



Parent Handbook 2023 - 2024

Education has historically been a high priority for Muslims all around the world, we have consistently sought ways to link literacy, education, and faith. The first piece of revelation sent down to our beloved Prophet Muhammed (SWS) was the word Iqraa, which is the Arabic term for reading and reciting. This makes it quite evident that the process of learning and education is an integral part of the Islamic faith.

This educational venture has dependent on the continued support of a community committed to passing to the next generation a living of literacy and numeracy imbued with the Islamic faith. We provide excellent comprehensive educational experiences for our students, looking forward to the future with confidence

Hours:

- Monday 8:30am - 3:30pm
- Tuesday 8:30am - 3:30pm
- Wednesday 8:30am - 3:30pm
- Thursday 8:30am - 3:30pm
- Friday 8:30am - 3:30pm
- Saturday CLOSED
- Sunday CLOSED

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MISSION STATEMENT & SCHOOL-WIDE OBJECTIVES

STATEMENT OF MISSION:

The mission of the Maple Root Academy is to provide students with skills to achieve academic excellence while instilling a sound knowledge of the Islamic faith. The school strives to foster in our students the ability to acquire the necessary tools to face the various challenges in the academic and social world we live in. With this philosophy of academic excellence coupled with instilling the love of Islamic principles and morals, the Maple Root Academy hopes to cultivate, motivate and inspire the students to become productive, educated and caring citizens. To attain these objectives, the school follows the guidelines for the expectations and requirements of the Ontario Ministry of Education. Also, the school offers classes in Arabic, Islamic Studies, and Quran.

SCHOOL-WIDE OBJECTIVES:

- ❖ To teach our students to strive for excellence in all that they do.
- ❖ To provide our students with rich academic programming that challenges them intellectually.
- ❖ To teach a love for Islam by example and through integrating Islam in all facets of the school.
- ❖ To teach our students social awareness and responsibility through community engagement to educate the whole child, physically, spiritually, intellectually and emotionally.
- ❖ To teach the concept and practice of faith through the example of our staff and administration.
- ❖ To teach our students to build bridges with youths from other faith communities and be a positive influence in a pluralistic society.



REGULAR SCHOOL YEAR CALENDAR 2023-2024

Ministry Approval as of April 28, 2023

SCHOOL YEAR

The school year begins	September 5, 2023
First day of classes for students	September 5, 2023
The school year ends	June 28, 2024
The number of instructional days	187
The number of professional activity days	3

SCHOOL HOLIDAYS

Labour Day	September 4, 2023
Thanksgiving Day	October 9, 2023
Winter Break (inclusive)	December 25, 2023 – January 5, 2024
Family Day	February 19, 2024
Spring Break (inclusive)	March 11 - March 15, 2024
Good Friday	March 29, 2024
Easter Monday	April 1, 2024
Victoria Day	May 20, 2024

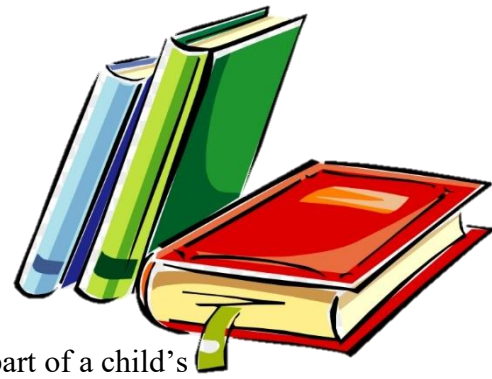
PROFESSIONAL ACTIVITY DAYS ~ NO SCHOOL FOR STUDENTS

Professional Activity Day ~ Reporting to Parents	November 24, 2023
Professional Activity Day ~ Assessment, Evaluation and Report Card Writing Day	January 22, 2024
Professional Activity Day ~ Assessment, Evaluation and Report Card Writing Day	June 10, 2024

EID DATES

Eid Al-Fitr	April 14, 2024
Eid Al-Adha	June 16, 2024
Note: Eid Holidays will be announced closer to date.	

