harmful physical contact such as hitting, scratching, pushing, kicking or biting is unacceptable, along with the use of improper or foul language by a student. Students are expected to be polite and respectful towards their peers and all adults in the school. They are expected to attend class regularly and be mindful of punctuality. They should be honest in their dealings and show respect to everyone in the school and for school property. Thus, any littering or defacing of school property will result in disciplinary action and parents may be held financially responsible for any damage.

Furthermore, the greatest role model and central point of discipline at BIA is the class teacher. The teacher ensures that appropriate behaviour is taught and acted upon while the child is in school. The teacher is responsible for establishing and executing clear and concise classroom rules. The teacher needs to maintain an orderly classroom atmosphere conducive to learning and thus, will try to encourage the students to develop qualities of self-control and discipline. When students behave appropriately, the teachers will provide positive feedback. On the other hand, when inappropriate behaviour is observed, students will face consequences in accordance with the school discipline policy.

34. USE OF ELECTRONIC DEVICES

It is **absolutely prohibited** to bring any electronic devices to the school without the principle's permission. In the event that any toy is brought to the school then the school administration will confiscate it. It might not be returned to the owner.

35. SOCIAL MEDIA

The damage and problems of Social Media is widely known and acknowledged in the civilised world. The use of Social Media in and/or outside of the school is prohibited to BIA students at all times. In the event that a student wants to communicate with relatives inside or outside of country then they can use their parents' devices and accounts. If the school, somehow, finds out that a student has a Social media account such as (but not limited to): WhatsApp, Facebook, Instagram, Twitter, etc, then he/she will face serious disciplinary actions which might result in immediate expulsion.

36. DISCIPLINE POLICY

Students are entitled to a pleasant and harmonious environment at BIA. At this time, our school is not capable of serving students who display chronically disruptive behaviour.

Chronically, disruptive behaviour is defined as verbal or physical activity that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules. Students who do not comply with the rules of the School, or behave inappropriately may be discharged.

Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name-calling, bullying, ethnic or social slurs, or using indecent, immoral language are serious offenses.

Other undesirable conducts include but are not limited to: fighting; running and/or making excessive noise in the building and/or classroom; refusing to obey the teacher's instructions; refusing to use classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; eating area misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness,

unauthorized leaving of classroom and/or building; disrespectful or discourteous general behaviour or any other misconduct which may interfere with the orderly educational process.

Violation of the school Technology Acceptance Use, communication, Discipline and Uniform Policies will also result in disciplinary action.

37. CONSEQUENCES

While teachers at BIA will try their best to contain small behavioural issues within the school premises (but parents will always be informed about it through ClassDojo or other means even if there is no need to take further action from their side), in some more serious cases, the parents will be informed of those cases via incident reports or meetings with the student's teacher(s) and/ or the administration. When serious violations are committed stronger disciplinary action may be taken by the school administration such as suspension for one or more days, week or more. Sometimes expulsion of the student is inevitable.

Violations of school discipline policy will carry consequences that may range from:

1. Student conference (meeting)
2. Parent conference (meeting)
3. Teacher detention
5. Lunch detention (LD)
6. In school suspension (ISS) (suspending from the classroom)
7. Suspension Warning or Out of school suspension (OSS)
8. Recommendation of long term suspension (10 days or more), expulsion warning, or expulsion.

38. BIRTHDAYS AND OTHER NON-ISLAMIC CELEBRATIONS

At BIA, we do not celebrate individual birthdays of the students. You are kindly requested not to send cakes, gifts or invitation cards to the school. The teacher will not hand out such items. Non-Islamic celebrations also must not be solicited on the school property.

39. HEALTH

Illness

To ensure that the school program is successful, please make sure to keep your child at home or take them to the doctor if any symptoms (see below) of illness occur or if your child may be contagious. These measures must be taken to ensure the safety and health of all students.

