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Principal's Welcome Message

Assalamu Alaikum wa Rahmatullahi wa Barakatuh,

Welcome to Albushra School! As the principal, it is my great pleasure to extend a warm and heartfelt welcome to all our students, parents, and guardians. We are excited and honored to have you as part of our school community.

At Albushra, our mission is to provide a nurturing and stimulating educational environment where Islamic values and academic excellence go hand in hand. We are committed to fostering a love of learning and a deep respect for our faith in every student. Our dedicated teachers and staff work tirelessly to ensure that each child receives a holistic education that prepares them for success in this world and the Hereafter.

Our curriculum is designed to integrate Islamic teachings with the Ontario academic standards, offering a balanced and enriching educational experience. We emphasize the development of essential skills and competencies, alongside the cultivation of character traits such as honesty, kindness, and respect. Our goal is to inspire our students to become compassionate, responsible, and knowledgeable individuals who contribute positively to society.

We recognize that education is a partnership between the school and the home. We value and appreciate the involvement of our parents and guardians in the educational journey of their children. Your support and engagement are crucial to the success of our school community. We encourage you to participate in school activities, volunteer opportunities, and parent-teacher associations to stay connected and involved in your child's education.

As we embark on this academic year, we look forward to a year filled with growth, learning, and success. We are confident that, with the support of our dedicated staff, the enthusiasm of our students, and the collaboration of our parents, we will achieve great things together.

Thank you for entrusting us with the education and spiritual development of your children. May Allah (SWT) bless our efforts and guide us on this noble path.

Warm regards,

Sara El Arbid
Principal, Albushra School

1. School Overview

About Albushra School

Welcome to Albushra School, where we strive to provide an exceptional educational experience grounded in Islamic values and academic excellence. Our school is dedicated to nurturing the intellectual, spiritual, and moral development of our students in a supportive and enriching environment.

History and Background

Founded in 2024, Albushra was established to serve the educational needs of the Muslim community in Barrhaven, Ottawa, Canada. Our school was built on the principles of faith, knowledge, and community, with the aim of fostering a generation of students who are well-rounded, confident, and committed to their faith. We hope to grow into a vibrant community of learners, educators, and families who share a common vision for holistic education.

Our Mission

Our mission is to provide a balanced education that integrates Islamic teachings with a rigorous academic curriculum. We aim to cultivate a love for lifelong learning, instill strong moral values, and develop the skills and competencies necessary for our students to thrive in an ever-changing world. We are committed to preparing our students for success in both their personal and professional lives, guided by the principles of Islam.

Our Vision

At Albushra, our vision is to nurture students who are equipped to fulfill their responsibilities as informed by Islam, through connecting with, loving, and practicing the religion. We strive to inspire a generation of confident and compassionate individuals who embody Islamic values in their daily lives.

Core Islamic Values

At Albushra, our core values are deeply rooted in Islamic teachings and form the foundation of our educational philosophy. These values include:

- Respect & Kindness (Mawadah)
- Honest & Integrity (Sidq)
- Responsibility & Accountability (Amanah)

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- Compassion & Empathy (Rahmah & Ithar)
- Gratitude & Contentment (Shukr)
- Perseverance & Patience (Sabr)
- Justice & Fairness (Adl)
- Humility (Tawadu')

Facilities

Our school is placed within the SNMC Mosque and is equipped with modern facilities designed to support a comprehensive educational experience. These include:

- **Classrooms:** Spacious and well-equipped classrooms that facilitate interactive and engaging learning.
- **Prayer Hall (Musalla):** A dedicated space for daily prayers and religious activities.
- **Playgrounds:** Safe and well-maintained playgrounds for physical activities and recreation.

School Hours and Location

Albushra is conveniently located at 3020 Woodroffe Avenue, Nepean, Ontario K2J 4G3, Canada. Our school hours are from 8:00 am to 3:30 pm, Monday to Friday. We also offer before & after-school programs and activities to support the diverse needs of our students and families.

2. Admission & Enrollment

We are delighted that you are considering Albushra School for your child's educational journey. Our admission process is designed to ensure that we welcome families who share our values and are committed to contributing positively to our school community. Below you will find information about our admission requirements and procedures.

Admission Requirements

To be considered for admission to Albushra School, applicants must meet the following criteria:

- **Age Requirements:** Students must meet the age requirements for their grade level as defined by the school. For example, Junior Kindergarten (JK) students must be 4 years old by the first day of school, and Senior Kindergarten (SK) students must be 5 years old by the first day of school.
- **Residency:** Applicants should reside within the Ottawa area. However, exceptions may be considered on a case-by-case basis.
- **Islamic Commitment:** We welcome students from all backgrounds who are willing to embrace and participate in Islamic teachings and practices.
- **Academic Readiness:** For students entering Grades 1 and above, academic assessments may be conducted to determine readiness for the grade level.

Admission Process

1. Application Submission

- **Application Form:** Complete the online application form available on our website.
- **Documentation:** Submit the required documents, including:
 - A copy of the child's birth certificate or passport
 - Proof of residency (e.g., utility bill or lease agreement)
 - Immunization records
 - Recent school records or report cards (for students entering Grades 1 and above)
 - Any special education needs or medical information (if applicable)

2. Application Review

- Once your application is submitted, it will be reviewed by the admissions team. We may contact you for additional information or to schedule an interview.

