



OIS Policies

Uniform and Dress Policy:

The Dress Policy has been developed to provide students with a learning environment that is safe, equitable, welcoming and inclusive.

Students must be in complete uniform, worn properly and modestly, from the time they enter the school building until dismissal at the end of the school day on all school days. **Only students who are in complete uniform will be admitted to class.**

- **Elementary/Boys:**

Navy formal pants and green top (shirt) with collar **that has the school logo.**

Hoodies are not allowed.

- **High School/Boys:**

Black formal pants and white or green top (shirt) with collar **that has the school logo.**

Hoodies are not allowed.

Important Notes for all Classes:

1. No sweatpants, jeans, sportswear, PJ, slippers, sandals, flip flops, etc.
2. No graffiti on clothes, and any form of images, writings, logos, etc. are not allowed.
3. No holes, rips, tears, or worn-out places.
4. Hoods, hats, caps, tuques, etc. are never to be worn in the school or they will be confiscated.
5. Students must wear closed toe shoes.

Disregarding the Uniform or Dress Code

It is the responsibility of parents/guardians to make sure that their child follows the school policies and guidelines. Students will be asked to leave class and/or return home if not in compliance with the uniform policies and guidelines. If the parents are not ready to come and pick the student up, the student will stay in class, but one day suspension will be arranged with the parents.

- **Elementary School/Girls:**

Black plain Abaya and white Hijab OR navy skirt / dress with green shirt **with logo**.

Hoodies are not allowed.

- **High School/ Girls:**

Black plain Abaya closed and white or black Hijab. **Green Hijab is acceptable on Fridays only.**

No tight Abaya and no skirts.

** In specific cases, a black sweater or black jacket with the uniform (Abaya) underneath is acceptable. Hoodies are not allowed.*



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Haircut Policy:

The hair should be clean and short.

Hair policies teach students to be professional and prepare them for the world outside school, where they need to be clean, tidy and presentable in the workplace.

Please note:

1. It is the responsibility of parents/guardians to make sure that their child follows the school policies and guidelines.
2. Students will be given **a letter of concern** and a specific time to cut their hair.
3. **After the notice, students will be asked to leave the school and/or return home if not in compliance with the hair cut policies and guidelines.** If the parents are not ready to come and pick the student up, the student will stay in class, but one day suspension will be arranged with the parents.

Electronic Device Policy:

We must respect the safety and privacy of our school community. Therefore, cell phones and other electronic devices are NOT to be used in school for any purpose at any time. However,

each teacher has the right to permit the use of Electronic Devices for instructional purposes only and during his/her class time only.

** Use of such devices in school will be restricted, and violations will result in confiscation of the device.

First Incident: The cell phone/electronic device will be confiscated by the teacher / coordinator for the remainder of the day. The phone/device will be returned to the student at the end of that school day after signing the Electronic Device Contract. The parents will be informed about this incident and about the next step.

Second Incident: Cell phones/electronic devices will be confiscated into the care of school administration until a parent/guardian comes to school for a conference to review the school policy regarding electronics, and to collect the device. Parents/guardians must then sign a form stating that they understand that any subsequent violations will result in the student losing the privilege of having a cell phone/electronic device at school for a period of **one week**. The cell phone/electronic device will be returned to the parent at that time.

Third Incident: Cell phones/electronic devices will be confiscated into the care of school administration for **one week**. After one week, the parents/guardians have to come to school to collect the device and sign the Electronic Device Contract which states that any incident after the third situation will result in loss of privilege of having the electronic device at school for **one month**.

Fourth Incident: Cell phones/electronic devices will be confiscated into the care of school administration for **one month**. After that period, the parents/guardians must come to school to collect the device.

Important Notes:

1. Students can leave their device in the front office and take it when they leave the school.
Please complete and sign the required form for that.
2. The school will not assume any responsibility for theft, loss, or damage to electronic devices that students have.
3. Contents of electronic devices may be reviewed and searched if the school decides to do this because of inappropriate use of electronic devices.
4. Students are not allowed to show or use their electronic devices for any purpose such as checking the time.