Please follow the general guidelines to determine when your child should stay home:

- Elevated temperature - above 38 degrees within the last 24 hours (Normal is 37).
- Vomiting - within the last 24 hours.
- Diarrhoea - within the last 24 hours.
- Strep throat – minimum of 24 hours on antibiotic before returning to school.
- Nose discharge - thick, coloured drainage (may need to be evaluated by a physician).
- Head lice - until treatment with medicated shampoo or oil treatment and/or no live lice found.
- Chickenpox or blisters – must stay home until all blisters have dried to scabs (about 6 – 10 days).
- Rash - that has not been diagnosed as non-contagious - skin rashes may or may not be contagious; however, the diagnosis cannot be made at school. If a skin rash

occurs, the child should remain at home and a physician contacted for diagnosis and appropriate treatment.

- Pink eye - refers to an inflamed eye. It often includes sticky discharge from the eye and pinkish tint in the sclera (whites of the eye). Prescription eye drops may be needed. Your child should receive the eye drops 24 hours before returning to school. Contact your child's physician for advice/treatment.
- Cough - repetitive coughing that interferes with child's activity or play. May need to be evaluated by a physician.
- Persistent pain – of the body such as ear, stomach, etc. Should be evaluated by physician.

If your child exhibits any of the above symptoms, please discuss them with your child's paediatrician before sending him/her back to school. We ask that you inform the school on the day of your child's absence, with an explanation of his/her sickness.

In the event that any of these symptoms occur while the child is at school, the parent will be requested to take the child home. A student needs to have been on antibiotics for at least 24 hours before returning to school. If a child has had a fever or has been vomiting, please do not send them to school until they have been well for 24 hours. Your cooperation is greatly appreciated.

If a child complains about pain, headache, stomach-ache etc, the parents/guardians will always be contacted. If the condition doesn't seem to be serious, we always ask the student to sit in the fresh air or in the office for about 30 minutes and then re-evaluate. If his condition has not improved, then we call parents for pickup.

Only with the permission of the parent we give the student painkillers.

40. EMERGENCIES

In case your child should fall sick or get injured during the school day, you will be contacted and requested to pick up your child. If injury requires immediate medical attention, school personnel might take student to the Hospital and pharmacy without parental consent especially if school is unable to get through to the parents or guardians.

If the school is unable to reach you, the emergency contacts on file for that child will be contacted and asked to pick up your child.

If there is a change in emergency information, please notify the school immediately so that our records can be updated. Please make sure the school has your current contact information (phone, email address) so you can be contacted in an emergency.

41. MEDICATION

Please keep the school informed about allergies, diseases, or other conditions your child may be exposed to. The school should have a written record of your child's condition (if any exist) and specific instructions for their care. All information will be kept confidential.

In case your child requires medication during the school day, he/she must come to the office to have it dispensed. Written permission from the parent/guardian detailing the name of the medication, method of administration, dosage to be given and times of administration must be provided to the school.

42. IMMUNIZATIONS

All students must preferably have had all age-required immunizations before entering school but it is not a BIA requirement. Immunization records must be filed

with the school showing the dates when children received DPT, Polio, MMR, Varicella 1, Hepatitis B and Tetanus shots. This is however not compulsory.

43. NUTRITION

We require that you provide your child with a **healthy and nutritious lunch/snack**. Please be mindful to pack as much as you expect your child will be able to eat in 15 minutes. Lunch should be sent in a lunch box or bag that is clearly labelled with the student's name. No soda drinks allowed and candy, chocolate, popcorn and chips are not suitable for lunch or for promoting healthy eating habits in our children and therefore prohibited.

The school does not recommend children under the age of 8 to fast regularly on school days during Ramadan. If a fasting student shows signs of dehydration or fatigue, is lethargic, or cannot participate in classroom activities, the teacher will ask the student to break his or her fast. Parents should, therefore, continue to pack a nutritious lunch and snack for their fasting children (in case they have to break their fasting) as well as those who are not fasting. The school will, however, continue encouraging fasting and praise those who fast.