3. Interview and Assessment

- **Interview:** A meeting with the prospective student and their parents/guardians may be scheduled to discuss the family's expectations and the child's needs.
- **Assessment:** For students entering Grades 1 and above, an academic assessment may be conducted to ensure the child's readiness for the grade level.

4. Acceptance and Enrollment

- **Notification:** You will be notified of the admission decision within 2 weeks after the interview and assessment.
- **Enrollment Packet:** Upon acceptance, you will receive an enrollment packet with further instructions, including registration forms, fee information, and important dates.
- **Enrollment Fee:** A non-refundable enrollment fee is required to secure your child's place at the school. Details on the fee amount and payment methods will be provided in the enrollment packet.

Tuition and Fees

- **Tuition:** The annual tuition fee is found on our website. Payment plans and financial aid options are available. Please contact the school office for more details.
- **Additional Fees:** There may be additional fees for uniforms, textbooks, and extracurricular activities. A detailed fee schedule will be provided upon acceptance.

Withdrawal and Transfer

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- **Notice:** If you wish to withdraw your child from Albushra School please provide written notice to the school at least 30 days prior to the withdrawal date.
- **Transfer Process:** If your family is relocating or if your child will be transferring to another school, please inform the school as soon as possible so that we can assist with the transition.

Contact Information

For more information about the admission process or to schedule a tour, please contact us at:

- **Phone:** 613-416-6789
- **Email:** AlbushraSchool@snmc.ca
- **Website:** Albushraschool.ca

We look forward to welcoming you to the Albushra School family and supporting your child's educational journey.

3. Islamic Values & Curriculum

At Albushra School, we are dedicated to integrating Islamic values into our curriculum to foster a nurturing and holistic educational environment. Our curriculum is designed to reflect and embody the following core Islamic values, which guide our students in their academic and personal development:

Core Islamic Values

1. Respect & Kindness (Mawadah)

- **Integration:** Students are encouraged to show respect and kindness in their interactions with peers, teachers, and the community. Classroom activities and discussions emphasize the importance of treating others with empathy and consideration.

2. Honesty & Integrity (Sidq)

- **Integration:** We promote honesty and integrity in all aspects of student life, including academic work and personal conduct. Students learn the importance of truthfulness and ethical behavior.

3. Responsibility & Accountability (Amanah)

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- **Integration:** Students are taught to take responsibility for their actions and fulfill their obligations with accountability. This value is reinforced through classroom duties, group projects, and personal reflection.

4. Compassion & Empathy (Rahmah & Ithar)

- **Integration:** Compassion and empathy are key components of our social-emotional learning. Students are encouraged to understand and share the feelings of others, fostering a supportive and caring school environment.

5. Gratitude & Contentment (Shukr)

- **Integration:** Gratitude and contentment are celebrated and encouraged as part of our students' personal growth. Students are taught to appreciate their blessings and find contentment in their efforts and achievements.

6. Perseverance & Patience (Sabr)

- **Integration:** Perseverance and patience are emphasized as essential qualities for overcoming challenges and achieving goals. Students are guided to develop resilience and a positive attitude towards difficulties.

7. Justice & Fairness (Adl)

- **Integration:** Justice and fairness are fundamental to our school culture. Students learn to advocate for equity and fairness in their interactions and understand the importance of justice in their communities.

8. Humility (Tawadu')

- **Integration:** Humility is encouraged as a means of fostering respect for others and recognizing one's own limitations. Students are taught to approach their achievements and challenges with modesty.

Curriculum Overview

Our curriculum integrates these values into all aspects of learning, ensuring that they are not only taught but also practiced. Each subject area incorporates activities and lessons that reinforce these values:

- **English Language Arts:** Reading and writing activities include exploring stories and texts that exemplify Islamic values.
- **Mathematics and Science:** Problem-solving and inquiry-based learning are approached with integrity, patience, and perseverance.

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- **Social Studies:** Lessons on history and geography emphasize justice, fairness, and the role of compassion in historical contexts.
- **Islamic Education:** Deepens understanding of Islamic values through Quranic studies, Sira, and Islamic ethics.
- **French Language:** French classes include activities and projects that promote respect and understanding of cultural diversity. Students learn to communicate politely and effectively in a new language.
- **Physical Education:** Physical Education classes are designed to build teamwork, respect, and responsibility. Activities include team sports, individual fitness, and cooperative games.
- **Arabic:** Arabic language classes focus on reading, writing, speaking, and listening skills, incorporating Islamic values into daily lessons. Students explore classical and modern texts, including Quranic verses and Islamic literature.

4. Daily Schedule

At Albushra School, we ensure that our daily schedule supports both academic learning and Islamic practices. Our schedule is designed to balance instructional time with essential activities, including prayers and breaks. On Friday's our school timing is slightly changed to accommodate Friday Prayers.

