



QAWSAIN
Knowledge House

Welcome to Qawsain!

Parent and Student Handbook for 2025-2026

Revised: May 2026

The Name. The Bows. The Vision.

*He was taught by (Jibril) the one formidable in power
Master of strength, he (Jibril) rose up in an appearance most proportionate
While he (Jibril) was in the horizon the most high;
Then he drew near and lowered down
Till he was at an angle of two bows or even nearer
He then inspired unto His servant that which he inspired
(The Holy Qur'an, 53:5-10)*

Qawsain is an Arabic word that literally means "two bows." It is a way of expressing the distance between the Prophet Muhammad (peace be upon him) and the Archangel Gabriel when they met on the momentous occasion of Muhammad's night journey, as he was made to ascend through the seven heavens to receive the revelation of God's greatest, ineffable inspiration.

The two bows used in the Qur'an are symbols that are rich in meaning. Before the advent of technology, the bow was the best method used for one to reach a target from a distance. Attaining one's target precisely, however, depended not only on the balance of the archer, but also on his or her right thinking. The bow therefore symbolizes the tool that one uses to reach a goal and the duality of the bows symbolizes our two goals: success in this world and success in the hereafter.

Qawsain envisions its graduating students to be fully equipped to meet the world and to meet God, and to have this balanced method of education accessible to all children, regardless of faith, culture, or socio-economic background.

Contents

MILESTONES ON THE PATH	8
Educational Philosophy of the School	8
1. Awareness	8
2. Acquiring Knowledge with Mercy	9
3. Action	9
QAWSAIN'S TEAM	10
The Educational Council	10
Council Roles	10
Qawsain Staff	11
Terminology	11
The Principal	11
The Teachers	11
The Administrative Assistant	11
Criminal Record Checks	12
COMMUNICATIONS	13
The Handbook	13
School Website	13
Mailing List	13
Phone Calls	13
Agenda	14
School Newsletter	14
School Surveys	14
STUDENT ENROLLMENT	15
Registrations	15
Application Package	15
Registration Fees	15

Re-Enrollment	15
SchoolCalendar	15
Tuition Fees	15
Methods of Payment	16
NSF Fees for Bounced Payments	16
Financial Aid	16
Uniforms	17
Girls	17
Boys	17
Physical Education Clothing	17
Indoor Shoes	17
School Supplies and Materials	17
SCHOOL LIFE	19
Daily Prayer & Charity	19
Participation	19
Misbehaviour and Lack of Participation	19
Charity Box and Food Drive	20
Behavioral Expectation	20
Homework and Tests	20
Kindergarten and Grade 1	20
Grades 2 and Up	21
Quran Studies Homework	21
Tests	21
Parent and Teacher Conferences	21
Report cards	21
Respect for the Learning Space	22
Use of Technology	22
Cell Phones	22
Tablets and Laptops	23
Classroom Use	23
Events	23

Student Conferences	23
School Events	23
Field Trips	24
Safety	24
Transportation	25
Emergencies on Field Trips and Parent Communication	25
Student Attendance	26
School Closures	26
Late Arrivals and Absences	26
Early or Temporary Dismissal	26
Illness While at Qawsain	27
Unexcused Absences	27
Extended Absences	27
Drop-off and Pick-up	27
Timings	27
Authorized Pick-Up Persons	28
HEALTH AND SAFETY	29
Harassment and Bullying Prevention Policy	29
Preamble	29
Bullying Prevention	29
Definition and Types of Bullying	30
Prevention and Education	30
Fostering Trust	31
Protocols for Dealing with a Bullying Incident	31
Appeals Procedure	33
Student Hygiene	33
Accidents and Washroom Soiling	33
Frequent Pant-Wetting or Washroom Soiling	34
Allergy and Medical Condition Awareness	34
Definition and Symptoms	34
Identifying Anaphylactic Students	34
Keeping a Record on Anaphylactic Students	35

Student Health Emergency Response Plan	35
Storage and Administration of Medication	35
Non Anaphylactic Allergies and Medical Conditions	36
Keeping a Record	36
Medical Reports	36
Student Medications	36
Reporting Child Abuse and Neglect	37
ASO and AASO	37
Staff Training	38
Neglect	38
Phone Numbers	39
Emergency Preparedness	40
Fire and Earthquake Safety	40
Emergency Phone Numbers	40
Class Emergency Card	40
Visitor Policy	41
Parent and Visitor Conduct on School Grounds	41
Visitor Misconduct Procedure	43
QAWSAIN'S DISCIPLINARY POLICY	45
Class Rules	45
Mercy at the Foundations: Preventative Measures	45
General Disciplinary Measures	46
Violence	47
Profanities	48
Chronic Misconduct	48
The Effects of Chronic Misconduct	48
Examples of Chronic Misconduct	49
Corrective Measures in the Case of Chronic Misconduct	49
PHASE 1	49
PHASE II	50
PHASE III	51

