



PARENT AND STUDENT HANDBOOK 2025-2026

Address:

Regina Islamic School

1910 McIntyre Street, Regina, SK S4P 2R3

Contact:

Phone: (306) 400-1314

Fax: (306) 988-0017

Toll-free: 1-888-973-5242

Email: info@reginais.ca

Website:

www.reginais.ca

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In the name of Allah, the most beneficent, the most merciful

Dear Parents, Students and Guardians,

Assalamu aleykum warahmatu 'llahi wabarakatuhu,

We would like to take this opportunity to welcome all our students, and a special welcome to the parents who have chosen our Islamic school for their child's future. Communication and interaction between students, teachers and parents is vital to a successful year. This Parent and Student Handbook has been carefully prepared for parent and student use. The Handbook is designed to help our families understand the expectations set by Regina Islamic School.

One of school's most important priorities is to develop the individual's learning and intellectual skills through generating integration between the Islamic curriculum and the program of studies prescribed by the Saskatchewan Ministry of Education. This can be achieved through our following Achievement, Building Character and Celebrating Canadian Muslim Identity Model:

Achievement is to foster students' high achievements in all areas of knowledge and skills. We foster superior expectations for all students. Thus, the teachers and administration are focusing on teaching which will lead to dramatic improvement in the students' performance. Parents are strongly urged to nurture their children's high achievements by providing them with support, care, and encouragement which is essential to their academic success.

Knowledge can be of no benefit if not directed by constructive principles and transmitted through productive actions. Thus, proper behavior is constantly promoted to maintain a safe and caring learning environment. In our disciplinary approach, we use reminders; encourage making better choices, discussion, problem solving, counseling, and if needed, practical consequences. We spend a great deal of time encouraging the children to work out social conflicts verbally to listen to each other, to encourage empathy, and to constantly strive for a spirit of harmony and mutual respect.

Celebrating and acknowledging our Canadian Muslim Identity is one of our priorities at our Regina Islamic school. We feel that we are an important part of the Canadian Mosaic and that our children will be major contributors to the future of Canada. Students will build a strong Islamic foundation and will contribute to the community throughout their years at our school.

Jazakumullahu Khairan,

Chairman

Regina Islamic School Board

About the Handbook

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

Introduction

The Regina Islamic School, strategically located in downtown Regina, Saskatchewan, offers a multifaceted educational approach designed to serve the rapidly growing Muslim community in the area. Recognizing the limited availability of Islamic educational institutions, this school fills a vital gap by integrating Islamic teachings into its core curriculum. Students are immersed in the Arabic language, Quranic studies, and Sunnah, ensuring deep and meaningful connections to their faith from an early age.

In addition to religious education, the school places a significant emphasis on bilingualism, offering French language instruction to enhance cognitive development and cultural appreciation. Adhering to the Saskatchewan curriculum, the school guarantees that students receive a comprehensive education that aligns with provincial standards, preparing them for future academic and professional success.

The Regina Islamic School also addresses the needs of younger children through its childcare center and prekindergarten programs. These early childhood education initiatives provide a supportive and nurturing environment that fosters early learning and development, setting a strong foundation for lifelong educational success. By combining religious instruction, bilingual education, and adherence to the provincial curriculum, the Regina Islamic School cultivates well-rounded individuals who are equipped to thrive both spiritually and academically in a multicultural society.

Vision

To cultivate a nurturing and inclusive learning environment where students excel academically, grow spiritually, and become confident, bilingual individuals who embody the principles of Islam and contribute positively to the broader community

Mission

The Regina Islamic School is committed to providing a balanced education that integrates Islamic teachings with the core Saskatchewan curriculum. Our aim is to:

- Instill a deep understanding and love of Islam through comprehensive Quranic studies, the Arabic language, and the Sunnah, fostering a strong spiritual identity.
- Deliver a high-quality education that adheres to the Saskatchewan provincial standards, ensuring our students achieve academic success and are well-prepared for future endeavors.
- Promote bilingualism by offering robust French language instruction, enhancing students' cognitive abilities and cultural awareness.
- Support the overall development of our students by providing a nurturing environment that encourages intellectual growth, ethical behavior, and community engagement.

By achieving these goals, the Regina Islamic School aspires to produce well-rounded individuals who are academically proficient, spiritually enriched, and capable of making meaningful contributions to society.

Goal

The primary aim of Regina Islamic School is to provide a holistic experience that blends academic excellence with spiritual, moral, and ethical development based on Islamic principles. This approach fosters a deep understanding of Islam and nurtures a personal relationship with God while aligning with Saskatchewan's academic curriculum to enhance critical thinking and problem-solving skills.

Regina Islamic School aims to promote core values such as integrity, respect, and compassion, which are essential for moral character development. They also encourage community service and social justice engagement. They support comprehensive student growth - intellectually, spiritually, emotionally, and socially - while emphasizing cultural awareness and inclusivity.

Collaboration with families is prioritized, allowing parents to actively participate in their children's education and faith formation. Alongside the Canadian curriculum, Islamic schools offer Arabic, Quranic studies, and Islamic heritage curricula. Ultimately, RIS prepares students for responsible citizenship in a global society, providing a solid spiritual foundation and a commitment to ethical living.