5. The school can and will search and review student's electronic devices that were brought to school as part of any school investigations.
6. If a student refuses to hand in their personal device, they must report to the school principal or vice-principal. School principals have discretion under Safe Schools legislation to consider a range of responses to address non-compliance, up to and including suspension.

Information for staff, students, and Parents

New Ministry of Education policy PPM 128 requires all school boards and schools to develop practices to support restrictions on students' use of personal mobile devices (any device that can communicate or access the internet including cell phones) at school. These changes come into effect on September 1, 2024.

Personal cell phones or devices must not be used by staff or students during instructional time except under very specific circumstances. These include:

- Educational purposes as directed by an educator
- For health and medical purposes
- For support of special education needs

Students are responsible for their personal mobile device, how they are used, and the consequences of not following this practice. OIS school and staff are not responsible nor liable for any damage or loss that may occur to devices that are placed in storage because of violation of policy.

What if I need to contact my child?

We understand that sometimes parents and guardians need to reach students during the school day. Elementary schools will continue to receive messages from caregivers and pass them along to students in Grades K to 6 at an appropriate time during the school day and to support caregivers to connect with students throughout the school day when required. Students in Grades 9 to 12 secondary students can send and receive messages during non-instructional times or use the school office.

Prayer Time:

The prayer room is for praying only. Students must be quiet, respectful and following the rules of the prayer room when they enter the room until they leave.

Disregarding the Prayer Room's Rules:

Disturbing in the prayer room (such as talking, laughing, making noise, making fun, faces, etc.) will not be tolerated.

Consequences:

1. Contact the parents.
2. Send a letter of concern.
3. Suspension from school.

The steps below will help you (students) remain quiet:

1. When you enter the prayer room, sit and remember Allah secretly.
2. Repeat after the Muathin.
3. After Athan, pray Salat Sunnat (2 or 4 Rak'ah).
4. Again, remember Allah until Salat Starts.
5. When Iqama starts, line up and fix your line and do not worry about others.
6. When Salat ends, remember Allah (Tasbeeh, read Kursi verse, etc.)
7. Listen to the after Salat reminder
8. Leave the prayer room quietly and go straight to your classroom.

After School Policy:

Dear Parent(s) / Guardian(s) of Elementary Students,

Student safety is one of our highest priorities. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day. Unfortunately, a minority of parents are bringing their children early or collecting them late from school quite frequently. For this reason, **we are concerned about these children who are left without supervision.**

We would like to remind you that school starts at 9:00 am. However, we offer a grace period from 8:30 am to 9:00 am for some students who come early to enter the school and stay in their classes. **Elementary students finish school at 3:00 pm, at which parents must collect their children.** We offer a grace period from 3:00 pm to 3:20 pm to coordinate with the schedules of some high school students who are responsible for their younger siblings.

We do understand that sometimes there is an emergency which will delay a parent, and we will try to accommodate this only if that parent regularly picks their child at the allocated time. We

have allocated an extra period in the morning between 8:30 am and 9:00 am and after school from 3:20 pm and 3:30 pm for parents who are late.

Please note that the school is not responsible for children left outside or at the school before 8:30 am and left after 3:30 pm.

School's Policy

Please follow the following steps:

* *The school opens at 8:30 AM, so **no students should arrive before 8:30 AM SHARP.***

1. In case of an emergency in which you will not be able to arrive on time (before 3:30 pm), please call the school.
2. The school or the teacher who supervises your kid(s) will charge you **\$10 if you come after 3:30 pm and \$20 after 3:45 pm** until 4:00 pm.

If you have any questions, please do not hesitate to contact us at 613-727-5066, or come and see us. We would like to thank the parents for their continued support and understanding and kindly ask all other parents to adhere to school policy and regulations.