PHASE IV	51
Suspensions, Expulsions and Major Schedule Changes	51
ADDITIONAL KEY POLICIES	52
Character and Reputation Protection Policy	52
Procedural Fairness	53
Procedures for Staff	53
Procedural Fairness Procedures for Students	53
Appeals Process	54
Privacy Policy	55
CONCLUSION	56
The Validity of this Handbook	56

MILESTONES ON THE PATH

Educational Philosophy of the School

He is keen about you, and he is full of tenderness and mercy for the believers.

(The Holy Quran, 9:128)

Qawsain Knowledge House is an Islamic school that derives its educational philosophy from Quranic teachings, based on awareness of God, pursuit of knowledge and righteous deeds. The role of the educator is to nurture and guide a child based on his or her unique qualities and to embody prophetic qualities of mercy.

At Qawsain, we define the Path of Learning in three milestones:

1. Awareness

[And mention] when the angels said, "O Mary, indeed Allah gives you good tidings of a word from Him, whose name will be the Messiah, Jesus, the son of Mary - distinguished in this world and the Hereafter and among those brought near [to Allah]

(The Quran, 3:45)

This first station lies in the children understanding the purpose of the subject that they are about to learn. They must be able to understand what the subject can do for them and why they should learn it. For example, how would a world be without math? How is math useful?

In this station, motivation builds and the teacher awakens in the student his or her ability to learn and excel.

2. Acquiring Knowledge with Mercy

And He will teach him writing and wisdom and the Torah and the Gospel.
(The Holy Quran, 3:48)

The student is then introduced into an education of wisdom and knowledge — the purpose of which is to build his or her inner balance to synchronize with the universal balance and order of God’s creation. Gaining wisdom translates into learning the manners conducive to the acquisition of knowledge. This happens by integrating various methods of instruction from both the outer cosmic phenomena and written works.

3. Action

And make him a messenger to the Children of Israel, who will say, 'Indeed I have come to you with a sign from your Lord in that I design for you from clay [that which is] like the form of a bird, then I breathe into it and it becomes a bird by permission of Allah . And I cure the blind and the leper, and I give life to the dead - by permission of Allah . And I inform you of what you eat and what you store in your houses. Indeed in that is a sign for you, if you are believers.
(The Holy Quran, 3:45)

Students are then taught to implement their learning techniques and knowledge into the real world. In practical terms, this translates into actions that benefit humankind, which, for children, can be translated into benefiting their surroundings or community. Their success will depend on balancing knowledge with mercy. With this in mind, Qawsain’s aim is to produce global citizens who carry the passion to implement their knowledge to make the world a better place. This philosophy is only deliverable in a safe and wholesome classroom with teachers who share Qawsain’s vision.

QAWSAIN'S TEAM

The Educational Council

Qawsain operates under Zawiyah Foundation, a non-profit charitable organization. No member of its Board of Directors or Educational Council benefits financially from the school's operations.

The Educational Council of Qawsain Knowledge House is mandated by the parent organization and school authority, Zawiyah Foundation, and its President, Imam Fode Drame. Its role is to ensure that the school is smoothly operating within guiding principles while remaining compliant to the BC education system and governing laws. The Council currently works as the administrative body of the school, which may also be referred to as "the administration" of the school.

Council Roles

The Council partakes in the hiring process, but does not have the arbitrary power to hire or terminate employment, unless it is done with the signed consent of the President. The Council also partakes in the selection process for new members, but does not have arbitrary right to bring in new members or remove members, unless it is done with the signed consent of the President. Council members do not vote and are not brought in by vote.

The Council's members and their respective roles within the Council are:

1. Imam Fode Drame, president and headmaster
2. Aisha Said, treasurer
3. Irene A. Waseem, school administrator

Qawsain Staff

Terminology

The term “staff” or “staff member” refers to all paid employees and contracted volunteers who work on-site at the school. The term “employee” only refers to a paid staff member. The Qawsain staff consists of the headmaster, the principal, the administrative assistant, the teachers, assistant teachers, substitute teachers, volunteers, lunch monitors, the school administrator.

The Principal

The role of the principal is to supervise the academic component of Qawsain and ensure that students are progressing, communications between teachers and parents are adequate, and that the school is following the BC curriculum’s criteria. The principal also takes a role in teacher evaluations, the school planning in the areas of student life and curriculum delivery.