44. SCHOOL SAFETY

Pick-up/Drop-off System & Parking Lot Procedures

The safety and well-being of all students is of utmost importance to us. The system is being implemented so that students get in and out of cars in a safe and organized way and that their presence in the parking lot is limited during pick-up/drop-off times.

Obey the instructions of the security guard at all times.

Parking outside then come in the school to pick up your child is prohibited as that will block the traffic and cause chaos.

45. RULES AND GUIDELINES:

- ✓ Be your child's best example. Be courteous and follow safety guidelines at all times
- ✓ Follow all signs and directions from school personnel. If needed, you may be asked to park your car and accompany your child/ren to the school building
- ✓ Do not use cell-phones when driving in the parking lot.
- ✓ Devote more time and be extra cautious on rainy days. Drive with your headlights on so you can see better and others can see you.
- ✓ Drive slowly and watch out for children
- ✓ Do not block entrances and intersections at any time.
- ✓ Don't park on the near side of the road (on the side of the school wall). Park on the opposite side.
- ✓ Do not honk the horn unless it is for safety or emergency reasons.
- ✓ No students are allowed in the parking lot during pick-up/drop-off times. Children must be accompanied by parents at all times when outside the building
- ✓ Drop-off/pick-up procedures are in effect only during the specified times. Parents must park and come inside the building to pick-up or drop-off their children after the designated times
- ✓ Vehicles with shaded/tainted windows must be put down upon entering the school to identification purposes.

46. DROP-OFF /PICK-UP

- **Drop-off** - If you need to enter the school building during school drop-off time, please do so after dropping-off your child/ren first using drop-off area in the car park, then park your car and proceed to the building. For your own safety, be cautious of other picking-up/dropping-off other students.
- **Pick-up** - Your child's teachers (Reception (KG) and up) will be actively engaged in the pick-up activity during the specified time. You will have to wait to enter the building until pick-up time is over to talk to the teacher(s). This is not meant to limit

access to your child's teachers. Please plan on making adjustments in order to maintain sound communication with your child's teachers. If you are short on time during pick-up, please call or email your questions to the teacher(s) for same day response.

- Parents are prohibited from engaging in conversations or socializing in the school parking lot. Letting your children play in the play area (swings etc), especially during the lunch break, is prohibited as that will distract the other children and make them feel deprived and will distort the school system.
- School volunteers are only there to facilitate pick-up and drop-off. Do not ask them to perform other tasks beyond what the school has assigned them. For instance, they should not be requested to deliver paperwork, checks, lunches etc.
- During pick-up, school volunteers are not responsible for fastening seatbelts or securing children in car seats. Parents must ensure the safety of their children personally in their vehicle

Drop-off /pick-up times:

Drop-off: 6:40am – 7:10am

Pick-up: 4:30 pm. *(School transport pick-up time: 4:15 pm)*

Lunch drop-off: 12:30 pm – 13:00. *(Gates are closed at 13:00, lunch is not accepted in)*

Waiting for pick-up/drop-off of adults outside of the school gates:

- For your own safety, please use the opposite lane to the building when waiting as traffic from both sides will need to pass by (especially from the adjacent Gaameelo garage).

Drop-off Procedures:

- Pull your car into the car park drop-off zone. Drivers should park for drop-off where the security guard tells you to.
- Parent must assist his/her children to exit the vehicle safely and escort them to the school building.
- Ensure that your car's engine is turned off and in parking gear as your child exits and after that.
- Have all school materials including backpack and lunch ready before student exits vehicle.
- Once the student has exited the vehicle, exit drop-off zone slowly and watch out for traffic in the parking lot.

Pick-up Procedures:

- Parents who don't make use of the school transport will allow 10 minutes for the school busses to despatch. In that time you children might be kept upstairs.
- Volunteers (mostly teachers on duty) will call all privately transported children from the school and instruct them to come downstairs (pick up area). Ensure that your vehicle is in parking gear before your child enters the vehicle to prevent the car from moving accidentally.
- It is advised that students enter the vehicle from the PASSENGER'S SIDE ONLY.
- Parents are responsible for fastening seatbelts or securing children safely in car seats.
- Once your child has safely settled into the vehicle, please proceed to exit the pick-up zone slowly and watch for traffic in the parking lot.