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Jazakhallah Kheiran for your cooperation,
School Administration
Ottawa Islamic School

Suspensions:

Students should take a suspension seriously because it can seriously affect their performance and consequently their marks. The suspension would affect the student's ongoing education, and they are also recorded in the Ontario Student Record.

The principal / Vice Principal suspends students because of:

- Leaving the school premises
- Violation of the school's rules and regulations (ex. dress code, prayer room, lateness, etc.)
- Defiant behavior or persistent opposition to authority
- Insult and taunting others
- Any harassment related to race, ethnic origin, religion, disability, gender or any other reasons
- Swearing at a teacher or another person in a position of authority
- The use of profane or improper language, comments or gestures
- Threatening and intimidating
- Uttering a threat to inflict serious bodily harm on others
- Committing physical assault on another person (hitting, fighting, play-fight, or instigate fight)
- Inappropriate comments or behaviour or use of information technology
- Conduct injurious to the moral tone of the school
- Conduct injurious to the physical or mental wellbeing of others
- Smoking or Vaping on school property or being under the influence of alcohol
- Possessing alcohol, cannabis, cigarettes, illegal drugs or any types of smoking devices
- Committing sexual assault
- Committing an act of vandalism that causes damage to school property
- Continuously breaking the rules of the class or the prayer room
- Bullying (repeatedly cause hurt or harm to another person) including cyberbullying
- Forging (faking) the signature of a parent/guardian without permission.
- Making a false document or changing an existing document without authorization.

Important Notes:

1. Suspensions can be anywhere between one and 20 days. During that time, students are not allowed to attend classes or participate in any school-related activities.
2. When students are suspended, the school will notify the students, their teachers, parents or guardians. Notification is written and includes the reasons for suspension.
3. If students are suspended from school, they will be suspended from engaging in all school-related activities.
4. While under suspension, it is the responsibility of students to stay up to date with class work and assignments. It is the responsibility of the students to contact the subject teachers and make the necessary arrangements to cover missed work.
5. If the incident involves a criminal act, the Principal / VP may also have to notify the police. In addition to a suspension or expulsion, the police may also charge the student's parents.

Expulsions:

An expulsion is mandatory for the following infractions / The school expels students because of:

1. Committing robbery.
2. Giving alcohol or cannabis to a minor to a minor.
3. Committing sexual assault.
4. Trafficking in weapons or in illegal drugs.
5. Possessing a weapon, including possessing a firearm.
6. Using a weapon to cause or to threaten bodily harm to another person.
7. Engaging in activities that cause extensive damage to the property of the school.
8. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
9. **Severe Misconduct:** This could include bullying, violence, or any behavior that severely disrupts the school's environment.
10. **Bullying:** if the student was suspended before for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person.
11. The student's pattern of behavior is refractory that this/her presence is injurious to the effective learning environment of others.
12. **Repeated Violations of Rules:** Continuous disregard for the school's code of conduct, or disruptive behavior, may lead to expulsion.
13. **Inappropriate Conduct:** Since it is an Islamic institution, students engaging in behavior that contradicts the Islamic values the school promotes could face expulsion.

Important Notes:

- The school will also consider (1) the student's history at the school (including having other problems with teachers or other students) (2) the student is identified as an exceptional student or have a disability (3) whether a student's stay at school would put other students' or teachers' safety at risk.
- Expulsion can happen whether the activity took place: (1) at school (2) at a school-related activity, such as a field trip (3) in any other circumstances where the student's behavior has an impact on the school climate, such as cyberbullying.

Late/Missed Work:

Each teacher will make it clear to students early in the school year that they are responsible not only for their behavior in the classroom but also for providing evidence of their achievement of the overall expectations of the course within the timeframe specified by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. Students will be given the opportunity to demonstrate their learning, and this will be consistently communicated to students.