Below is a typical daily schedule for our school:

KG Schedule 2024-2025			Friday KG Schedule 2024-2025	
JK & SK			JK & SK	
Time	Activity		Time	Activity
8:00 - 8:15 AM	Drop off / Outside Area / Gym		8:00 - 8:15 AM	Drop off / Outside Area / Gym
8:15 - 8:30 AM	Morning Athkar / Assembly / Flag		8:15 - 8:30 AM	Morning Athkar / Assembly / Flag
8:30 - 9:20 AM	Period 1		8:30 - 9:20 AM	Period 1
9:20 - 10:10 AM	Period 2		9:20 - 10:10 AM	Period 2
10:10 - 10:30 AM	Morning Snack		10:10 - 10:30 AM	Morning Snack
10:30 - 10:50 AM	Recess (Outside / Gym)		10:30 - 10:50 AM	Recess (Outside / Gym)
10:50 - 11:40 AM	Period 3		10:50 - 11:40 AM	Period 3
11:40 - 12:30 PM	Period 4		11:40 - 12:30 PM	Period 4
12:30 - 1:00 PM	Washroom & Lunch		12:30 - 1:00 PM	Washroom & Lunch
1:00 - 1:30 PM	Nap Time / Cool Down / Prayer		1:00 - 1:30 PM	Nap Time / Cool Down / Prayer
1:30 - 2:20 PM	Period 5		1:30 - 2:20 PM	Period 5
2:20 - 3:10 PM	Period 6		2:20 - 2:50 PM	Period 6

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3:10 - 3:30 PM	Dismissal		2:50 - 3:10 PM	Dismissal
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Elementary Schedule 2024-2025			Friday Elementary Schedule 2024-2025	
Grades 1 - 2			Grades 1 - 2	
Time	Activity		Time	Activity
8:00 - 8:15 AM	Drop off / Outside Area / Gym		8:00 - 8:15 AM	Drop off / Outside Area / Gym
8:15 - 8:30 AM	Morning Athkar / Assembly / Flag		8:15 - 8:30 AM	Morning Athkar / Assembly / Flag
8:30 - 9:20 AM	Period 1		8:30 - 9:20 AM	Period 1
9:20 - 10:10 AM	Period 2		9:20 - 10:10 AM	Period 2
10:10 - 10:30 AM	Morning Snack		10:10 - 10:30 AM	Morning Snack
10:30 - 10:50 AM	Recess (Outside / Gym)		10:30 - 10:50 AM	Recess (Outside / Gym)
10:50 - 11:40 AM	Period 3		10:50 - 11:40 AM	Period 3
11:40 - 12:30 PM	Period 4		11:40 - 12:30 PM	Period 4
12:30 - 12:50 PM	Lunch & Wuduu (In class)		12:30 - 12:50 PM	Lunch (In class)
12:50 - 1:10 PM	Recess (Outside / Gym)		12:50 - 1:10 PM	Recess (In class)
1:10 - 1:30 PM	Prayer (In class)		1:10 - 1:30 PM	Prayer (In class)
1:30 - 2:20 PM	Period 5		1:30 - 2:20 PM	Period 5
2:20 - 3:10 PM	Period 6		2:20 - 2:50 PM	Period 6
3:10 - 3:30 PM	Dismissal		2:50 - 3:10 PM	Dismissal

Elementary Schedule 2024-2025			Friday Elementary Schedule 2024-2025	
Grades 3 - 6			Grades 3 - 6	
Time	Activity		Time	Activity
8:00 - 8:15 AM	Drop off / Outside Area / Gym		8:00 - 8:15 AM	Drop off / Outside Area / Gym
8:15 - 8:30 AM	Morning Athkar / Assembly / Flag		8:15 - 8:30 AM	Morning Athkar / Assembly / Flag
8:30 - 9:20 AM	Period 1		8:30 - 9:20 AM	Period 1
9:20 - 10:10 AM	Period 2		9:20 - 10:10 AM	Period 2
10:10 - 10:30 AM	Recess (Outside/Gym)		10:10 - 10:30 AM	Recess (Outside/Gym)
10:30 - 10:50 AM	Morning Snack		10:30 - 10:50 AM	Morning Snack
10:50 - 11:40 AM	Period 3		10:50 - 11:40 AM	Period 3
11:40 - 12:30 PM	Period 4		11:40 - 12:20 PM	Period 4

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12:30 - 12:50 PM	Recess (Outside / Gym)		12:20 - 12:30 PM	Wuduu
12:50 - 1:10 PM	Lunch & Wuduu (In class)		12:30 - 1:00 PM	Indoor Recess
1:10 - 1:30 PM	Prayer (In class)		1:00 - 1:30 PM	Khutbah & Prayer (In class)
1:30 - 2:20 PM	Period 5		1:30 - 2:20 PM	Period 5
2:20 - 3:10 PM	Period 6		2:20 - 2:50 PM	Period 6
3:10 - 3:30 PM	Dismissal		2:50 - 3:10 PM	Dismissal

5. Attendance Policy

At Albushra School, we are committed to creating an environment that supports the academic and spiritual development of our students. Regular attendance is crucial for maintaining continuity in learning and ensuring that students fully benefit from our educational programs. Here are the key policies regarding attendance:

Arrival Time

- **Start of the School Day:** Students are required to be at school by **8:10 AM**. This allows them to participate in the morning assembly and athkar and settle into their classrooms before lessons begin.
- **Punctuality:** Arriving on time is important for starting the day with a sense of order and readiness. Students are expected to arrive at school by 8:10 AM each day. If a student arrives after **8:15 AM**, they will be marked late. The school administrator will be available at the gym to welcome late-arriving students until 8:30 AM. **After 8:30 AM**, parents are responsible for bringing their children to school (the doors are locked at the bottom of the stairs). Upon arrival, parents should call the school number (to unlock the doors), and the administrator will escort the students to their respective classes. This ensures a smooth transition for late arrivals while maintaining the school's schedule.