47. FIRE DRILLS

Fire drills are not conducted at the moment.

48. INCLEMENT WEATHER DURING THE SCHOOL DAY

In case of an early dismissal due to bad weather, the school will call parents to pick up their children. In the event of weather emergency such as storms or flooding, the children will remain in a safe place inside the school until the parents arrive to pick them up.

49. NATURAL DISASTERS

All students and staff are expected to stay in school.

- All breaks, planned excursions and outdoor activities will be cancelled
- All doors must be closed.

50. COMMUNICATION

Parent Teacher Conferences

Parent teacher conferences will be held three times a year. The teacher will coordinate with you when the time arrives to make an appointment with him/her. It is the parent's responsibility to try their utmost best to attend these conferences, as they will help keep the parents informed about events at the school and also aid in overcoming any problems that may be faced by the student. In the case that a particular student is not performing as expected at his/her grade level, is having disciplinary issues or is experiencing some other problem, the teacher may request a separate appointment with the parents of the child. We believe that success of our students lies in a healthy, cooperative relationship between the parent and teacher, as they both have a major influence on the student's future.

51. GRIEVANCE AND COMPLAINT PROCEDURE

Any issues, which arise between a student/teacher and a staff-member, should first be addressed with the involved staff-member before any further steps are taken. In most cases, the problem can be resolved without proceeding further. Any comments/complaints, which cannot be resolved directly, should be made in writing and submitted to the school office.

All comments/complaints should be accompanied by suggestions, whenever possible. It should not be assumed that verbal comments, complaints, or suggestions will be retained and/or recalled by member(s) of the school staff. Everything should be in writing. The wisdom of the Qur'an and Sunnah must always be the guide. Please refer to the BIA communication policy for further details.

BIA has zero tolerance policy towards parents abusing in anyway or means teachers or other members of staff.

52. VOLUNTEERING

Volunteers are greatly needed, valued and appreciated at BIA Academy. The success of our school lies in the high level of parental involvement at BIA. In order for the school to fully benefit from your help, we ask you to follow these guidelines:

- Arrive promptly on your assigned days
- If you cannot arrive at the appointed time, please make arrangements for a replacement volunteer to take your place.
- Although the teacher or Principal will try to assign you a task based on your interests, please be prepared to carry out any tasks which are available at the time.
- Volunteers must abide by staff rules and policies.
- Volunteers must not communicate with teachers during instruction time.
- Volunteers must not communicate with parents of a student regarding the child of those parents or any other student in school.

- Volunteers must direct their complaints, advice or suggestions to the Principal only who will take the proper measures to address their concerns.

53. POLICIES

a) COMMUNICATION POLICY

This policy document should be signed separately for each student enrolled at BIA Academy's elementary section by a parent or legal guardian. It is a complement to the parent handbook and cannot be superseded by any verbal agreement with a faculty, staff or board member. Changes to this policy document can be made at any time without prior notice.

b) PARENT/TEACHER CONFERENCE

Parent-teacher conferences are scheduled at least three times during the school year to discuss student progress, academic, behavioural and social or emotional concerns. This is a valuable opportunity for the parents to meet with their child's teacher(s), ask questions, review work, and receive evaluation.

54. COMMUNICATION GUIDELINES REGARDING ACADEMIC AND BEHAVIOURAL CONCERNS

Teachers use their class story on ClassDojo for informing parents about current curricular objectives and activities as well as homework assignments. Parents are requested to access their child's class story on ClassDojo regularly and whenever you receive a notification on your phone. Check ClassDojo on daily basis after 5PM during the school year to check for the daily or weekly homework assignment and special announcement from the teachers. The monthly calendar as well as school-wide announcements will be posted by the Principal on ClassDojo school story and also on the school website.