Wherein the teacher's professional judgment it is appropriate to do so, several strategies may be used to help prevent and/or address late and missed assignments. They include:

1. asking the student to clarify the reason for not completing the assignment
2. helping students develop better time-management skills
3. planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute
4. maintaining ongoing communication with students and/or parents about due dates and late

Assignments, and scheduling conferences with parents if the problem persists

5. taking into consideration legitimate reasons for missed deadlines
6. using counseling or peer tutoring to try to deal positively with problems
7. holding teacher-student conferences
8. reviewing the need for extra support for English language learners
9. reviewing whether students require special education services
10. requiring the student to work with a school team to complete the assignment
11. have students complete the work after school or during lunch under supervision.
12. providing alternative assignments or tests/exams where, in the teacher's professional judgment it is reasonable and appropriate to do so
13. deducting marks for late assignments, up to and including the full value of the assignment

OIS Policy:

1. All assignments are to be submitted by the due date.
2. If a student does not complete task by due date, the teacher reminds the student about the need to complete task and contacts home to inform parents/guardians and seek support. The teacher uses professional judgment can extend the deadline. A "Reflective Assignment" will be provided to the student.

3. If the student fails this extended deadline, (a) the teacher will have the prerogative to deduct marks for each missed day beyond the extended deadline, OR (b) a mark of zero representing zero evidence of learning will be assigned in the student's evaluation record.
4. A date will be established for each session, after which no assignments will be accepted.

Note: (1) Students aware they will be absent for a test/presentation must decide with the teacher **prior** to the day of the test/presentation.
(2) Parent/guardian contact will occur when a key evaluation is missed or not submitted.

Cheating/Plagiarism:

All students are expected to submit their own work for evaluation. Students are responsible for providing evidence of their learning within established timelines and that there are serious consequences for cheating, plagiarizing, not completing work and submitting work late. Cheating and plagiarism will not be tolerated. All teachers at the beginning of each course will address the severity of cheating and plagiarism. Teachers will ensure that students understand what constitutes cheating and plagiarism and the correct method of citing sources with their students.

Teachers will provide strategies for avoiding plagiarism:

- Explain the definition of plagiarism and discuss ways to avoid it.
- Talk about the seriousness of cheating and plagiarism.
- Purposefully teach the correct method for citing sources.
- Students will be encouraged to follow a particular style guide.
- Always write down author, title, page number and publication information when taking research notes.
- Cite the reference as soon as you mention the idea you are using, not just at the end of the paragraph
- If in doubt, cite your source.

OIS Policy:

1. Fraudulent work is of no value and provides zero evidence of learning. Each form of plagiarism is unacceptable and has consequences.
2. All instances of academic dishonesty will be reported to the Principal/VP and parents. Students who have violated OIS's Academic Honesty policy will receive a consequence as determined by the teacher and Principal/VP.
3. Depending on the severity of the academic dishonesty and previous violations, consequences can range from having to (a) redo the original assignment, (b) complete an alternative assignment or (c) receive a mark penalty.

Note: If the student accepts the responsibility for his/her action, the student shall be given a written warning signed by the student and parents.

Withdrawals/Dropping Courses:

Please find details below for students withdrawing or dropping a course or enrolling in Courses. At no point can students join/enroll, drop or withdraw from a course without notification from Guidance. Students cannot simply be deleted or added to "[Edsembli](#)" at the request of a teacher.

A drop /withdrawal should first be initiated by a student or parent to the teacher or Guidance. All students/parents must be directed to Guidance once they initiate a drop or enrollment. The student then needs to book a meeting with Guidance via office or email: [**Book a meeting with your Guidance Counselor: guidance@myois.org**](mailto:guidance@myois.org)

Here is the procedure on how to request a drop or withdrawal.

1. Meet with your Counselor to discuss your drop. If you are eligible to drop the course, you will be given an official Drop Form Withdrawal Form.
2. The Drop Form must be completed in full and signed by the course teacher, a parent/guardian, and the guidance counselor to be valid.
3. **Students must attend the course they plan to drop until they actually meet with a Counselor. NEVER ASSUME YOU WILL BE ABLE TO DROP A COURSE!**
4. Once the Drop Form is completed, signed, and returned to the Guidance, it will be dropped within 2 days.
5. There will be an email or note sent from Guidance notifying the teacher of the withdrawal or enrollment.
6. Enrolling on a course has the same procedure as above.