Admissions Policy

Regina Islamic School (RIS) serves parents who seek to maintain a consistent Islamic environment for their children, both at home and in school. The school offers Saskatchewan Learning-approved courses for students from prekindergarten to grade 8, with qualified teachers in French language, Arabic language, Islamic Studies, and Quran. Parents can expect their children's education to align with Islamic teachings.

By submitting an admission application, parents agree to provide their children with an education in an Islamic setting. The school ensures that certified teachers deliver a high-quality curriculum in accordance with Saskatchewan standards and that religious education is taught by qualified instructors.

Parents are encouraged to familiarize themselves with the Regina Islamic School's Constitution, Bylaws, and administrative structure. Upon enrollment, parents also accept the financial responsibility for tuition, though the school strives to offer affordable education and provides financial assistance for those in need, upon application to the School Board.

For any concerns, parents are advised to first contact the child's teacher. If needed, the next steps are to consult the Principal or Administrator, and if unresolved, contact the School Board.

RIS welcomes both Muslim and non-Muslim students, and all students are expected to follow the school's behavioral guidelines. Students entering Pre-kindergarten must be four years old by December 31st.

This handbook provides key information about the school's procedures and programs, with a more detailed Policy Manual available upon request.

RIS encourages open communication and invites parents to contact the school with any questions or concerns.

Application and Registration Process

New admission application process start in the month of May in every year, parents are required to submit an application form for each child each year along with a non-refundable registration fee of \$200 per child. This fee also includes membership for both parents in the Regina Islamic School. The same fee applies for additional children.

Application forms can be obtained from the school or its website. We are open for our returning

student registration in the month of April. Parents are requested to complete the registration of current students for next session within 30th of April. The registration for new students will be open in the month of July, based on current students returning ratio and availability of vacant position.

Late Registration

In general, RIS will not accept late enrollment of students, except for the following conditions:

- Student's family has moved to the Regina from outside of Regina after the school year has already started
- Student is enrolling in Preschool program, and there is available space for student.

The tuition of students who join the school late during the academic year will be pro-rated. The student's family will be responsible for the entire month in which the student joins.

School Waiting List

Waiting List priority is given to a child in following order:

- Sibling enrolled at RIS since previous academic year OR parent is full-time staff at RIS OR parent is a part-time staff at RIS for 2 consecutive years
- Child registered before January 31st of year following the child's birth

First come first serve

Withdrawing Policy

Any student withdrawn from the school for whatever reason may not re-enroll in the same academic year and may be considered a new candidate the following year.

Family's request for withdrawal

If a parent wishes to withdraw their child from the school, you must give a full 2 months' notice in writing by the 1st day of the month prior to leaving school. The parent must send an official email to secretary@reginaiis.ca stating the name and grade of the student as well as the last day of their attendance.

There shall be no partial refunds under any circumstances.

Academy's request for withdrawal

Regina Islamic School can terminate its services to a family under the following circumstances:

- If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon.

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

School Curriculum

The curriculum at Regina Islamic School is based on the curriculum guidelines of the Saskatchewan Ministry of Education, for detailed information you can check <https://curriculum.gov.sk.ca>.

The pre-k to grade 8 curriculums that serves as a foundation for further study includes the following subjects:

Qur'an Studies	Social Studies
Arabic Language	Art Education
Islamic Studies	English Language Arts
Mathematics	Health Education
Science	French Language
Physical Education	

Assessment

Teachers plan all learning experience based on Ministry of Education’s guideline. Teachers communicate with parents through Edsby. They updated students’ progress weekly so that parents have updated information about child’s progress in education. Report cards are

generate twice in a year, January and June. Parents are requested to have two three way communication through Edsby throughout the school year.

The following graphic shows the four provincially agreed upon levels of achievement as well as three additional levels to describe a student’s progress.

Level of Achievement	Performance Indicators		Description
Exemplary	4	EX	Evidence indicates in-depth understanding, demonstration or application of the outcome
Meeting	3	ME	Evidence indicates understanding, demonstration or application of the outcome
Approaching	2	AP	Evidence indicates progression towards understanding, demonstration or application of the outcome
Beginning	1	BE	Evidence indicates initial understanding, demonstration or application of the outcome
Insufficient Evidence		IE	The student has not yet demonstrated enough evidence for reporting purposes.
Not Applicable		NA	This topic, unit or outcome was not taught or assessed this term.
Individualized Goals		IG	The student demonstrates understanding of outcomes that are adjusted in number and complexity as discussed with parents/guardians prior to this report. IG will be used for Adjusted Grading and English Language Learners

Field Trip Policy

Parents must sign a Field Trip Permission form, granting staff the authority to take students on field trips and outings. They must also sign a form allowing their children to ride in private

vehicles when the bus service is unavailable. If parents choose not to sign this form, they will be responsible for transporting their children to and from school during those times. School may charge some additional amount for field trip which is not included in the monthly fees.