Absences

- **Notification of Absence:** If a student will be absent from school, parents or guardians must notify the homeroom teacher and the school administrator by email as early as possible, preferably before 8:15 AM on the day of the absence.
- **Excused Absences:** Absences are considered excused for reasons such as illness, and family emergencies. Documentation may be required for certain excused absences, such as a medical note.
- **Unexcused Absences:** Absences not reported or not meeting the criteria for excused absences will be marked as unexcused. Repeated unexcused absences may lead to further discussion with parents to address attendance concerns.

Late Arrivals

- **Arrival After 8:15 AM:** If a student arrives after **8:15 AM**, they will be marked late. The school administrator will be available at the gym to welcome late-arriving students until 8:30 AM. **After 8:30 AM**, parents are responsible for bringing their children to school (the doors are locked at the bottom of the stairs). Upon arrival, parents should call the school number (to unlock the doors), and the administrator will escort the students to their respective classes. This ensures a smooth transition for late arrivals while maintaining the school's schedule.
- **Tardiness Policy:** Frequent tardiness can impact a student's academic progress and disrupt classroom activities. **Continued lateness will be addressed with parents to find a resolution.**

Early Dismissals

- **Requesting Early Dismissal:** If a student needs to leave school early, parents or guardians must provide a written request or notify the school administrator in advance via email.
- **Pick-Up Procedure:** Parents must sign out their child at the school office before taking them out of school. Students will only be released to authorized individuals listed in their emergency contact information.

Make-Up Work

- **Assignments and Tests:** Students who are absent (only excused) are responsible for catching up on missed assignments and tests. Teachers will provide make-up work and deadlines as appropriate.
- **Extended Absences:** For extended absences, such as long-term illness, parents should contact the school to arrange a plan for make-up work and to ensure continuity in learning.

Attendance Monitoring

- **Record Keeping:** Attendance records are kept and reviewed regularly. Parents will be notified if there are concerns about their child's attendance.
- **Support and Intervention:** If attendance issues arise, the school will work with parents and students to address and resolve the challenges affecting regular attendance.

6. Albushra School Code of Conduct

Core Principles and Islamic Values

1. **Respect and Kindness (Mawadah)**
 - **Value Explanation:** Mawadah involves showing love, kindness, and mutual respect in all interactions.

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- **Behavioral Expectations:**
 - **Greeting:** Always greet others with "As-Salamu Alaikum" and a smile.
 - **Listening:** Listen attentively and show respect to everyone's opinions and feelings.
 - **Inclusivity:** Include and be kind to everyone, ensuring no one feels left out.
 - **Positive Reinforcement:**
 - Praise students for acts of kindness and respect.
 - Implement "Kindness Awards" for students who consistently show respect and kindness.
- 2. Honesty and Integrity (Sidq)**
- **Value Explanation:** Sidq emphasizes truthfulness and maintaining strong moral principles.
 - **Behavioral Expectations:**
 - **Academic Honesty:** Complete assignments honestly without cheating or plagiarism.
 - **Truthfulness:** Always tell the truth and be trustworthy.
 - **Positive Reinforcement:**
 - Acknowledge and celebrate students who demonstrate honesty.
 - Use integrity badges to reward students for upholding honesty in difficult situations.
- 3. Responsibility and Accountability (Amanah)**
- **Value Explanation:** Amanah is about fulfilling trusts, being reliable, and taking responsibility for one's actions.
 - **Behavioral Expectations:**
 - **Dependability:** Be reliable in completing tasks and responsibilities.
 - **Accountability:** Own up to mistakes and take steps to correct them.
 - **Positive Reinforcement:**
 - Implement a "Responsibility Chart" where students can track their responsible actions.
 - Recognize and reward students who consistently show accountability.
- 4. Compassion and Empathy (Rahmah & Ithar)**
- **Value Explanation:** Rahmah involves being compassionate, showing empathy, and helping others in need.
 - **Behavioral Expectations:**
 - **Helping Others:** Assist classmates, teachers, and staff in need.
 - **Empathy:** Show understanding and compassion towards others' feelings and situations.
 - **Positive Reinforcement:**
 - Praise students for acts of compassion and empathy.
 - Use "Compassion Stars" to highlight students who go out of their way to help others.

5. Gratitude and Contentment (Shukr)

- **Value Explanation:** Shukr is about expressing gratitude and being content with what one has.
- **Behavioral Expectations:**
 - **Thankfulness:** Regularly express thanks to teachers, peers, and family.
 - **Contentment:** Appreciate and be content with the resources and opportunities provided.
- **Positive Reinforcement:**
 - Have a "Gratitude Wall" where students can post what they are thankful for.
 - Recognize students who frequently show gratitude and contentment.