Withdrawal from a Course

- Withdrawals occurring within 5 days of the issuing of the first report card from the Ottawa Islamic High School will result in the mark **not** being recorded on the OST.
- A withdrawal from a Grade 11 or 12 courses after 5 days of the issuing of the first report card results in a "W" being entered in the "Credit" column of the OST along with the mark at the time of the withdrawal.
- All Grade 11 and 12 students who withdraw from a course within five instructional days following the issue of the first provincial report card will not have the withdrawn course recorded on their Ontario Student Transcript (OST). For those students who choose to

withdraw from a course after five instructional days following the issue of the first provincial report card, the withdrawal is recorded on the OST with a “W”. The percentage grade received by the student at the time of withdrawal will also be recorded. Students are to follow the Request to Drop a Course procedure for Full Disclosure. Please note that the course and a mark may appear on a midterm report card but will not appear on a final transcript if dropped by the Full Disclosure Date.

Please note that if you do not want a withdrawal from a Grade 11 or 12 courses to show on your transcript, you must withdraw from the course prior to the withdrawal date deadline. If you drop by the 3rd week of September or February, your name will not appear on list but if after that time period a mark is needed, and the 2nd report card will show a “W”

Fireplan:

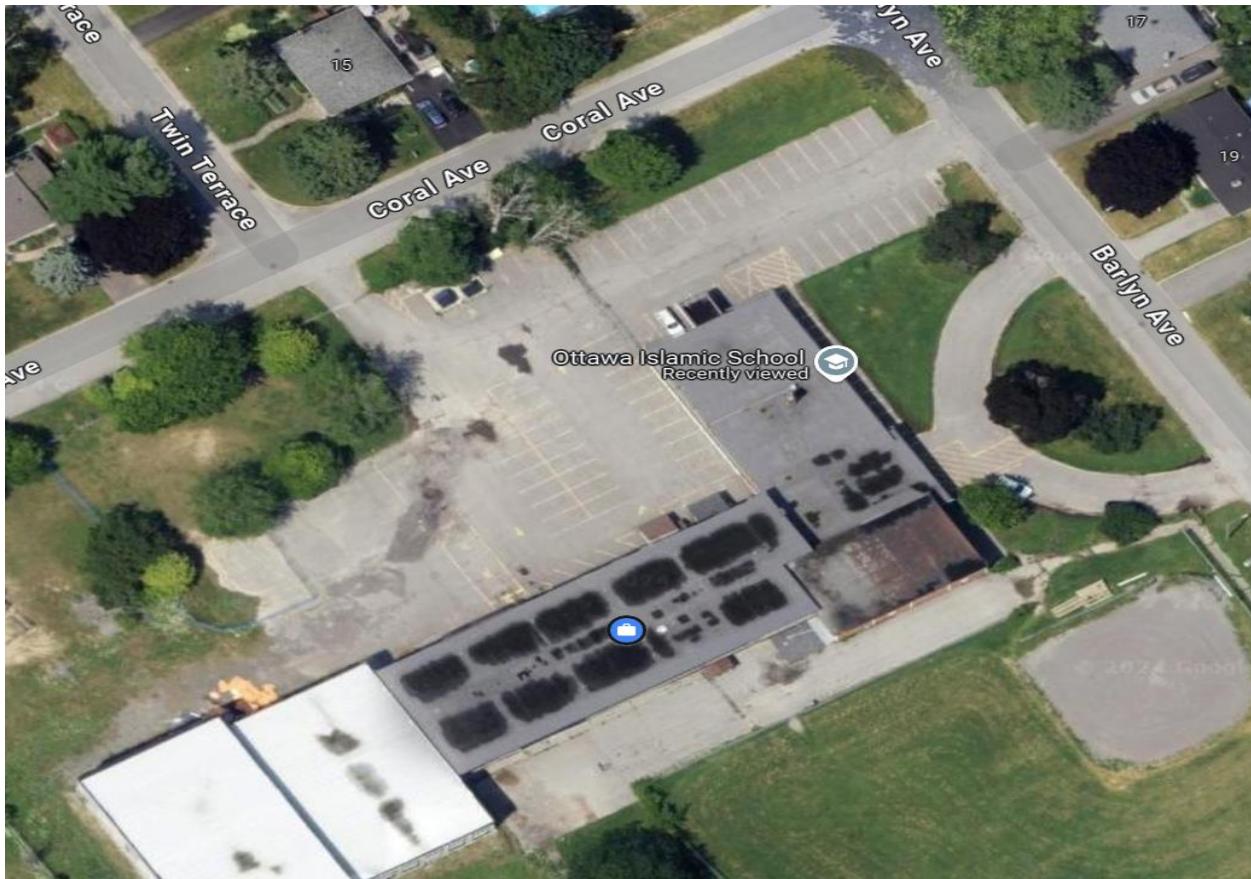
Evacuation Procedure (within 5 minutes)