From time to time, teachers may send letters, school notices or emails that require parent attention and/or prompt reply. Incident reports may be sent to the parent through ClassDojo student's story to inform parents of serious educational or behavioural matters that require immediate attention and acknowledgment.

The homeroom teacher is the primary point of contact for each student. When parents have a question, want more information, or need clarification of a situation concerning classroom matters or social problems, they are invited to contact their child's homeroom teacher through email or by leaving a message on ClassDojo.

Parents are not allowed to communicate with the teachers during drop-off, instruction time, and dismissal, as this will interrupt the instruction and may hinder the safety of the children at the school. Urgent matters should be directed to the Administration's office.

Parent volunteers must not use the time of their volunteering duties at BIA to address the teacher(s) of their child regarding personal or academic concerns.

Parent-Teacher Meetings may be requested by parents at any time and require a prior appointment. The teacher will arrange for a meeting at a convenient time during school hours and outside of the instructional time to adequately discuss the matter with parents.

Parents must give discussion points or concern matters prior the meeting to the teacher involved. This will allow for the teacher to collect relevant information and will make the meeting go smoother.

Throwing out accusations, shouting, verbal abuse, not giving time to one another to talk while the other is listening will not solve anything.

A teacher can decide not to sit with a parent alone and is allowed to ask the management or other staff to be part of the meeting. Likewise a parent can request

another **teacher** to be present in the meeting but not anyone else (such as family (except spouse), friends, family members etc).

If the concern has not been addressed during the Parent-Teacher meeting to the parent's or teacher's satisfaction, the parent(s) or the teacher can bring the issue to the Principal's attention.

Parents requesting a meeting with the Key stage coordinators, subject coordinator or principal should make an appointment.

Issue/concern/problem must be handed in to the principal's office in writing prior the meeting. The Principal will answer questions and inform parents on appropriate solutions to the issue in light of the school vision and mission, policies, and procedures.

Parents can request a meeting with the principal to address general school-wide matters, policies, procedures, and school rules.

55. BRINGING MATTERS TO THE BOARD'S ATTENTION

The board holds regular meeting. Majority of the Board members reside abroad, however the principle will communicate any school-wide concerns to them on a regular basis.

Parents are encouraged to raise any issue to the attention of the Board through the principle. This parental input is very much appreciated as valuable strategic decisions will be discussed and communicated. Parents are also welcome to ask questions, share their views, give suggestions and provide constructive criticism. This can be done by sending an email to the Board on ***biadirectors@gmail.com***

Personal, private matters, and issues related to human resources cannot be addressed by the Board.

Concerns of academic or behavioural nature related to a student at BIA can be escalated to the Board only if it has not been satisfactorily resolved by the principal.

Parents are not allowed to speak on behalf of other parents in their absence regarding any matter to BIA faculty, staff, principal or Board members without presenting a legal document establishing power of attorney rights.

Parents cannot use the venue of BIA public events and meetings to raise issues not listed in the agenda of that event.

Parents (or any third party) cannot use BIA building or part of it to hold events and/or meetings unrelated to BIA and without a written application (via email or otherwise) and a written approval (via email or otherwise).

Parents are not allowed to send any mass messages (electronic, printed or otherwise) to the parent body, school faculty and administration or to the community on behalf of BIA or BIA parent body.

Accessing, viewing, printing, copying, or distributing any confidential information belonging to BIA, including contact information of students, parents or staff is illegal and will result in legal action against the offender(s).

56. PROPER CONDUCT WHILE COMMUNICATING

BIA is an Islamic school that provides an educational and safe environment conducive to nurturing children with the best Islamic manners and character. BIA faculty, staff, administration and governing board members will always address parents and community members with respect and courtesy.

Parents are required to abide to the standard of ethics and Islamic mannerism. Conduct that goes against the basic Islamic ethical code will not be tolerated.