ACADEMIC POLICIES



HOMEWORK POLICY

Purpose Maple Root Academy considers homework to be an important part of a child's education and an integral component of the learning process based on the following goals:

- ❖ To provide extra practice for specific fundamental skills.
- ❖ To improve academic skills by reinforcing and extending classroom learning.
- ❖ To promote independent work-study habits.
- ❖ To establish regular homework routines and organizational skills.
- ❖ To increase communication between parents and the school.
- ❖ To inform parents of the school's curriculum and to provide a means to make an ongoing evaluation of their child's progress.
- ❖ To develop responsibility, accountability, self-confidence, and time management.

AMOUNT OF HOMEWORK

Research indicates that schools in which homework is routinely assigned and graded tend to have higher achieving students. There is also general agreement that the amount of homework assigned increases significantly as a student progresses according to the maturity and ability level of the student, and varies according to individual ability and the speed at which the child works and manages their time. Maple Root Academy follows the "10 minutes of homework per grade level" guideline (Arabic, Quran and Islamic Studies are not included) when establishing its homework plan. It is important to remember that the time would be uninterrupted time, free from the interference of television, playing, eating, etc.

Grades 1 - 2: 10 - 30 minutes daily

Grades 3 - 4: 40 - 60 minutes daily

HOMEWORK SPECIFICS

- ❖ Unfinished classwork or work missed due to excused or unexcused absences, as well as any homework that was assigned, must be completed.

- ❖ Weekend homework may be given to students to complete classwork assignments, reinforce skills taught, or work on long-range projects.
- ❖ When no homework is assigned, it is recommended that the student does individual reading, practice math facts, review vocabulary, etc. We do encourage students to practice independent reading and/or explore subjects of interest to them each night.
- ❖ Parent Responsibilities
 - To provide an environment that is conducive to uninterrupted study time.
 - To make sure the child has the necessary materials to do the assignments.
 - To encourage the child to be neat and organized.
 - To make the school the number one priority during the academic school year.
 - To model self-discipline, organization, time management, and a positive attitude.
 - To provide support and encouragement of the child's efforts.
 - To ask the child to share his/her assignments and to ask for specific help.
 - To contact the classroom teacher in the event of questions or concerns.
 - To assist the child, if needed, without doing their work for them.
- ❖ Student Responsibilities:
 - To understand the entire overview of assignments and their due dates.
 - To ask questions when instructions, assignments, or deadlines are unclear.
 - To utilize time and other resources in order to complete assignments on time.
 - To give homework their best effort before asking parents for help.

To take homework home, along with any required materials, and submit assignments by the specific due dates.

 - To make up any work missed due to excused or unexcused absences from class.
 - To be safe and look out for the safety of others.
 - To keep Maple Root Academy a positive learning environment by showing respect at all times.



HEALTH POLICY

You mustn't send your sick child to school. This is especially important if your child has contracted an infectious disease, such as chickenpox, flu, or head lice. If your child is absent for

a prolonged period due to medical reasons, please pick up your child's schoolwork, as this may affect your child's academic achievement.

Medication:

- ❖ The school is not responsible to give any medications at school
- ❖ If your child has any allergies or ongoing health problems, you should inform the School



SNACK & LUNCH

MAPLE ROOT ACADEMY IS A NUT-FREE FACILITY; NUT ALLERGIES ARE LIFE-THREATENING. ALL PARENTS ARE ASKED TO ENSURE THAT ALL STUDENT SNACKS AND LUNCHESES ARE FREE OF NUTS OR NUT BY-PRODUCTS.

All children must bring their lunch and snack. Nutritious and healthy snacks and lunches should be packed for the children. It is also very important to pack something easy for the child to eat. Examples are cut-up pieces of fruit and vegetables, cheese slices, crackers, yogurt, sandwiches etc. Avoid sending junk food and candy. These foods will not give your child the proper energy and nutrition needed for their growth and learning. Please note that due to safety concerns, the school is not able to warm any snack or lunch foods.

WASHROOM USAGE

Every student has to see that the washrooms are left clean after use. Students may not go to the washrooms during class time without permission from their teacher. Parents are advised to teach their children to use the washroom according to the Islamic way (boys specifically, should also be taught to sit while using the washroom etc.)