Student Records

Student records are confidential and will not be viewed by or provided to non-school personnel except by written request and consent of the parents/guardian of the student or in accordance with applicable privacy laws. Record requests must be delivered to the school by mail or in person. Parents may request a copy of all records. The office requires a notice of two working days to process the request. Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

Fee Payment Policy

The fees at Regina Islamic School (RIS) are set lower than the actual cost of educating each student, with efforts made to keep them affordable. These fees help cover instruction, textbooks, and general operations. However, some consumable textbooks are not included and will be part of the child's school supply list. Uniform costs are also not covered by the fees.

Payments are due on first day of the month, and parents or guardians must ensure that all fees are paid in full and on time by the preferred method methods of payments mentioned in the next page. In the case of overdue payments, the school will remind parents through letters, texts, emails, or verbal communication to settle the balance.

Any unpaid balances by the end of July will incur a \$75 late penalty. If fees remain unpaid by August 15th, after a payment request in July, RIS reserves the right to withdraw the student from enrollment for the upcoming school year. In such cases, the application fee is forfeited.

Tuition and Fees

Morning and afternoon child care program (from 7:00am-8:00 am, and 3:45pm-5:00 pm) are available from the child care program. Parents will buy the uniform from school. Transportation services MAY available depending on the number of students who will need the services and availability from the bus service provider. The following fees are effective September 1, 2025.

Fees	Amount
Admission Fee	\$200 (annual)
Monthly Tuition Fee	\$
Child 1	\$275
Child 2	\$250
Child 3 and more	\$225
Pre-K and Kindergarten	\$250 per month
Activity and School Field Trip fee	\$100 (annual)
Text book Fee	\$150 (annual)
Technology Fee	\$75 (annual)

Methods of Payment

Payment methods include post-dated cheques or automatic bank withdrawals (void cheque required or pre-authorized debit or credit card, with automatic withdrawal being the preferred option. A credit card machine is also available at our office

Transportation

The school does not provide any transportation services at the moment. It is the responsibility of the parents to make appropriate arrangements for the transportation of their children. For all extracurricular activities/events that take place off Regina Islamic School property, it is the parents' sole responsibility to arrange and provide transportation for the students, unless specified otherwise.

Parent Responsibility (School Bus if applicable)

Ensure that students are ready to board the bus at least 5 minutes before their scheduled time each

day. Since the buses will cover serving all students in the city, the driver will not be able to wait for those who are not on time.

Please notify the driver if your child will not be attending school and keep him informed of any changes. The bus driver's cell phone number will be provided in the registration package, which parents will receive upon their child's admission to the school. It is the parents' responsibility to personally contact the driver with any updates.

Discuss the importance of bus safety with your children. This includes staying seated while the bus is in motion, avoiding excessive noise, and not eating or drinking on the bus. Any misbehavior will be reported to the principal by the driver.

Students who do not follow the bus safety rules will face disciplinary actions at school, and parents will be notified. Repeated misbehavior will result in temporary loss of bus privileges, with the duration determined by the principal. Continuous misconduct will lead to permanent loss of bus privileges, as it jeopardizes the safety of all passengers.

School Timing

If parents choose not to have their children ride the bus, please note that classes begin promptly at 8:30 a.m. School staff will supervise students between 8:05 a.m. and 8:25 a.m., but supervision before 8:05 a.m. is the parents' responsibility. Morning and afternoon child care program (from 7:30 am - 8:15 am, and 3:45 pm - 5:00 pm) are arranged by the child care program.

Kindergarten students start on Monday to Friday at 8:50 am and dismissed at 3:20 p.m. and prekindergarten students start on Monday to Thursday at 8:55 am and dismissed at 11:45 am. Parents are required to pick up their children on time.

For students not taking the bus, parents must pick them up promptly after school. Grade 1 to 8 classes are dismissed at 3:30 p.m. Monday through Friday. If parents will be late for any reason, they should contact the school immediately. Teachers are only responsible for students for 10 minutes after dismissal unless other arrangements have been made. If a child is unable to attend school, parents should call and notify a teacher of their absence.

School Daily Timetable

Arrival	8:05 am - 8:20 am
Morning Du'aa and Opening Announcements	8:25 am
Morning Classes	8:30 am - 10:30 am
Morning Recess	10:30 am - 10:45 am
Morning Classes continue	10:45 am - 12:15 pm
Lunch Break	12:15 pm - 1:00 pm
Wudu and Zuhr prayer	1:00 pm - 1:20 pm
Afternoon Classes	1:30 pm - 2:30 pm
Afternoon Recess	2:30 pm - 2:45 pm
Afternoon Classes continue	2:45 pm - 3:30 pm
Dismissal - all students	3:30 pm

Arrival Guidelines

When students arrive at the school, once entering, they are required to remove their outdoor shoes on the designated area. They proceed to change into their indoor shoes at their designated areas, and promptly make their way to the gymnasium for our daily morning assembly. Students are not permitted in classrooms before the assembly.

Drop Off and Pickup

All parents are to drop off students to the main doors of the school. All staff, parents and volunteers are to park their vehicles in the parking lot at the back of the building. No staff, parents, or volunteers are to park their vehicles in the front of the school other than only drop-off or pick-up.