Disrespecting any employee of BIA, using profanity, vulgar language or making obscene gestures to students, teachers or staff, damaging school property,

engaging in name-calling, ethnic or social slurs, using indecent or immoral language, or forcing oneself into the school premises without prior approval from the principal or using violence may lead to calling law enforcement, immediate expulsion and pursuing of legal action against the offender(s).

57. COMMUNITY RELATIONSHIP AGREEMENT

Students at BIA are expected to act in a safe, responsible and respectful manner and to treat others with politeness and consideration. This guiding principle is based on the rights and responsibilities for the stakeholders at BIA community:

STUDENT RIGHTS AND RESPONSIBILITIES

- ✓ I have a **RIGHT** to learn.
- ✓ It is my **RESPONSIBILITY** to listen to instructions, work quietly, complete assignments and not to disturb others
- ✓ I have a **RIGHT** to hear and be heard.
- ✓ It is my **RESPONSIBILITY** to listen quietly when others are speaking.
- ✓ I have a **RIGHT** to be treated respectfully.
- ✓ It is my **RESPONSIBILITY** to treat others respectfully and not hurt their feelings.
- ✓ I have a **RIGHT** to be safe.
- ✓ It is my **RESPONSIBILITY** not to bully, harass, physically harm or threaten anyone.

THE STUDENT WILL:

Be polite, respectful and co-operative to all people within the school community.

DEVELOP SELF-DISCIPLINE:

- ✓ Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
- ✓ Demonstrate and support a safe, respectful and caring school environment

- ✓ Respect that fellow students have a right to a school environment that is free from violence.
- ✓ Respect school property and the personal property of others
- ✓ Dress appropriately for classes and for activities

TEACHER AND STAFF RIGHTS AND RESPONSIBILITIES

- ✓ I have a **RIGHT** to teach and work.
- ✓ It is my **RESPONSIBILITY** to engage my students and to teach and work with the very best of my ability. Finish off my work and meet deadlines.
- ✓ I have a **RIGHT** to be treated respectfully.
- ✓ It is my **RESPONSIBILITY** to treat others respectfully and not hurt their feelings.
- ✓ I have a **RIGHT** to be safe.
- ✓ It is my **RESPONSIBILITY** to protect my charges and to take immediate action when I become aware of bullying, violence or threats.

TEACHERS AND STAFF WILL:

- ✓ Promote the Islamic culture and Islamic values.
- ✓ Provide relevant learning experiences based on the diverse needs of the students.
- ✓ Approach the education of students in a respectful manner.
- ✓ Provide a classroom environment that is safe and respectful.
- ✓ Participate in creating a positive school culture.
- ✓ Communicate information about student progress, attendance and behaviour to students, parents/guardians, coordinators, Key stage managers and principal.
- ✓ Respect and demonstrate consideration for other cultures
- ✓ Respect confidential information about students and staff

PARENTS AND GUARDIANS RIGHTS AND RESPONSIBILITIES

- ✓ I have a RIGHT to expect that my child will be taught well and treated fairly
- ✓ It is my RESPONSIBILITY to take an active interest in my child's education and to cooperate and support the School and Teachers in their work with the very best of my ability.
- ✓ I have a RIGHT to be treated respectfully
- ✓ It is my RESPONSIBILITY to treat others respectfully and not hurt their feelings, and to behave rationally and without anger, emotion or threat of violence
- ✓ I have a RIGHT to expect my child to be safe at School
- ✓ It is my RESPONSIBILITY to listen to my child and to report all incidents to the School or the Teacher whenever I become aware of bullying, violence or threats

PARENTS AND GUARDIANS MUST:

- ✓ Instil in their child:
 - The desire to work to the best of his/her ability
 - An understanding of the importance of education
 - Recognition of the authority of the school staff to provide a safe, respectful and caring environment.
 - Respect for the rights of others.
 - Respect for property and resources
 - Recognize the authority of the school staff to provide a safe, respectful and caring environment
 - Communicate regularly with the school and advocate for their child's success
 - Ensure regular, punctual attendance and contact the school when their child is absent
 - Support and work collaboratively with school personnel to ensure their child's success and appropriate behaviour.