The Teachers

The teachers are responsible to deliver the BC curriculum and to teach in accordance with Qawsain's educational philosophy, maintain adequate communications with parents, and work in cooperation with other staff and teachers. The quality of their hard work is one of the key factors that contribute to the school’s growth.

The Administrative Assistant

The administrative assistant assists the administrator in parent and staff communications and works as the main contact person. The assistant’s work is currently held off-site but may change during the course of the year.

Criminal Record Checks

A Criminal Record Check is an important aspect of maintaining the safety and viability of the school and its students. All applicants or employees (full time or part time) and volunteers who work with the children or who are alone with them must conduct a Criminal Record Check, including a Vulnerable Sector Check for working with Children under 18, to be able to work or volunteer at Qawsain Knowledge House.

Criminal Record Checks are done through the Ministry of Justice and forms will be handed to staff before a start in their position.

COMMUNICATIONS

The Handbook

The Parent and Student Handbook for Qawsain Knowledge House is the key policy manual for Qawsain students and parents. An updated handbook will be published, reflecting any new policies for the following school year, and pertinent changes to the handbook will be communicated via email and posted on the school website.

School Website

www.qawsain.ca

The Qawsain Knowledge House website is the place for parents to find the school calendar, school events details, list of our fees, and important dates.

Mailing List

All parents are asked to join Qawsain’s mailing list. Qawsain emails parents at least one email per month highlighting the month’s important dates and notices. Qawsain expects parents to check their emails regularly.

Phone Calls

Qawsain discourages text messaging and calling teachers’ personal phones, and asks that parents follow Qawsain’s chart below.

MOST EFFECTIVE COMMUNICATION METHODS		
Urgent Message for Teacher or Principal	Call School: 604-783-9011	Call Principal: 778-870-5591

Non-Urgent Message for Principal	Email Principal: principal@qawsain.ca	Note to Principal in Agenda
Non-Urgent Message for Teacher	Note to Teacher in Agenda	Email School: info@qawsain.ca
Non-Urgent Message or Meeting Request	Email School: info@qawsain.ca	
Urgent Message for Headmaster	Call School: 604-783-9011	

Agenda

Teachers communicate with parents via the school agenda or notes stapled in the agenda. Parents are required to verify their child’s agenda on a daily basis.

School Newsletter

Qawsain publishes its newsletter, *The Qawsain Tidings*, on a bi-monthly basis. The newsletter contains information demonstrating what the class has accomplished, monthly themes, class work, field trips and reminders.

School Surveys

Qawsain may occasionally send a short survey to parents from the school email regarding their feedback on class work and homework. Teachers use this information to improve their lesson planning and homework distribution. Parents are expected to complete these surveys.

STUDENT ENROLLMENT

Registrations

Application Package

Parents for new students must register their child using the Registration Package found on the school website and at the school. The principal can help you fill out the forms. Early bird registration deadline is January 31.

Registration Fees

Returning students do not pay registration fees.

Registration fee for registrants is \$50.00. Registration is only valid with the deposit of the first month's fees.

Re-Enrollment

There are no re-registration forms. The school reserves the right to dismiss and/or not re-enroll a student if the school concludes that the actions of a parent interfere with the school's accomplishment of its educational purposes.

School Calendar

Every year, the school calendar is emailed out to parents at the end of August. All the final school dates are then given to parents in September. In Ramadan, the school will take the last week off, in order for the staff and students alike to take maximum advantage of the holy month and participate in iftars, worship, community life, and family life.

Tuition Fees

Please refer to your current year's fee schedule or contact info@qawsain.ca. Fees cover only a small fraction of Qawsain's operational costs. Qawsain makes up for the rest by donations and the BC Education Grant, which is

why the fees may fluctuate from year to year. Qawsain will not change school fees in the middle of the school year. New fees for the upcoming academic year are announced in May. Parents of returning students who cannot afford the new fees can keep the previous year's fees.

Methods of Payment

Fees are due on the 1st of each month using one of the following payment methods only:

1. Pre-monthly withdrawal from your bank account. Please fill out the form provided in this handbook and attach a void cheque.
2. 2 Installments of tuition via cheque or bank draft.

NSF Fees for Bounced Payments

The policy for bounced payments due to insufficient funds is as follows: A minimum \$45.00 fee will be charged for all NSF payments, for cheque or bank withdrawals. The school accountant will contact the parent/guardian to notify if a payment bounces. Payment must be made in full within one week.