The school assumes no responsibility for any incident that occurs before or after school hours unless the student was requested to come early or stay late for specific scholastic reasons. Parents are urged to ensure pick-up and drop-off for their kids before and after school hours.

All students must be picked up between 3:30pm - 3:40pm. If not, they must be registered in paid after-school care program or registered in a supervised extracurricular activity. After three late pick-ups, the parent will be charged the monthly after care fee.

Younger children (Pre-K to grade 3) must be accompanied by an older sibling or an adult to and from the parking lot to the building. Older children are asked to walk safely to the main entrance of the building.

Parking

Parking is only allowed in the designated spots in the parking lot.

Attendance Policy

Regina Islamic School (RIS) REQUIRES STUDENTS TO BE PRESENT AND PUNCTUAL DAILY. Drop-off time for all the students is between 8:05 am – 8: 20 am. Students should not be dropped-off before 8:05 am as there is no scheduled supervision for the students before this time. For our children’s safety, under no circumstances should a parent, guardian or designated driver leave behind a child unattended outside the school buildings prior to 8:05 am.

School begins with morning duaa and dhikr at **8:25** a.m. Any student arriving after **morning duaa** will be tardy. Any Student arriving after **8:45** am must wait with their parent until the next class period.

Unacceptable reasons for being late:

- Typical city/school traffic
- Overslept / forgot to set the alarm/ stayed up too late
- Guests
- Didn't feel like going to school

Absence Policy

We believe there is a direct connection between good school attendance and academic success. Students are expected to be on time and in attendance every week of the school year. Absences should be reserved for emergencies. If your child is absent from school, please contact the school before 10:00 a.m. to report the absence and the reason for the absence.

Excused Absence

A student’s absence will be considered excused due to:

- Illness
- Doctor’s appointment
- Accident resulting in injury
- Immediate family crisis

- Hajj or Umrah

Unexcused Absence

A student's absence will be considered unexcused if the student is absent and has not provided an acceptable excuse.

Extended Absence

Regular attendance is essential for a student's education, and it is closely monitored. Students will not be allowed to take extended absences during the school year without valid reasons. If a student misses more than 10% of the school year due to unexplained absences, it may affect their academic progress, as determined by the teachers and principal.

Regina Islamic school (RIS) requests parents not to plan any vacations or other activities that will interfere with your child's attendance at school. In the event of an emergency or urgent personal matter, parents may make arrangements for a leave of absence. To arrange for leave of absence, you must have the consent of the child's teacher. Also, you must immediately make necessary arrangements for assignments to be completed upon the student's return.

However, students may be allowed to leave early at the end of the school year if they meet the necessary academic standards for grade advancement, provided the school is notified well in advance to complete any required testing. Students must attend a set number of days to qualify for promotion to the next grade.

For extended absences, a physician's note must be provided and will be kept on file to ensure that the absence does not impact grade advancement.

Skipping Grades Policy

Skipping a grade is entirely under the discretion of the Principal. The student's homeroom teacher will administer a performance assessment and based on the result both Principal and teacher will render a decision if a student should be moved up a grade and have a discussion with the parents of the child.

Indoor/Outdoor Recess Policy

RIS expects all students to go outside for recess including students with special needs such as wheelchair unless there is any restraint from their doctor or the school principal. Students will stay indoors only during inclement weather, such as heavy rain or extreme cold. Students must be dressed appropriately for outdoor conditions, including snow pants, mittens, scarves, toques, and boots during winter.

Extreme Weather Conditions

During severe weather conditions, the bus schedule may be altered, with potential delays in pick-up and drop-off times. In cases of extreme weather, parents should listen to the radio for school closure announcements. RIS follows the Regina Public School Division's announcements.

Change of Address or Phone Number

Please notify the school as soon as possible if there are any changes to your address or phone number. Also, update any changes to the emergency contacts listed on your child's registration form. Emergency contacts should be reliable individuals who can come to the school to take your child to a doctor or home if they fall ill and the school staff is unable to reach you.

Parent Teacher Association

Parents of RIS students will be automatically enrolled in the Parent Teachers Association (PTA) and are expected to attend monthly meetings throughout the school year. The first PTA meeting of the year will include the election of PTA office bearers. The PTA is a crucial asset to the school, and all parents are expected to actively participate in various activities that support both the students and the growth of the school.

The PTA is an organization that serves as a support system for the school, the school policies, and its staff. The main function of the PTA is that of fundraising and helping to organize and/or assist in extracurricular activities for the students. The PTA is not a policymaking body and does not interfere with the management of the school. All functions carried out by the PTA will be carried out with the approval of the Principal and any involved teacher or staff member. A strong PTA is essential to the success of RIS. If you are interested in becoming a member of the PTA please send an email to pta@reginai.ca

Parental Communication Responsibility

Parents are responsible for keeping the school staff informed about their children's health, allergies, and any learning issues. Any concerns should be discussed directly with the teacher, and appointments should be made to ensure a private and focused conversation, avoiding distractions from supervising other students. RIS values communication with parents and prefers meetings to be held privately, not in front of other students or parents.