PLAYGROUND/RECESS BEHAVIOUR

Inappropriate behaviour such as fighting, name-calling, swearing, and bullying are banned on school grounds. All students are expected to demonstrate good manners and respect for all supervisors in addition to their fellow students. The supervisor's word is final and students displaying inappropriate manners will face the consequences of their



actions, as outlined in the school's discipline policy. Students will not be permitted to leave the school grounds for any reason.

HALLWAYS

Running is prohibited in these areas at any time of the day. Students should walk in a quiet and orderly manner, taking caution as not to disturb the other classes.

BEHAVIOUR IN THE PRAYER HALL

Students are expected to move quietly to the praying area in proper rows and sit straight while waiting for the prayer to begin. If the supervising teacher initiates, all students should engage in Quranic recitation and/or hadith. Upon completion of the prayer, students are requested to return in a single line to their classrooms, without delay. Completion of the prayer, students are requested to return in a single line to their classrooms, without delay.



PERSONAL HYGIENE

Please make certain that when your child comes to school, he/she is bathed, their hair is combed, their teeth are brushed, and their nails are clean and trim. Such habits should be incorporated according to the traditions of our Prophet Muhammad (S.A.W) (cleanliness is part of faith).

ELECTRONIC DEVICES

Electronic Devices are not permitted on school property and will be confiscated if found.

ASSESSMENT, EVALUATION AND REPORTING

"The primary purpose of assessment and evaluation is to improve student learning." Processes around assessment, evaluation and reporting are governed by the Ministry of Education and board policies. In April 2010, the Ministry published Growing Success, a policy document that



directs the assessment, evaluation and reporting of student achievement in Ontario schools, from grades 1 to 12. Growing Success aims to update, clarify and co-ordinate ministry policy, and achieve fairness, transparency, equity and consistency across the province.



HOW ARE STUDENTS ASSESSED?

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectation in a subject or course. In the classroom, there are three types of assessment:

- ❖ Assessment as learning - students are actively engaged in this assessment process—that is, they monitor their learning, use assessment feedback from teacher, self and peers to determine next steps, and set individual learning goals.
- ❖ Assessment for learning - the ongoing process of gathering and interpreting evidence about students where they need to go, and how best to get there.
- ❖ The information gathered is used by teachers to provide feedback and to differentiate instruction appropriately.
- ❖ Assessment of learning - the process of collecting and interpreting evidence to summarize learning at a given point in time, to make judgments about the quality of student learning based on established criteria, and to assign a value to represent that quality. The information gathered may be used to communicate the student's achievement to parents, other teachers, students themselves, and others. Learning is summarized in the form of a level, grade and/or percentage mark to be communicated to parents formally on the report card.

LEARNING SKILLS AND WORK HABITS

Learning Skills and Work Habits allow students to know how to learn more effectively, develop their potential as independent learners and take ownership over their learning. Learning skills and work habits help students to prepare for learning and working in the 21st Century. While strong Learning Skills and Work Habits do contribute to a student's ability to be successful at school, they are evaluated separately from student achievement of course expectations.

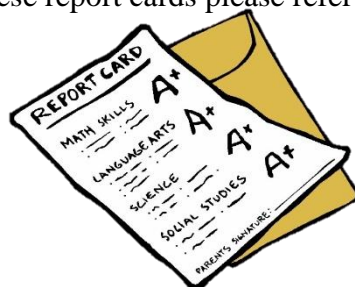
Learning Skills and Work Habits	Sample Behaviours
Responsibility	The Student: <ul style="list-style-type: none"> ❖ Fulfils responsibilities and commitments within the learning environment. ❖ Completes and submits classwork, homework, and assignments according to agreed-upon timelines. ❖ Takes responsibility for and manages own behaviour.
Organization	The Student: <ul style="list-style-type: none"> ❖ Devises and follows a plan and process for completing work and tasks. ❖ Establishes priorities and manages time to complete tasks and achieve goals. ❖ Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.
Independent Work	The Student: <ul style="list-style-type: none"> ❖ Independently monitors, assesses, and revises plans to complete tasks and meet goals. ❖ Uses class time appropriately to complete task. ❖ Follows instructions with minimal supervision.