Qawsain reserves the right to require cash-only payments after two infractions. Students with delinquent accounts who do not qualify for subsidy risk losing their registration at the school.

Financial Aid

Qawsain does not want to turn away students who cannot afford the school fees.

Qawsain charges a \$40 application fee for parents wishing to apply for subsidy. Interested parents must fill out Qawsain's Financial Aid Form. If the family meets the requirements, the recruiter will work out a payment arrangement based on what the family can afford. The administration may not, under any circumstance, disclose the identity of the students who receive financial assistance. Please refer to Qawsain's Privacy Act.

Uniforms

Girls

- School jumper with crest
- Navy blue cardigan with school crest
- White collar shirt (polo or blouse)
- Navy blue, black, or white leggings
- Indoor black or blue shoes (that stay in the school year round)

Boys

- Navy blue pants (no kaki or sport type)
- White collar shirt (polo or dress shirt)
- Navy blue cardigan with school crest
- Indoor black or blue shoes (that stay in the school year round)

During rainy season: rain boots and raincoat

During winter season: warm jacket, hat, gloves, warm shoes or rain boots

Physical Education Clothing

- Shoes: running shoes or boots during wet or cold weather.
- Clothing for warm weather: black, grey, or navy blue sweatpants and white polo t-shirt (collar is mandatory).

Indoor Shoes

Indoor shoes are mandatory and cannot leave the classroom. Students will be asked to remove their outdoor shoes when they enter the classroom.

School Supplies and Materials

A list will be emailed to the parents in July. Parents are also required to pay a school material fee. This amount varies depending on the grade.

Teachers who renew their contracts for September may be asked in June to create or suggest a school supply list.

SCHOOL LIFE

Daily Prayer & Charity

And He hath made me blessed wheresoever I be, and hath enjoined on me Prayer and Charity as long as I live.

(The Holy Quran, 19:31)

Participation

Children of Muslim parents are prompted to participate in the afternoon prayer (dhuhr). The teacher will remind them to perform their pre-prayer cleansing rituals (wudu). Students under the age of 7 are encouraged, but not obliged to pray.

Misbehaviour and Lack of Participation

Let there be no compulsion in religion: Truth stands out clear from Error: whoever rejects evil and believes in Allah hath grasped the most trustworthy hand-hold, that never breaks. And Allah hears and knows all things.

(The Holy Quran, 2:256)

Prayer is meant to be a positive experience to rejuvenate the children, not a reason for punishment. The teacher who is in charge of the prayer rituals has a right to exclude a child from the prayer who bothers other children during the prayer rituals or mocks prayer. Children who are of prayer age (7 and up) are highly encouraged to pray but cannot be disciplined if they refuse to participate.

After a week of non-participation, the teacher will let the parents know that their child is not participating. A child under the age of 7 or a child of non-Muslim parents cannot receive a note regarding their lack of participation, since they are not required to participate.

Charity Box and Food Drive

The classrooms share one charity box, which encourages students to occasionally bring coins to school to put in the box. The coins are given to the school's charity, Zawayah Foundation, who will distribute the funds to the poor or use them towards charitable causes. Children are also encouraged to, on various occasions, bring one non-perishable food item to school. Children who do not give in charity are not disciplined, nor are their parents informed regarding their lack of participation.

Behavioral Expectation

School is a pivotal place between the home and community, where learning happens and character is molded. Character education is the foundation of a good student's educational path. Students at Qawsain Knowledge House must exemplify excellent Islamic morals and values that reflect in their behaviour and attitude at school towards staff and peers, as well as at home with family and community members at large. This Islamic *adab* (character) is at the core of our teaching philosophy and guides the classroom setting, environment and instruction in each classroom.

Homework and Tests

Kindergarten and Grade 1

Kindergarten students do not receive regular homework from their teachers besides reading assignments or additional work to improve their skills if requested by parents.

Grade 1 students receive homework or optional work to continue building their skills. Daily reading is an important exercise that benefits students in many ways. Homeroom teachers will assign daily reading for 20 minutes per day.

Grades 2 and Up

Students in Grades 2 and up will be assigned homework on a weekly basis for extra practice and to build good study habits at home. Projects that emphasize the implementation of their knowledge and skills will be given out periodically. Daily reading for students in Grade 2 and up is mandatory. Students will be assigned a reading log from their teacher.

Quran Studies Homework

For all grades, students should review their surahs at home and practice what they learned in class, such as prayer. From time to time, students will receive homework to improve their skills or complete unfinished class work.

Tests

Tests are a means for teachers to assess student ability. Notices will be sent home in the agenda regarding upcoming tests so that parents can help students prepare for them. Teachers will also spend classroom time preparing and reviewing for tests.