6. Perseverance and Patience (Sabr)

- **Value Explanation:** Sabr is about enduring difficulties with patience and striving through challenges.
- **Behavioral Expectations:**
 - **Persistence:** Keep trying and do not give up when facing challenges.
 - **Patience:** Show patience in waiting and in dealing with difficult situations.
- **Positive Reinforcement:**
 - Reward students for their perseverance in academic and personal challenges.
 - Implement a "Perseverance Award" for students who exhibit strong patience and persistence.

7. Justice and Fairness (Adl)

- **Value Explanation:** Adl involves being fair, just, and treating everyone equally.
- **Behavioral Expectations:**
 - **Fair Treatment:** Treat all peers and teachers with fairness and justice.
 - **Equity:** Ensure that everyone has equal opportunities and access to resources.
- **Positive Reinforcement:**
 - Acknowledge students who demonstrate fairness in group activities and discussions.
 - Use "Justice Badges" to recognize acts of fairness and equity.

8. Humility (Tawadu')

- **Value Explanation:** Tawadu' is about being humble and recognizing the value of others.
- **Behavioral Expectations:**
 - **Modesty:** Be humble in achievements and acknowledge the contributions of others.
 - **Respect:** Show respect for the abilities and opinions of others.

- **Positive Reinforcement:**
 - Praise students for showing humility and modesty.
 - Implement a "Humility Award" for students who consistently demonstrate humility.

Zones of Regulation

The Zones of Regulation framework is integrated into our school to help students recognize and manage their emotions and behaviors effectively. The Zones are categorized as follows:

1. **Blue Zone:** Low states of alertness (sad, tired, sick, bored).
2. **Green Zone:** Optimal learning state (happy, calm, focused, ready to learn).
3. **Yellow Zone:** Elevated states of alertness (frustrated, anxious, excited, silly).
4. **Red Zone:** Extremely heightened states of alertness (anger, rage, panic, elation).

Strategies to Support Each Zone:

- **Blue Zone Strategies:** Encourage rest, deep breathing, and gentle activities to increase alertness.
- **Green Zone Strategies:** Reinforce with praise and engagement in academic tasks.
- **Yellow Zone Strategies:** Provide tools for self-regulation like sensory breaks, calming techniques, and physical activities.
- **Red Zone Strategies:** Implement calming strategies, provide space for cooling down, and use restorative practices.

Positive Reinforcement Strategies

1. **Acknowledgment and Praise**
 - Regularly acknowledge and praise students for demonstrating positive behavior and Islamic values.
 - Use specific feedback to highlight what the student did well.
2. **Reward Systems**
 - Implement a system where students can earn points or tokens for positive behavior, which can be exchanged for privileges or small rewards.
 - Use certificates, badges, or public recognition for outstanding behavior.
3. **Reflection and Growth**
 - Encourage students to reflect on their behavior and its alignment with Islamic values.
 - Provide opportunities for students to set personal goals for improvement and growth.
4. **Parental Involvement**
 - Communicate regularly with parents about their child's positive behavior and achievements.
 - Encourage parents to reinforce positive behavior and Islamic values at home.

Consequences for Misbehavior

- 1. Gentle Reminders**
 - Use gentle reminders to correct minor misbehaviors.
 - Reinforce the expected behavior with positive language.
- 2. Restorative Practices**
 - Implement restorative practices to address conflicts and misbehaviors.
 - Encourage students to take responsibility and make amends.
- 3. Reflection Time**
 - Provide time for students to reflect on their behavior and think about how they can improve.
 - Use reflection sheets or journals to guide this process.
- 4. Parental Involvement**
 - Involve parents in addressing repeated or serious misbehaviors.
 - Work collaboratively to support the student's behavior improvement.

Albushra School Anti-Bullying Policy

Policy Statement

Albushra School is committed to providing a safe and nurturing environment where all students can learn and grow without fear of bullying. Our anti-bullying policy aims to prevent, address, and eliminate bullying behaviors by promoting a culture of respect, kindness, and Islamic values.

Definition of Bullying

Bullying is any repeated and intentional behavior, whether verbal, physical, or digital, that causes harm, fear, or distress to another person. Bullying can take many forms, including but not limited to:

- **Physical:** Hitting, pushing, or any use of physical force.
- **Verbal:** Teasing, name-calling, or making threats.
- **Social:** Spreading rumors, excluding someone from a group, or embarrassing someone in public.
- **Cyberbullying:** Using electronic means to harass, threaten, or humiliate.

Preventive Measures

- 1. Education and Awareness**
 - Conduct regular workshops and assemblies on bullying awareness and prevention.
 - Integrate lessons on kindness, empathy, and respect within the curriculum.
- 2. Safe Environment**

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- Ensure supervision in all areas of the school, including classrooms, hallways, and playgrounds.
- Create a welcoming and inclusive environment where students feel safe to report bullying.

3. **Student Involvement**

- Encourage students to be active participants in creating a bully-free school.
- Establish student-led groups or committees focused on promoting positive behavior.

Reporting and Response Procedures

1. **Reporting**

- Encourage students, staff, and parents to report any incidents of bullying to a trusted adult or school official.
- Provide multiple reporting channels, including anonymous reporting options.