Dress Code Policy

In order to foster a learning-friendly environment, students at RIS are required to wear uniforms. The Dress Code policy aims to help students concentrate on academics and emphasize the essential aspects of their character. To maintain modesty and a disciplined academic setting, all students are expected to follow the uniform guidelines. RIS requires all students to wear the designated school uniform during school hours and on RIS-supervised trips. The uniform is mandatory for all students (pre-k to grade 8) except on authorized "uniform free days." If a student arrives at school without the appropriate uniform, parents will be contacted to either bring the required clothing or pick up their child from school. Students are expected to maintain cleanliness, be neatly dressed, well-groomed, and wear attire that is not distracting to others, while also adhering to the following rules. To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items appropriate.

Hair: Students must ensure they are presenting themselves in a fashion that is neat and cohesive to learning. Extreme haircuts are not permissible in the school. Extreme hair cut that is considered by the school to be significantly different to cause distractions to others and their learning; hence, not in keeping with the school's ethic. Parent should be aware of some types of hairstyles that are forbidden by our religion. Hijab is optional in pre-k to 4. However, girls from Grade 5 to 8 are required to have their hijab on during school hours.

Shoes: For safety reasons, students must always wear socks and closed toe shoes with rubber sole. No sandals or slippers are permitted. Clogs, sandals, slippers, high heels, platforms, sling-backs, or open-toed shoes are strictly prohibited. Students should wear appropriate footwear based on the weather. Footwear that they can put on independently (Velcro, slip-ons, or tie-ups if they are able) is preferred. Each student must have two pairs of shoes: one for indoor use and one for outdoor use. Indoor shoes are required from the first day of classes throughout the year due to health and safety concerns, including fire safety regulations.

Jewelry: Students are not to wear excessive amounts of jewelry at school. Only small, plain studs for pierced ears and wristwatches are permissible; both of which must be removed for gym classes. Boys are not allowed to wear earrings or have any body piercing.

Makeup: Students may not wear makeup during school hours. Long fingernails or nail polish are not permitted.

Students in Preschool to Grade 1 should have a change of clothes, including underwear, in their school bags for emergencies.

School Uniforms

All students attending the RIS required wearing the Uniform as a part of dress code. The required uniforms are as follows:

Girl's Uniform:

Girls (Pre School – Grade 4)

Pant Color: Dark Navy Blue, Length: Full

Frock Color: Ash, Type: Full Sleeves with RIS Logo, Length: below knee length

Cardigan Color: Green with RIS Logo

Shoes: White Bottom shoe

Head Scarf: White Ready Head Scarf for Prayer.

Girl (Grade 5 – Grade 8)

Pants Color: Dark Navy Blue, Type: Full

Abaya Color: Ash, Type: Full Sleeves with RIS Logo, Length: below knee length

Head Scarf Color: White, Type: Plain without any embroidery or patch/ stone work

(should wear during school hours)

Cardigan Color: Green with RIS Logo

Shoes: White Bottom shoe

Boy's Uniform:

Boys (Pre-School to Grade 8)

Pants Color: Dark Navy Blue, Type: Full

Shirt Color: Ash, Type: Collared Polo with Full Sleeves with RIS Logo

Cardigan Color: Green with RIS Logo

Shoes: White Bottom shoe

Parents of any student not conforming to the uniform policy will be called and asked to bring a suitable uniform to the school.

Daily Prayer Attire: Clothes must fit appropriately to allow for all a boy's awrah to be covered and does not allow for shirts riding up or pants coming down during prostration.

All girls are required to have their head, hair, and arms to the wrists covered during prayer. Students should keep at the school a hijab, prayer skirt, and other appropriate attire so that the stated conditions for prayer are met.

Lost and Found

- Any of these items brought to school will be confiscated. Please label all clothing with your child's name to help prevent loss. Parents are requested to write the student's name in every clothing garment. Regina Islamic School is not responsible for any lost or stolen uniform items.
- It is the student's responsibility to care for their uniforms, jackets, sweaters etc. Report any missing items to your child's teacher. Found items will be returned to the student when a name is present. There is also a lost and found box in the school. Clothing items with unreadable names or no names will be kept for a short time in our lost and found and then disposed of according to the school's discretion.

Photographs

Photographers will photograph RIS students on different activity days. Those photos will be used in the RIS web site. Throughout the year, other photos will be taken for promotional activities. Teachers may post photos of the students on bulletin boards or use in other ways for class activities. If parents have any objection to their child's photo being taken or being used in any of the above ways they should contact the RIS office to make that objection known.

Fire Drills

RIS will conduct monthly fire drills as well as other severe weather drills as needed throughout the year.

Volunteer Helpers

Volunteer helpers are greatly valued and needed in the Islamic School. Community members and parents who would like to share their expertise with the school are encouraged to do so. Volunteers are needed as Safety, Creative Arts, lunchtime, and in other areas. We ask that all volunteers follow these guidelines when volunteering.

- Volunteers must arrive promptly on their assigned days.
- Volunteers must notify a staff member in advance if they cannot be there at the appointed time.
- Volunteers must sign in the school office upon arrival and sign out upon leaving.
- Volunteers should make arrangements for their other children who are not students in order that they

do not disrupt the classroom.