Parent and Teacher Conferences

Parent/teacher conferences happen at least once a year towards the middle of the first term. The parent/teacher conferences are an excellent time for parents to touch base with all of the child's teachers. During these meetings, parents and teachers should discuss the child's progress as well as areas for improvement, and how parents can help foster that improvement in the home environment.

If parents would like to make appointments outside the parent/teacher conferences, they can refer to the Communications section of the Qawsain Handbook.

Report cards

There are three report cards, one for each of the three terms. Please refer to the School Calendar for report card dates. Report cards must be placed in an envelope by the homeroom teacher and handed to students.

The report card's primary goal is to inform parents of what the student has been doing during the school year and how well they are doing. There should be a clear link between the Ministry curriculum and how the student has performed on various core topics, and learning standards that are set by the teacher in their yearly plan for the students. In grades K-9, there are no letter grades or percentages assigned to subjects.

Respect for the Learning Space

Students, with the encouragement of teachers, are expected to keep their learning space clean and to be proud of their classroom.

This translates in the following practices:

- wiping their desks on a weekly basis,
- keeping the inside of their desks tidy on a weekly basis,
- putting the classroom books back in their place,
- not writing on the classroom wall or damaging any of the school belongings,
- picking up any toys or games they play with during the day
- rotating duties such as sweeping or tidying the classroom.

Use of Technology

Cell Phones

Students are not allowed to use cell phones during class time, and cell phones must be turned off and put away during those times, with the only exception being if the teacher directs them to use their phones for learning activities. Cell phones may be used during break times such as

recess, lunch, or after school. Cell phones and other electronic devices should not be brought to exams.

If a child is seen using a cell phone during class, or if they are found to be viewing inappropriate material on their phone during school hours, the device may be confiscated by the supervising teacher and sent home with a note to the parent/guardian reminding them about our policy.

Tablets and Laptops

The same policy above applies to personal tablets and laptops: they are not allowed to be used during class hours unless directed by a teacher for learning activities.

Classroom Use

Teachers may utilize the Internet and laptops to teach and assign homework or projects in the classroom. Students will have monitored access to class laptops only if it is for a distinct educational purpose. Teachers may establish their own classroom rules regarding proper laptop use.

Events

Student Conferences

Student conferences happen on the date allocated on the School Calendar. Student conferences are a chance for students to display their classwork to their peers and to their parents. All student work to date, including projects, writing, Quran work, and artwork will be presented by students. Attendance is mandatory.

School Events

School events include school fundraisers, open houses, student functions and ceremonies. Unless there is an emergency, student participation and attendance is mandatory at such events. Our student population is our

greatest asset and having them attend and actively participate in such events shows our school's strength.

Field Trips

Field trips are an important component of Qawsain, as they offer students the opportunity to explore and learn outside the classroom environment and be in an environment whereby they can put their knowledge into action.

Field trips at Qawsain must have a beneficial value. No field trips will be planned that do not enhance or contribute to the subjects or topics being covered in the classroom.

Teachers should give a minimum of two weeks notice to parents. Field trips are mandatory for students to attend, unless there is a special reason why a child cannot attend. Parents must sign to consent to their child's attendance and must pay to cover field trip costs such as entrance fees and transportation costs. Teachers should approve all field trips with the principal before confirming bookings. The principal should consult with the administrator before making a decision.

Safety

There should be a 8-to-1 student-to-adult ratio in the lower elementary grades for a field trip. Teachers can request parents to volunteer their time at field trips by offering adult supervision and transport to and from school. Field trips that involve high risk activities, such as ice-skating, swimming, camping, etc. require liability insurance.

Teachers and volunteers must carry the Class Emergency Card which contains the list of students with their respective pictures (for identification purposes), parents' contacts phone numbers, the administrative assistant's phone number, the administrator phone number and student allergies.

Teachers will ensure all medical equipment that students require are carried along during field trips. Should the school rent a school bus, evacuation drills will be followed.

Transportation

It is the school's responsibility to verify the drivers' license of the volunteers for field trips. Non-parent volunteers who will be alone with children require criminal record checks. Every transporting car must have at least one individual who has a cell phone and must carry the Class Emergency Card in a sealed envelope with the list of students' names who have allergies on the cover of the envelope. For confidentiality reasons, the envelope should not be opened by the drivers or volunteers unless it is necessary. Should the school rent a school bus, evacuation drills will be followed.