1. Establish an assembly area for evacuees clear of anticipated congestion and around 20 m from the school/building, where possible (*see Fire Evacuation Plan - FEP*)
2. Teachers should explain to students in advance the FEP procedures (ex. immediate evacuation, leaving everything, no food or drink, leaving other belongings, knowing the exits routes, etc.)
3. On hearing the fire alarm or on being notified of a fire, teachers will evacuate their students according to the pre-selected routes (*see FEP*)
4. After taking the attendance, teachers should ask the students to remain calm, quickly organize them to leave the classrooms, close windows and doors, and check the washrooms for missing students.
5. The teacher will be the last to leave the room, making sure all students have exited.
6. Classrooms will evacuate in a manner that ensures safety for all..
7. Once the class has safely evacuated from the building, students walk to assign meeting areas before returning to the classroom, and teachers take attendance to be sure no one is missing.
8. Should students get separated from their class during evacuation, they shall remain with a group during evacuation and rejoin their class once in the assembly area.
9. Outside, teachers must report to the Principal their checklists confirming that all students present or if someone is missing.
10. Ensure that students are kept at a safe distance from the school/building in the pre-arranged assembly area.

11. At the conclusion of the emergency, the teacher will walk the students back to the classroom in an orderly and silent manner.
12. Teacher/school administration documents the fire drill participation.

OIS /Fire Evacuation Plan / Fire drill

Main Entrance Exit		- Office - Gym (or GYM exit) - Br. Staff	
JK Exit		- JK	
SK Exit		- SK	
Main Field Exit		- Grade 1, 2 3, 4	
Grade 8 Exit		- Grade 5, 6 , 7	
Finance Exit		- G8 & High School Classes	



FIRE EVACUATION AND EMERGENCY PROCEDURES

1. Know the exits and reporting procedures.
2. Attendance should be taken and recorded.
3. Students must move in a calm and orderly fashion, directly toward the nearest exit.
4. Familiarize your students with the exit path and meeting location.
5. Students assemble with their teacher in the designated area.
6. Once on the field, teachers will be lined up (ex. in a rough alpha plan).
7. Students and staff exit the building according to the Fire exit Plan.
8. Classroom doors should be closed.
9. Once assembled in the designated area, students should cooperate in maintaining order.
10. Send a runner with a note identifying all absent/missing students to the xxxxx
11. Record only those students who are absent but were present during attendance at the start of class.

Damage to School Property:

1. The student who damages or vandalizes or defaces school property will be held responsible for those actions.
2. The student may be subject to disciplinary consequences including possibility of suspension or expulsion or exclusion from school activities.
3. Any damage to school property / graffiti may result in legal consequences including but not limited to the graduation ceremony.
4. These actions may result in police involvement.
5. Parents will be requested to pay for the costs incurred.