2. **Investigation**

- Conduct thorough and prompt investigations of all reported bullying incidents.
- Ensure confidentiality and protect the rights of all parties involved.

3. **Intervention**

- Implement appropriate disciplinary actions based on the severity of the incident.
- Provide support and counseling for both the victim and the bully to address underlying issues and promote behavioral change.

4. **Follow-Up**

- Monitor the situation to ensure that the bullying has stopped and that there is no retaliation.
- Maintain open communication with the involved parties and their families.

Albushra School Respect and Responsibility Guidelines

Core Values

- **Respect:** Treat others with kindness, consideration, and honor.
- **Responsibility:** Be accountable for your actions and their impact on others.

Respect Guidelines

1. **Self-Respect**

- Maintain personal hygiene and present yourself neatly.
- Strive for academic excellence and take pride in your work.

2. **Respect for Others**

- Use polite language and manners in all interactions.
- Listen attentively when others are speaking and value their opinions.
- Refrain from any form of bullying, teasing, or exclusion.

3. Respect for the Environment

- Keep the school clean and tidy by disposing of waste properly.
- Take care of school property and report any damage immediately.

Responsibility Guidelines**1. Personal Responsibility**

- Complete all assignments and tasks to the best of your ability.
- Be punctual and prepared for classes and school activities.

2. Community Responsibility

- Participate actively in school events and initiatives.
- Help maintain a positive and supportive school environment.

3. Accountability

- Own up to your mistakes and take steps to correct them.
- Apologize and make amends when you have wronged someone.

Encouraging Positive Behavior**1. Recognition**

- Regularly acknowledge and praise students for demonstrating respect and responsibility.
- Use awards, certificates, and public recognition to highlight positive behavior.

2. Role Models

- Encourage teachers and staff to model respectful and responsible behavior.
- Invite guest speakers and role models to speak on the importance of these values.

3. Parental Involvement

- Engage parents in reinforcing respect and responsibility at home.
- Communicate regularly with parents about their child's behavior and achievements.

7. Albushra School Dress Code**Uniform Requirements**

Albushra School takes pride in its uniform policy, which aims to foster a sense of belonging, equality, and school spirit. All students are required to wear the labeled school uniform as outlined below:

1. Daily Uniform

- **Boys and Girls:**
 - Navy blue polo shirt (with the school logo when available).
 - Khaki pants – No jeans allowed.
 - Black shoes and white socks (indoor shoes).

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- Any neutral colour sweater / hoodies with the school logo (when available).

2. Physical Education Uniform

○ **Boys and Girls:**

- Navy Blue Polo Short.
- Navy blue / Black track pants or shorts.
- Sports shoes with non-marking soles.
- Optional: Navy blue sports jacket or hoodie with the school logo (if available).

3. Quran Classes

- Salah (Prayer) Clothes are to be worn during Quran lessons. It is encouraged that these clothes remain in the school for students to use when needed.

Guidelines for Modest Attire

1. General Modesty Guidelines

- Clothing should be loose-fitting and cover the body appropriately.
- Shirts and blouses should have sleeves and cover the torso completely.
- Pants and skirts should be of appropriate length, covering the legs fully.

2. Boys

- Avoid tight or form-fitting clothing.
- Shorts should be knee-length or longer.

3. Girls

- Skirts and dresses should be ankle-length.
- If wearing a hijab, it should be plain white or navy blue and cover the hair and neck.
- It is a requirement to wear a Hijab if students are in Grade 5 or upward.

Seasonal Attire Policies

1. Winter Attire

- Students are encouraged to wear layers.
- Coats, scarves, hats, and gloves should be provided.

2. Summer Attire

- Students may wear short-sleeved versions of the navy-blue polo shirt.
- Ensure that all clothing continues to adhere to modesty guidelines, even in warmer weather.

3. Rainy Season

- Waterproof jackets and boots in solid colors are a requirement.

Enforcement and Exceptions

1. Uniform Compliance

- All students are expected to adhere to the uniform policy.

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- Teachers and staff will conduct regular checks to ensure compliance.

2. Exceptions

- On designated non-uniform days, students may wear casual clothes that still adhere to the modesty guidelines.
- Special considerations may be made for medical reasons, with prior approval from the school administration.
- Clothing should not have any visible logos or messaging.
- Sample links from The Children's Place (note that there are multi-pack options at a discount):
 - [Boys Short Sleeve Polo Shirt](#)
 - [Boys Long Sleeve Polo Shirt](#)
 - [Girls Short Sleeve Polo Shirt](#)
 - [Girls Long Sleeve Polo Shirt](#)

8. Albushra School Health and Safety Policies

Health Requirements

1. Immunizations

- All students must be up to date with their immunizations as per Ontario public health guidelines.
- Parents/guardians must provide a copy of the immunization record upon enrollment.
- Exemptions for medical or philosophical reasons must be documented and submitted to the school office.

2. Medical Forms

- A comprehensive medical form must be completed and submitted during the enrollment process.
- This form should include information on any chronic conditions, allergies, or special health needs.
- Emergency contact information must be kept current and updated immediately if there are any changes.