Emergencies on Field Trips and Parent Communication

In the event of an emergency:

1. Call 911 if it is life-threatening or if there is a safety concern.
2. Following this, the teacher is to contact the school Principal who contacts the parents of the child or children involved.
3. After this, the Principal calls the Administrator to inform them regarding the incident who may also follow up with local authorities, parents, and later report to the board.
4. The Principal or Administrator will go to the site of the site of the emergency to support the staff and students.
5. The teacher is not responsible during the emergency to contact parents. This is delegated to the Principal because the teacher must put all of his or her efforts to look after the students.
6. The principal is responsible for making a written report in the school's Report Log.

Student Attendance

School Closures

School closures due to snowfalls, extreme weather conditions or power outages will be made by 6:30 am via email. Should it be determined that the school needs to be closed prior to the start of the school day:

- Parents/guardians and staff will be contacted by phone and email.
- If the Vancouver School Board announces their schools are closed, Qawsain Knowledge House will automatically follow suit in the interest of public safety. The school will also check local radio stations or the VSB website for their decision.
- Previously scheduled after-school or evening meetings or events for the day of the school closure will automatically be cancelled.
- No students or staff will be at the school when the school is closed, with the exception of facilities staff as needed.

Should it be determined that the school needs to be closed after the students have arrived at school:

- Parents/guardians will be contacted by phone and email.
- Students will remain at school until they are picked up or alternate safe travel arrangements can be made.

Late Arrivals and Absences

Class commences at 9 am sharp. Parents who consistently drop their child late will need to sign a late slip and hand it in to the first teacher in the morning. Consistent tardiness will be dealt with by the headmaster.

Early or Temporary Dismissal

When a student needs to leave school early due to an appointment or for family reasons, the school must receive an email or phone call through the administrative assistant in advance.

Illness While at Qawsain

If a student does not feel well, he/she should report to the teacher. If the teacher feels that a child is ill, he/she is responsible to let the administrative assistant contact the parents. If the teacher may also use the school phone to contact them directly.

If a child is vomiting or experiences diarrhea, then the parent/guardian will also be called to pick up their child immediately. Qawsain is not allowed to administer medication to students. Transportation cannot be offered to a child who is ill.

Unexcused Absences

If a student accumulates an excessive number of “unexcused absences,” as defined by the Ministry of Education, then the school is subject to a loss of the student’s grant. The loss would be calculated on a pro-rated basis at that point, and the family would be required to cover the amount lost. Unexcused absences include truancy and vacations outside of school holidays.

Extended Absences

Taking holidays outside the scheduled holidays will affect a student’s progress at school and impede their educational priorities. If students need to be away for certain reasons, parents need to inform the school in writing by emailing info@qawsain.ca, with attention to the principal, two weeks in advance, unless it is an emergency.

Drop-off and Pick-up

Timings

Morning drop-off begins at 8:50 am and pick-up is from 3:15 to 3:20 pm. Any pick-up after 3:30 pm will be charged \$1 per minute. If the parents have an emergency and cannot pick up their child on time, they must call

the school line. Chronic late drop-offs or pick-ups may require a meeting with the parents to review their commitment to the school.

Authorized Pick-Up Persons

The teachers and staff can only let the students be picked up from school by authorized pick-up persons. Verbal or written permission must be received before a staff member releases a child to anyone who is not authorized on the registration form. The school cannot allow a child to leave with an unauthorized person without previous permission. This is for the safety and protection of our students.

HEALTH AND SAFETY

Harassment and Bullying Prevention Policy

Preamble

Qawsain's philosophy is that bullying prevention must work hand in hand with disciplinary measures and Qawsain's Chronic Misconduct Policy; and that attention needs to be given to both the victim child and the "bully," who is, essentially, also a child.

We firmly believe that God has made all children innocent, and that their corruption is a result of a lacking element in their upbringing and education. The child "bully" who does not respond to changes mentioned in Qawsain's Remedial Measures, indicates that he or she has also been bullied by not having been taught to respond to mercy. We firmly believe that bullying (whether passive or active) is a warning sign for educators that the "bully" may have been subject to some form of neglect.

On the other hand, Qawsain also has a strong stance against encouraging children to "ignore" being taunted. The effort should not go towards reducing the bullied child's "reaction," but rather, preventing the cause of the reaction.

Bullying Prevention

If two parties among the Believers fall into a quarrel, make ye peace between them: but if one of them transgresses beyond bounds against the other, then turn ye (all) against the one that transgresses until it complies with the command of Allah; but if it complies, then make peace between them with justice, and be fair: for Allah loves those who are fair (and just). (The Holy Quran, 49:9)

Qawsain Knowledge House takes bullying and cyberbullying seriously. The rationale for this policy is to focus on a safe, caring and orderly school environment. Bullying can hurt victims for the rest of their lives, affecting their self-esteem, confidence, motivation and love of learning for many years to come. A child who is repetitively asked to endure bullying or teasing can become cynical and aggressive.