- Encourage the peaceful resolution of conflict and discourage disrespectful, violent or aggressive behaviour to solve a problem

58. DISCIPLINARY POLICY

This policy document should be signed separately for each student enrolled at BIA by a parent or legal guardian. It is a complement to the parent handbook and cannot be superseded by any verbal agreement with a faculty, staff or Board member. Changes to this policy document can be made at any time without prior notice.

The teaching of Islamic self-discipline and responsibility for one's behaviour, along with the development of an Islamic personality, is one of the prime goals of BIA. The goal of discipline is to provide a supportive environment in which children can grow and develop. BIA's discipline plan uses positive child guidance management methods.

Children are entitled to a pleasant and harmonious environment at BIA. At this time, our school is not capable of serving children who display chronically disruptive behaviour. Chronically, disruptive behaviour is defined as verbal or physical activity that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules. **Students who do not comply with the rules of the School, or behave inappropriately may be discharged.**

Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name-calling, bullying, ethnic or social slurs, or using indecent, immoral language are **serious offenses**.

Other undesirable conducts include but are not limited to: fighting; running and/or making excessive noise in the building and/or classroom; refusing to obey the

teacher's instructions; refusing to use classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; cafeteria misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness, unauthorized leaving of classroom and or building; disrespectful or discourteous general behaviour or any other misconduct which may interfere with the orderly educational process.

Violation of the school Homework and Uniform Policies will also result in disciplinary action.

59. CONSEQUENCES:

While teachers at BIA will try their best to contain small behavioural issues within the school premises, in some cases, the parents will be informed of those cases via incident reports or meetings with the student's teacher(s) and/or the principal.

When serious violations are committed stronger disciplinary action may be taken by the school administration such as suspension for one or more days or expulsion of the student.

Violations of school discipline policy will carry consequences that may range from:

1. Student conference
2. Parent conference
3. Teacher detention
4. Lunch detention (LD)
5. In school suspension (ISS)
6. Suspension Warning
7. Out of school suspension (OSS)
8. Recommendation of long term suspension (10 days or more)
9. Expulsion warning

10. Expulsion

60. DISCIPLINE PLAN OVERVIEW

This discipline plan is easy for the children to follow and to understand. It is very important that the children understand what type of behaviour is expected of them here at school and what type of behaviour will not be rewarded. We have adopted the colour-coded check system. The colour earned at the end of the day will let the parent know exactly how the child behaved in class.

Teachers will update ClassDojo every period with good points or bad points.

Receiving 10 negative ClassDojo points (behaviour or academic) in a week, will result in **No PE the following week.**

Receiving 20 negative ClassDojo points (behaviour or academic) in a week, will result in One Day of Suspension.

61. PLAYGROUND RULES

1. No fighting or rough playing (play-fighting).
2. No outside toys are allowed at school.
3. No holding places in line for other students.
4. Do not use improper language.
5. Do not push or shove another child.
6. Keep hands, feet and objects to yourself.
7. Freeze or stop moving when the whistle is blown
8. Walk to line up with your class at the end of activity.

62. CLASSROOM RULES

1. Always listen carefully and follow the directions given.
2. Stay in your seat.

3. Raise your hand and wait to be called upon.
4. Keep quiet in class unless participating in an activity.
5. Keep your hands, feet, and objects to yourself.
6. Line up quietly and orderly at all times.
7. Do your own work.
8. Keep all toys at home.
9. Use only nice words in class.
10. Use indoor voices.
11. No teacher in class, wait outside.
12. If a violation has been committed and teacher can't figure out who did it, then you are encouraged to speak up and point to the doer as that is your classroom which you need to protect.
13. If teacher can't figure out who it was after thorough investigation, then a collective punishment for the whole class will be put in place.