- Volunteers are required to dress appropriately and in accordance with Islamic principles when at the school.
- Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer for such activities, please provide the office with your name and phone number and specify the area in which you would like to contribute.
- The same rules shall apply to volunteers as to the teachers.
- All volunteers have to go through a criminal history background check.
- Parents who seek the success of this school are advised to cooperate with the school principal in developing an amicable environment.

Fundraising

As a private, not-for-profit institution, RIS relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts. There are numerous ways in which parents can help:

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

Supervision program, Subject tutoring/Teacher support and Field trips

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

- Supervision program includes: morning, recesses, lunch time, prayer, and after school.
- Parents can help by assisting students with their classroom work in many ways, including tutoring, reading, or other classroom activities.
- Office/Administration support and in class/school wide activities

Visitors

Parents wishing to visit the child's class need to obtain a Visitor's Permit in advance from the school office for a 30 minutes visit. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil without the teacher's permission.

- A parent may not bring children or other adults with him/her except when the child is a prospective student.
- Parents may not send other children to school to spend the day or any part of it with their enrolled child.
- Other visitors must secure authorization from the Principal at least one day in advance.

School Supplies

Teachers will provide parents with a list of supplies needed for the upcoming school year. In some grades, the classroom teacher may purchase certain supplies and charge parents for them. If supplies run out during the year, parents may need to replace them. Ensure that all supplies are sent to school with your child on the first day of classes and are labeled with their name.

Textbook Deposit

All parents of RIS students in pre-k to grade 8 are required to pay a \$50 refundable textbook deposit per child at the start of the school year. This deposit will be refunded at the end of the year if all textbooks are returned in good condition. If any student tears or scratches any book for second time, it is parent's responsibility to pay the full amount of new book, as all books are the property of RIS.

School Computer Usage

RIS provides computers network, email (students in 5th grade and above), and Internet access to students for academic use only. Students are allowed to use these computers only under supervision. Student emails and other communications conducted on school email platform are subject to review for appropriate use by the school administration at any time and without notice. Students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the school's security or content filtering safeguards.
4. Allowing another person to use your account under your school login.

5. Adding, modifying, repairing, reconfiguring, or otherwise tampering with any device on the network infrastructure.
6. Using devices (including school or personal devices) for personal use (e.g., texting, chatting, personal emails, Facebook, watching content, etc.) without explicit teacher permission during the school day.
7. Destroying or tampering with any computer equipment or software.
8. Installing Gaming software at school computer.

Students should also follow the followings

1. Any written text, graphics, or executable files created, downloaded, displayed, or exchanged, with another student or teacher must be for education-related purposes only. Students must follow copyright laws at all time.
2. Students are encouraged to ask teachers with any questions regarding use of technology.
3. Keep your password secret. You will be held accountable for all computer activities associated with your password.
4. All online communication must be polite, in good taste, and not threatening or offensive in any way.
5. Email accounts and associated apps should be used for educational and school purposes only.

Grades 1 through 5 classrooms are equipped with an Interactive Projector and computers that teachers use periodically to enhance instruction of core subjects and also teach students how to use technology throughout their studies. The students are taught the use of basic computer hardware and software applications.

Personal Electronic Devices Policy

Students are not allowed to bring any personal cell phone, communication device or any gaming console or any electronic device at school. If any of above can be found to any student, the teachers have the right to take it off from the student and the student will not get it back. If the family needs those equipment back to home, parents need to show up at school, sign consent from stating this kind of situation will not happened in future. If any student violet the prohibition second time, under no circumstance device should not go back home.

Homework

Homework may involve tasks such as practicing spelling lists, completing research assignments, studying for tests, working on projects, or finishing incomplete classwork. Teachers may assign additional tasks to

individual students needing extra practice.

Homework helps reinforce classroom lessons and allows parents to engage in their children's education, monitor progress, and support the development of responsibility and study habits. Students who fail to complete homework may be required to finish it during school hours. Persistent and unexplained failure to complete homework may lead to a reduction in class marks.

Students should record their homework assignments in their daily planners. Parents should review these planners each evening to ensure homework is completed.

Health & Nutrition Policies

Parents must inform school staff of any allergies their children have, including food allergies. RIS serves food at school for hot lunches occasionally and special events, and all food provided by teachers is checked to ensure it is Halal and suitable for Muslim students.

Students need to bring a healthy snack each day. Please avoid sending junk food.

Gum, candy, peanut and sunflower seeds are not allowed at school. Students eat lunch in their classrooms. RIS recommends sending nutritious foods that don't require heating to save time. **Parents are responsible for supplying their child's daily lunch and snack.** Nutritious food is strongly encouraged. Parents should avoid sending sugar coated food and sugar added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization.

Illness Policy

Students showing symptoms of infectious or contagious illnesses should stay home. Illnesses or symptoms that require a student to be out of school include:

- Fever
- Diarrhea
- Undiagnosed rashes
- Red, weepy, itchy eyes
- Hoarse, wheezy cough
- Vomiting
- Severe colds with runny nose, fever, and coughing
- Contagious illnesses such as measles, rubella, chickenpox, mumps, strep throat, scabies, head lice,

impetigo, and flu

Students who become ill at school will be isolated to prevent the spread of illness. Parents will be contacted to pick up their child. If parents cannot be reached, the school will contact the emergency contact listed on the registration form. Ensure that emergency contacts can drive to the school and take your child home.