REPORT CARDS & PARENT-TEACHER MEETINGS

Montessori and kindergarten:

Parents will be officially notified in writing of their child's progress three times per year. An initial Report Card will be sent home once per year. Provincial Report Card will also be sent home twice a year. For the dates of these report cards please refer to the School Calendar section of this handbook.

Elementary:



Parents will be officially notified in writing of their child's progress three times per year. An Elementary Progress Report Card will be sent home once per year. An Elementary Provincial Report Card will also be sent home twice a year. For the dates of these report cards please refer to the School Calendar section of this handbook.

ZERO-TOLERANCE POLICY

Maple Root Academy is a safe, nurturing, respectful and positive learning environment. This type of climate enables all students to succeed to their full potential. This also dictates that it is a violence-free environment. All students are expected to acquire the knowledge and skills that demonstrate respect for fellow students and Teachers. Failure to adhere to this rule may lead to suspension or expulsion.



CRIMINAL REFERENCE CHECKS

The school has required all current individuals, associated with the school, who come into regular contact with students, including teaching and non-teaching staff, administrators and volunteers, to provide the school with a Canadian Police Information Centre check on them. All future individuals must provide this check before they become associates with the school.

ATTENDANCE

LATE ATTENDANCE OR ABSENCE

If a student will be late or absent, parents/guardians are responsible to inform the school by calling or emailing (preferred) us.

DROP-OFF & PICK-UP

- ❖ Drop-off is at 8:30 AM and classes will begin 8:45 AM, please be aware that any students arriving after 9:00 AM will be recorded as late.
- ❖ Pick-up times is between 3:00 PM - 3:30 PM, please be aware that any student not picked-up by 3:45 PM the latest will be put in the after-school program.

BEFORE & AFTER SCHOOL HOURS.

- ❖ Any student arriving before 8:30 AM or is pick-up after 3:45 PM will automatically be charged \$15 per hour, per child.
- ❖ Prices differ if parents have signed up for a monthly option. To sign-up for the monthly option, please contact the administration.

TUITION CONTRACT

- ❖ All fees are non-refundable and due at the time of registration. Student's seat can only be held upon payment of \$150 (new student only) for application fee and a \$200 (new & returning students) non-refundable service fee.
- ❖ Enrolments fees are accepted via cheque or auto deposit.
- ❖ A penalty fee of \$50 will be charged for returned checks.
- ❖ Rates are subject to change. Changes in the tuition amount will be determined during the school year, and the increase will be announced if necessary.
- ❖ When you pay by cheque, tuition will be withdrawn from your account on the same day the cheque is dated for.
- ❖ In the event a student withdraws during the school year, all balances owed to the school will be due immediately. Parents who choose to make monthly instalments must pay the remaining amount of the month at the time of withdrawal.

NON-PAYMENT/LATE PAYMENT

In the event of non-payment and late payment of any Tuition or other fees owed to Maple Root Academy, the Academy may, in its sole discretion suspend the Student from classes, refuse to allow the Student to participate in school classes, and/or withhold the reporting transcripts, and grades by law. Payments that are 60 days late (or more) will result in further legal action.

REJECTED CHEQUES

Rejected cheques will result in a penalty fee of \$50.

PAYMENT POLICIES

Tuition Payment: For the school year (September to June)

1. A first-month cheque dated the proposed entry date of your child (prorated if your child does not begin at the beginning of the month).
2. A last-month, full tuition for June cheque – dated the proposed entry date of your child.
3. Post-dated cheques dated the beginning of the month, for each month in between proposed entry date and the end of May.

IN CLOSING

We hope that this handbook has served to better acquaint you with the rules of the school. We ask that you emphasize to your child his or her responsibilities while at school. From time to time, you will receive notices from the school. Please ensure that we always have your correct address and telephone number. Also, if any matter arises, please do not hesitate to call us.

We hope and pray to Allah (SWT) that we will have a successful year and that students benefit, understand, and develop self-esteem through their accomplishments. We ask Allah to reward you for your cooperation. Wa-Salaamu Alikum wa Rahmatullahi wa Barakaatuhu.