63. BREAK TIME RULES

1. Follow directions the first time they are given.
2. Walk quietly in the eating area.
3. Keep hands, feet and objects to yourself.
4. Talk quietly.
5. Use nice words at all times.
6. Do not share food.
7. Eat your lunch with good table manners.
8. Pick-up your trash and clean your area.
9. Be at zero noise and ready to go to class.

64. RESTROOM RULES

1. Follow the Islamic cleanness guidelines (Use provided slippers, Saying Dua'a, sitting, cleaning with water/Istinjaa)

2. Follow classroom and lunchroom procedures to be excused.
3. Take toilet card
4. Flush the toilets after use.
5. Wash hands after bathroom use.
6. Throw paper products into trashcans only.
7. Return promptly to the classroom or designated area.

65. HALLWAY RULES

1. Walk at zero noise in the hallway at all times.
2. Keep hands, feet and objects to yourself.
3. Walk in straight line and single file.
4. Look forward.
5. When you see someone you recognize, stay in your line and greet them with salaam in an indoor voice.
6. Don't walk around the hallways without appropriate permission cards.

66. DISMISSAL RULES

1. Walk to your assigned line.
2. Sit quietly with your books closed.
3. Do not go back to your classroom for any reason without permission.

67. REWARDS

By the end of the day students will receive ClassDojo points. Points will be added on Wednesdays and children are rewarded based on their numbers of points. The reward would be earning free playtime or any other reward the teachers and students agree on, etc.

68. VISITING SCHOOL

Visitor Policy

At BIA, we look forward to a visit by you and your friends. Kindly inform the principal the purpose of your visit when you arrive at the school. If you are the family of a prospective student, please call in advance to make an appointment with the principal. Please be mindful so as not to disturb any of the classes or activities that may be in session. Please observe the appropriate procedures associated with the type of visits.

69. CLASS VISITS

If you would like to visit your child's class, please follow these steps:

- ✓ Contact the office in advance and arrange a suitable time for the visit.
- ✓ Please arrive at the arranged time and do not extend your visit beyond it.
- ✓ Visiting parents may not be accompanied by any other children.
- ✓ Please follow the teacher's instructions and, to avoid disruption, try not to participate unless you are invited to do so.
- ✓ Remember to sign in at the office on arrival and sign out as you leave.

70. LUNCH VISITS

We used to allow in the past that parents eat with their children during lunch. This has been suspended.

Parents may, on occasion, participate eating lunch with their child. The following considerations must be taken:

- ✓ It should not be an everyday event.
- ✓ Please find out the exact time of your child's lunch period.
- ✓ Please inform the admin in advance of your visit.

- ✓ Please bring your own lunch, keeping in mind the school's nutrition guidelines. Please clean the table after your lunch and do NOT interfere in any way with the teachers on duty.
- ✓ Please arrive on time and do not cause your child to be late for the next period.
- ✓ As always, remember to sign in and out and obtain a visitor's badge from the office.

71. QUESTIONS AND CONCERNS

If parents have any questions or concerns at any time, please contact the school. For concerns related to academics, behaviour, curriculum or field trips, contact the Key Stage coordinator, subject coordinator or class teacher. For concerns related to registration, accounts or health, the building, administration or other issues, please contact the Administrator. Alternatively, parents can send their comments, complaints, suggestions to the Board of Directors via email to bia.complaints@gmail.com (typical reply time: within 7 working days).

ClassDojo:

It is a requirement that parents and guardians create a ClassDojo account and actively use it for communication with the school and teachers.

Failure to do so, will result in you being called into the office and present an acute solution.

PARENTS ACKNOWLEDGEMENT AND AGREEMENT

By signing this Acknowledgement form, I acknowledge and agree that I have read and understood the practices stated in this Handbook. I agree to abide by and support the practices stated in this Handbook. Please sign below to acknowledge that you have received this handbook, have read it and agree that you and your child/ren will comply with all the policies and procedures stated herein.

SIGNED BY: _____

DATE: _____

PRINT NAME: _____

Name of Students and Classes

1. _____
2. _____
3. _____
4. _____