A child with a contagious illness cannot return to school until the period prescribed by a health professional has passed. RIS may require a doctor's certificate verifying the child's health before returning to school.

If a child needs to stay indoors during recess due to illness, parents must send a note to the child's teacher.

Parents of students needing prescription or non-prescription medication at school must complete a written consent form provided by the principal. Teachers cannot administer medication without this written consent.

Injury Policy

If a student is injured while at school, a staff member will provide basic first aid and inform the parent or an emergency contact. For injuries requiring immediate medical attention, the staff member will take the child to a hospital or medical facility and notify the parents.

How Parents Can Help

- **Establish a Homework Routine:** Set a specific time for homework, such as before or after dinner.
- **Create a Quiet Environment:** Turn off the television and provide a quiet space for your child to focus.
- **Support Practice:** Be available to listen to reading, spelling, or math practice.
- **Assist Without Doing:** Offer help, but avoid doing the work for your child.
- **Remind About Returns:** Ensure your child brings their completed homework and any school materials back to school the next day.
- **Encourage Efforts:** Support and praise your child's efforts. Remember, mistakes are part of learning and should be viewed as opportunities for growth, not failures.

Parent-Teacher Conferences/meetings

Report cards are issued through Edsby twice a year, following scheduled parent-teacher conferences:

- **1st Progress Report:** January
- **2nd Progress Report:** June

Parent-teacher conferences/meetings aim to keep parents informed about their child's academic and social development. During these meetings, strengths and weaknesses are discussed, and plans are made to address any areas needing improvement. Teachers will explain their assessment methods, while parents can share any concerns about their child's education. These conferences reinforce the partnership between home and school. Conferences are held throughout the year either at the parent's request or if the teacher feels a conference is needed.

Grievance Procedures

Parents are encouraged to discuss any concern about their child's education with their child's teacher. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal. Parents are encouraged to review and discuss with the principal any questions or concerns about the general policies and procedures that have been adopted by the school.

Discipline Policy

At Regina Islamic School, the staffs understand that students are still learning about responsibility and that guidance is necessary for them to understand and demonstrate responsible behavior. Addressing student behavior is an integral part of the educational process. RIS acknowledges the importance of collaborating with parents to establish and uphold behavioral expectations, ensuring that students learn about their rights, responsibilities, and positive behavior.

Students must clearly understand each other's rights to avoid violating them and comprehend their own responsibilities to adhere to behavioral expectations. The goal of the discipline program, in partnership with parents, is to develop well-behaved students who respect their parents, teachers, and peers.

At Regina Islamic School, students have five basic rights and responsibilities. Violating another's rights leads to accepting the consequences of one's actions. For detailed information, please refer to the Policy Manual.

RIS emphasizes that students are responsible for their actions, which have both positive and negative consequences. The qualities of empathy, conscience, self-control, respect, kindness, tolerance, and fairness are nurtured through both informal and formal instruction.

It is important to note that students who do not meet the school's behavioral expectations and face consequences are treated with dignity. RIS aims to hold students accountable for their actions while maintaining respect.

Scent-Free Facilities

Regina Islamic School is scent free learning zone. Students are requested not to wear any scented products at school location.

Smoking and Vaping

Smoking and vaping are strictly prohibited at school building and surrounding area.

Expected Behaviors at Regina Islamic School

At RIS, students are expected to:

- Follow Directions: Comply with teachers' directions and requests.
- Adhere to Rules: Follow school, classroom, playground, and bus rules.
- Show Respect: Demonstrate respect for everyone in the school, including staff, students, parents, guests, and volunteers. This includes using a pleasant tone and polite language (e.g., please, thank you, excuse me).
- Act Non-Aggressively: Interact with others in a non-aggressive manner.
- Dress Appropriately: Wear suitable clothing.
- Handle Materials Carefully: Take care of school materials and property.

Developing good social skills is crucial. As students age and mature, they gain a better ability to manage their emotions and express their feelings appropriately. Learning to resolve conflicts with words rather than physical actions is a gradual process, and working and playing cooperatively with others requires ongoing encouragement and support from both teachers and parents.

At RIS, teachers instruct students on strategies for handling conflict and encourage positive behavior by providing reinforcement for good conduct. However, when students violate established school rules, teachers will intervene to address and correct the behavior.

Teacher Intervention

At RIS, teachers follow a structured approach to managing student behavior, starting with the least disruptive measures to minimize interruptions to the lesson and ensure a positive learning environment.