Definition and Types of Bullying

According to the ERASE (Expect Respect and A Safe Education) program,¹ bullying is a pattern of unwelcome or aggressive behavior, often with the goal of making others uncomfortable, scared or hurt. It is almost always used as a way of having control or power over the target, and it is often based on another person's appearance, culture, race, religion, ethnicity, sexual orientation and gender identity.

Qawsain's definition adds that bullying is also a situation whereby a student, a group of students or staff members endure mockery or insults on a weekly basis. Qawsain's educational philosophy, though based on benevolence, does not ask fellow staff or students to endure being teased and bothered. It is the teacher's duty to treat the situation as a case of bullying and to handle the situation according to Qawsain's Corrective Misconduct Measures.

Prevention and Education

Education plays an important factor in identifying actions that can hurt others. Teachers are encouraged to visit the ERASE website and teach elements from the program to students. Videos from their website can be downloaded and teachers can dedicate lessons to teaching about bullying. Teachers should teach what bullying means and what students should do if they witness a bullying incident or are involved in bullying. Professional Development workshops on anti-bullying will also be organized by the school.

¹ ERASE program: <http://www.erasebullying.ca/bullying/bullying.php>

Fostering Trust

Students must be taught not to be a bystander and support the person being bullied and ask for help. Teachers should teach students that staying quiet and watching a bully in an incident is the same as agreeing and condoning the behaviour. The ERASE program has detailed list of actions a bystander can take.

Qawsain does not support the philosophy of “ignoring” the bully. Words are hurtful and can have a lasting social and emotional impact, as mentioned above. The teacher and the school must put all efforts to end the situation as soon as possible.

Protocols for Dealing with a Bullying Incident

If a school staff or teacher witnesses or receives a report about a bullying incident, they must report the incident to the principal. Teachers must report any type of bullying, including emotional, verbal, physical or cyber to the principal.

The principal will request the teacher to document the incident in both student’s file: the one being bullied and the bully him/herself. As part of Qawsain’s protocol, the principal must inform the headmaster. The students’ parents will be called and requested to visit the principal and the headmaster. The principal and teacher involved must investigate the incident with evidence, witness reports and good judgement. They must come to a decision that is fair and substantiated.

If the bullying falls under the Chronic Misconduct definition, Qawsain’s Corrective Measures must be implemented.

In every case of bullying or accusation of bullying, Qawsain’s Character and Reputation Protection Policy will be implemented.

Other disciplinary actions that they may take include:

- a warning
- clean up duty during recess and/or after school
- missing lunch recess and breaks for one week
- other disciplinary actions that reinforce or correct the wrong actions and behaviour of the bully

The School is committed to taking all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy. These steps may include:

- **Training and Awareness:** Providing training to staff and students about the importance of reporting violations and the consequences of retaliation.
- **Clear Reporting Procedures:** Establishing clear and accessible procedures for reporting complaints and concerns about retaliation.
- **Monitoring and Support:** Regularly monitoring the situation after a complaint has been made and offering support to the complainant, including counseling services if needed.
- **Disciplinary Actions:** Implementing disciplinary measures for any individual found to have retaliated against a student who has made a complaint.
- **Confidentiality Assurance:** Ensuring that all reports of retaliation are handled with confidentiality to protect the complainant's identity.
- **Communication:** Keeping open lines of communication with the complainant to ensure they feel safe and supported throughout the process.
- **Review and Evaluation:** Regularly reviewing policies and procedures to ensure they effectively prevent retaliation and make necessary adjustments as needed.
- **Resource Availability:** Providing access to resources and support services for students who feel threatened or unsafe after making a complaint.

By taking these steps, the School aims to foster a safe and supportive environment for all students.

Appeals Procedure

Should a student or student's parents wish to appeal a decision made by the principal or the teachers involved in the investigation or the decision, they should send an appeal against the decision in writing to the authority's head. The Educational Council of Qawsain Knowledge House and/or the authority (Zawiyah Foundation) will then appoint an appeal committee to hear the appeal. See Appeals Policy for the full policy.

Student Hygiene

All children who attend Qawsain must be potty-trained and maintain an adequate level of personal hygiene. Teachers will still remind students to wash their hands prior to eating.

Accidents and Washroom Soiling

If a student has an accident, no staff is allowed to change or clean the soiled student. The student will be given a spare change of clothes (provided to the school by the parent(s) in September) and will be required to change his or herself. Parents will be contacted immediately and must pick up their child.