Procedures for Illness and Injury

1. Illness

- Students who are feeling unwell should remain at home until they are fully recovered.
- If a student becomes ill during the school day, parents/guardians will be contacted to pick them up as soon as possible.
- A designated sick room will be provided for students who need to wait for their parents/guardians.

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- In cases of contagious illnesses, parents/guardians must inform the school immediately, and the student must stay home until cleared by a healthcare professional.

2. Injury

- Minor injuries will be treated on-site by trained staff using the first aid kit.
- For serious injuries, the school will contact emergency services immediately and notify parents/guardians.
- An incident report will be completed and kept on file for any injury requiring more than basic first aid.

Medication Policy

1. Prescription Medications

- Parents/guardians must complete a medication administration form for any prescription medication that needs to be taken during school hours.
- Medications must be provided in their original container with the prescription label.
- Only designated staff members are authorized to administer medications.

2. Over-the-Counter Medications

- Over-the-counter medications also require a completed medication administration form.
- These medications must be in their original packaging and labeled with the student's name.

3. Self-Administration

- Students with conditions requiring immediate access to medication (e.g., asthma inhalers, epinephrine auto-injectors) may carry and self-administer their medication with written permission from their parents/guardians and physician.
- The school must be informed of any self-administered medications.

Emergency Procedures

1. Fire Drills

- Fire drills will be conducted regularly to ensure all students and staff are familiar with evacuation procedures.
- Evacuation routes and assembly points are clearly marked and communicated to all.

2. Lockdown Drills

- Lockdown drills will be conducted periodically to prepare for potential security threats.
- Students and staff will be trained on how to respond during a lockdown.

3. Medical Emergencies

- In the event of a medical emergency, the school will immediately contact emergency services and provide first aid until they arrive.

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- Parents/guardians will be notified as soon as possible.

5. Communication

- The school will maintain an emergency contact system to quickly inform parents/guardians of any emergencies or important updates.
- Parents/guardians are encouraged to ensure their contact information is always current.

9. AlBushra School Communication Policy

Channels of Communication

1. Monthly Newsletters

- Monthly newsletters will be sent to keep parents and guardians informed about school events, updates, and important announcements.
- Newsletters will be distributed via email and made available on the school website.

2. School Website

- The school website will serve as a central hub for information, including calendar events, school policies, and news.
- Important documents and forms will be accessible for download.

3. Social Media

- AlBushra School will maintain active social media accounts to share updates, celebrate achievements, and engage with the school community.
- Follow us on instagram (Albushraschool.ca) for the latest news and events.

4. ClassDojo

- AlBushra School will use ClassDojo to facilitate direct communication between teachers, students, and parents.
- Teachers will post classroom updates, share student progress, and send important reminders through ClassDojo.
- Parents can use ClassDojo to communicate with teachers, track their child's progress, and stay engaged with classroom activities.

5. Weekly Outline

- A weekly outline will be sent every Friday, summarizing the classwork and home learning tasks completed during the prior week. AlBushra School will use ClassDojo to facilitate direct communication between teachers, students, and parents.

Parent-Teacher Conferences

1. Scheduled Conferences

- Two parent-teacher conferences will be held annually to discuss student progress and address any concerns.

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- Conferences will be scheduled in the fall and spring, with specific dates communicated in advance.

2. Additional Meetings

- Parents may request additional meetings with teachers or school staff as needed.
- These meetings can be arranged by contacting the school office or the respective teacher directly.

Reporting Academic Progress

1. Progress Report

- A progress report will be sent in November to provide an early assessment of each student's performance and areas for improvement.

2. Report Cards

- Two report cards will be issued: one in February and one in June.
- Report cards will provide comprehensive feedback on academic achievements, behavior, and overall development.

Feedback and Concerns

1. Open Communication

- Albushra School encourages open communication between parents, teachers, and school administration.
- Parents are welcome to share their feedback and concerns at any time.

2. Feedback Channels

- Feedback and concerns can be communicated via email, phone calls, ClassDojo messages, or scheduled meetings with teachers or school administrators.
- An anonymous feedback box will be available at the school office for parents who prefer to share their thoughts confidentially.

3. Resolution Process

- The school is committed to addressing any concerns promptly and effectively.
- A structured process will be followed to resolve issues, starting with initial discussions and escalating to the school board if necessary.

10. Albushra School Parent Involvement

Volunteer Opportunities

1. Classroom Volunteers

- Parents can assist teachers with classroom activities, field trips, and special projects.
- Volunteers may help with reading groups, art projects, science experiments, and more.

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2. Reading Volunteers

- Assist in the school reading program by helping students find books, organizing shelves, and conducting reading programs.

3. Event Volunteers

- Help organize and run school events such as fundraisers, sports days, cultural celebrations, and more.

4. Lunch and Recess Supervisors

- Support staff during lunch and recess times to ensure a safe and enjoyable environment for students.

5. Mentorship Programs

- Share your professional expertise by participating in career days, workshops, or mentoring students in specific subjects.

Parents of Albushra School (PABS)

1. PABS Events

- PABS will organize various events throughout the year to foster community spirit and support school initiatives.
- Events may include family picnics, cultural nights, fundraising dinners, and holiday celebrations.