If initial interventions are ineffective, teachers will escalate their response as needed:

- **Ignoring Behavior:** Sometimes, simply moving closer to a student, making eye contact, placing a hand on their shoulder, or removing a distracting object can stop inappropriate behavior.
- **Gentle Verbal Reprimands:** Teachers may address the behavior by asking the student to stop or reminding them of their responsibilities. If the student does not respond to the initial reprimand, further consequences may follow. Teachers will address issues in private if it affects the student's dignity.
- **Logical Consequences:** Teachers use logical consequences to make students accountable for their actions. For instance, a student who disrupts class by talking excessively might be moved to a different area to work. This approach links the consequence directly to the behavior.
- **Time-Outs:** If reminders are ignored, a teacher may assign a "time-out," where the student is moved to a quiet area to calm down and reflect on their behavior. After the time-out, the teacher will discuss the behavior privately with the student and guide them towards better responses.
- **Taking Away Privileges:** Poor behavior might lead to the revocation of classroom privileges, such as playtime or recess.
- **Isolation:** If a student is extremely upset, they may be given a quiet space to regain control of their emotions. Once calm, the student can return to the classroom.
- **Visits to the Principal:** Teachers are encouraged to handle behavior issues within the classroom. If necessary, a student may be sent to the principal's office to work under supervision.
- **Suspensions:** For severe or persistent misbehavior, a student may face suspension. During suspension, the student is required to complete all assignments sent home by their teacher.

Parental Contact

If a student repeatedly exhibits inappropriate behavior despite teacher interventions, RIS will contact the parents by phone and/or letter. Immediate contact will also be made if a student shows disrespect towards teachers, classmates, or school property. In such cases, RIS may request a meeting with the parents, and possibly the student, to discuss the behavior.

Parents should first address their concerns with their child's classroom teacher. If the issue remains unresolved, they can escalate the matter to the principal. Should parents still be dissatisfied, they may then contact the chairperson of the school board, who will decide whether the issue should be presented to the board.

Major Misbehaviors

At RIS, the following behaviors are deemed serious and will result in firm consequences:

- Theft
- Violence (fighting)
- Repeated defiance
- Inappropriate behavior during prayer
- Damage to school property
- Repeated intimidation and bullying
- Inappropriate behavior on the school bus, including:
 - Not listening to the bus driver
 - Distracting the driver and other students
 - Displaying aggressive behavior towards other students

Consequences for these behaviors may escalate based on the frequency and severity of the incidents:

- **Thirty-Minute Detention:** During school hours (lunch break).
- **Half-Day In-School Suspension:** The student completes all assignments but is isolated from extracurricular activities and recess.
- **Full Day In-School Suspension:** The student remains at school but is isolated from regular activities.
- **Full Day Out-of-School Suspension:** The student is suspended for a full day.
- **Three Days Out-of-School Suspension:** The student is suspended for three days.
- **Five Days Out-of-School Suspension:** The student is suspended for five days.
- **Expulsion:** Permanent removal from the school.

The school reserves the right to impose more severe consequences based on the behavior's severity. Classroom teachers document all incidents and inform parents, regardless of their support for the school's discipline policy. Parents who support the school's discipline policies and teachers' efforts are considered valuable partners in fostering positive student behavior.

The classroom teacher documents all incidents of poor behavior and informs parents, regardless of their stance on the school's discipline policy. Parents who support the school's discipline policies and the teachers' efforts to promote positive student behavior are valuable partners. By working together, parents

and teachers aim to help students reach their full potential.

At RIS, the ultimate goal is to collaborate with parents to develop students with strong character, resilient spirits, and solid academic skills.

Tips for Parents

- **Talk about Their Day:** Encourage your children to share what they learned each day.
- **Ensure Adequate Sleep:** Make sure your children get enough rest on school nights to help them stay focused.
- **Provide Nutritious Snacks:** Send healthy snacks to school to support their energy and concentration.
- **Establish Study Habits:** Set aside a specific time each day for homework and encourage additional reading.
- **Praise Efforts:** Recognize and praise your children's positive efforts without comparing them to others, as each child learns at their own pace and has unique strengths and weaknesses.
- **Be Patient:** Understand that some concepts may need more time and repetition to grasp fully.
- **Expose to Varied Experiences:** Take your children to different places like museums, zoos, and stores to broaden their learning experiences.

Tips for Students

- **Be Prepared:** Bring all necessary materials to class, including completed homework assignments.
- **Stay Organized:** Keep your notebooks neat and orderly to make studying easier. Listen carefully to lessons and ask questions if you don't understand something. Pay attention to helpful comments from your peers.
- **Seek Help:** Don't hesitate to ask for extra help if you need it.
- **Use Your Planner:** Record all homework assignments in your daily planner.
- **Manage Your Time:** Allow yourself enough time to complete assignments and study for exams.
- **Communicate with Parents:** Share your school experiences with your parents and accept their support.
- **Maintain Good Health:** Get plenty of sleep, eat nutritious foods, and read daily to support your overall well-being.

PLEASE SEE THE NEXT PAGE FOR HANDBOOK CONTRACT SIGNATURE

PARENT AND STUDENT HANDBOOK CONTRACT

I hereby acknowledge that I have fully read the Regina Islamic School Parent and Student handbook, and I understand that I shall abide by the duties and responsibilities that are outlined within the RIS Student and Parent Handbook.

Parent's Full Name: _____

Parent's Signature: _____

Date (mm/dd/yyyy): _____

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____