2. Meetings and Committees

- PABS holds regular meetings to discuss school matters, plan events, and collaborate on initiatives.
- Parents are encouraged to join committees that align with their interests and expertise.

3. Support and Advocacy

- PABS serves as a liaison between parents and the school administration, advocating for the needs and concerns of families.
- Participate in workshops and seminars organized by PABS to learn more about supporting your child's education.

School Events and Activities

1. Annual School Events

- Albushra School hosts annual events such as those linked to the school themes. For example - Mawadah day will be done during September to allow the students to exhibit what they have learnt during the month.
- These events provide opportunities for students to showcase their talents and for families to engage with the school community.

2. Special Celebrations

- The school will celebrate Islamic holidays and cultural events with special programs and activities.
- Parents are invited to join in the celebrations and contribute to the festivities.

Support for Student Learning at Home

1. Homework and Study Tips

- Provide resources and strategies to help parents support their child's homework and study routines.
- Encourage regular communication with teachers through ClassDojo and parent-teacher meetings.

2. Educational Resources

- Share online resources, educational apps, and recommended reading lists to enhance learning at home.
- Provide access to materials and tools that align with the school curriculum.

3. Workshops for Parents

- Organize workshops on topics such as literacy, numeracy, technology use, and study skills.
- Offer sessions on effective parenting strategies, managing screen time, and supporting mental health.

4. Communication with Teachers

- Encourage ongoing communication between parents and teachers to monitor student progress and address any concerns.
- Use ClassDojo and other channels to stay informed about classroom activities and expectations.

11. Financial Information

Annual registration fee 2025-2026

\$500 one-time fee for the school year. There is a \$250 resource fee that can be email money transferred (upfront) to finance@albushraschool.ca or divided into the monthly payments.

The annual registration fee is due at the time of registration for the upcoming school year and is required to secure your student's spot. It is paid online through the registration link. The annual registration fee is not refundable.

Monthly Tuition Fees 2024-2025

Monthly tuition fee	JK & SK	Grades 1-6
First child	\$600	\$550
Second child	\$575	\$525
Third child & above	\$550	\$500

Monthly tuition fees are payable for 10 months (September to June). Tuition fees are due on the 26th of the month preceding the applicable school month. For example, September fees are due on August 26.

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The following is the 2025-2026 payment schedule:

School month	Payment date
September	August 26, 2025
October	September 26, 2025
November	October 27, 2025
December	November 26, 2025
January	December 26, 2025
February	January 26, 2026
March	February 26, 2026
April	March 26, 2026
May	April 27, 2026
June	May 26, 2026

There are three options for payment of monthly fees:

1. **Pre-authorized debit (recommended):** AlBushra School will withdraw the fees directly from your bank account on the due date. There will be 10 payments, dated per the schedule above. Please complete the [Pre-Authorized Debit Agreement](#).
2. **Post-dated cheques:** Please provide 10 cheques, dated from August 26 to May 26. Please include the student name(s) on each cheque and provide the cheques in a labeled envelope to the school office. *Please include extended day program fees (below) if applicable.*
3. **Cash:** Please provide a labeled envelope with **tuition for the full year** to the school office. If you prefer to pay monthly, please deposit the cash into a bank account and use option 1.

Monthly tuition fees are not refundable.

Should any circumstance arise which requires that a student be withdrawn from the school before April 15, 2026, there will be no further payments required for monthly tuition. As of April 15, tuition fees for the last two months of the school year (May and June) are required.

Extended day program fees 2025-2026 (After School only).

School month	Before School Care	After School Care
September	\$100	\$200
October	\$100	\$200
November	\$100	\$200
December	\$100	\$200
January	\$100	\$200
February	\$100	\$200
March	\$100	\$200
April	\$100	\$200
May	\$100	\$200
June	\$100	\$200

Extended day program fees are included with the monthly tuition fees payment.

Extended day program fees are not refundable.

Receipts for tax purposes

Receipts will be issued within two months of the end of the calendar year.

- **Official donation receipt:** This will specify the amount of donation that can be claimed for tax purposes. The donation receipt amount will represent the portion of total fees paid for the student that exceed AlBushra's net cost per student for non-religious education. Per CRA rules, there is no donation receipt permitted for the cost associated with non-religious education.

We cannot guarantee the amount, as it depends on several factors. The largest factor is the final number of students enrolled for the year. If fewer students are enrolled, the cost per student increases. This means the donation receipt will be lower.

- **Child care receipt:** This will specify the amount of child care expenses that can be claimed for tax purposes. Please note that you may or may not be eligible to claim child care expenses; refer to [CRA's eligibility checklist](#). The child care receipt amount will represent the portion of total fees paid for the student that relate to child care services (i.e. supervision outside of class time, as well as extended day program, if applicable).

12. School Policies

The following are very important policies that the school has implemented. It is important that you have gone through these policies.

- SP001: [Technology use policy](#)
- SP002: [Field trip policies](#)
- SP003: [Lost and Found](#)
- SP004: [Privacy and Confidentiality](#)
- SP005: [Teaching & Learning](#)
- SP006: [Behavior for Learning policy](#)
- SP007: [Assessment & Feedback Policy](#)

13. Contact Information:

Principal@albushraschool.ca

School Phone Number: +1 (613) - 416 - 6789