If a student soils the washroom, parents will be contacted and must also pick up their child immediately. Failure to cooperate or to arrive more than 40 minutes late for two consecutive times in less than one month counts as lack of parental cooperation and may result in student withdrawal.

Frequent Pant-Wetting or Washroom Soiling

If a teacher has appropriate reasons to believe that a child is not trained to use the washroom, the school will send a notice to the child's parent and will require a medical note stating the child's condition, as per BC Health Standards.²

Not potty-training their child, or not providing the school with a medical note regarding the child's condition, is considered a lack of cooperation on the part of the parent(s) and the school reserves the right to withdraw the child.

Allergy and Medical Condition Awareness

According to the BC Anaphylactic and Child Safety Framework, all schools are required to establish and maintain policy and procedures relating to anaphylaxis. All staff should carefully read this section and understand all key components herein.

At present there is no student with a nut allergy. Therefore nuts are allowed at school. However, if there is a student enrolled with a nut allergy, the Allergy Precautions section will be employed and all parents will be notified immediately on the necessary preventive measures.

Definition and Symptoms

Anaphylaxis (pronounced anna-fill-axis) is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures to be taken.

Identifying Anaphylactic Students

Parents are responsible for notifying the school principal when a child is diagnosed as being at risk and it is the responsibility of an employee to notify the principal if he/she has a severe allergy.

² <https://www.healthlinkbc.ca/health-topics/hw170452#tc4024>

All parents must fill out an updated medical information form each year that is handed to parents in September and returned to the school. All concerned staff will be notified by the principal with the names of students who have life-threatening allergies and what their emergency response plan is.

Keeping a Record on Anaphylactic Students

The school's principal is responsible for keeping accurate records for each student at risk of life-threatening allergies. This includes ensuring an allergy-alert file is kept in student's file as well in the student's classroom and wherever the child's epinephrine (EPI-PEN) is stored and as well ensuring the student has an emergency response plan in his/her file.

Student Health Emergency Response Plan

The Student Health Emergency response plan will include:

- the diagnosis,
- the current treatment regimen,
- who within the school community is to be informed about the plan – e.g. teachers, volunteers who may be in touch with the student, administrators,
- current emergency contact information for the student's parents/guardian.

Staff must ensure that privacy and confidentiality are maintained for the personal health information of such students and information only be shared when deemed necessary. Staff that are responsible for students at risk will be trained on how to recognize a reaction and how to use an EPI-PEN.

Storage and Administration of Medication

Epinephrine auto-injectors (EPI-PEN) are life-saving medication. The EPI-PEN will be available in a safe, central, unlocked location.

The school will use MedicAlert to help identify a student's existing medical conditions. The MedicAlert identification enables emergency personnel to call an emergency hotline and have immediate access to the child's health record containing information on existing medical conditions, allergies, medications, medical devices and as well as names and phone numbers or the child's physician and family members.

Non Anaphylactic Allergies and Medical Conditions

All parents must fill out an updated medical information form each year which is handed to parents in September and return to the school.

All concerned staff will be notified by the principal with the names of students who have allergies or medical conditions and what their emergency response plan is.

Keeping a Record

The school's administrator is responsible for keeping accurate records for each student who has allergies or medical conditions (such as asthma). This information must also be placed on the class' Emergency Card.

Medical Reports

A medical report may be required by the principal or administration if student's medical condition affects his or her classwork, attendance or behaviour. This report will be kept confidential and follows Qawsain's Confidentiality Policy. A parent's failure to provide a report may result in the administration withdrawing the student.

Student Medications

No staff can administer medication (except EPI-PENs). Tylenol or fever/pain reducing medication cannot be administered by staff members. If the child needs to take antibiotics during school hours, their parents must come and administer the medications themselves.

Reporting Child Abuse and Neglect

Child abuse and/or neglect occurs with alarming frequency. As public awareness of the subject has grown, so has the number of reported and confirmed cases. The following definitions and possible indicators of abuse are adapted from *The BC Handbook for Action on Child Abuse and Neglect - For Service Providers* as well as the "Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse" by the BC Ministry of Education and Child Care.³

ASO and AASO

As an independent school, Qawsain is required to have at least two Appointed School Officials, a primary and an alternate. The primary Appointed School Official (ASO), who is usually the principal, is responsible for working with child care workers to determine whether a child has been harmed by someone who works or volunteers at the school, or works on contract for the school.

The school's ASO may be required to:

- investigate where appropriate on behalf of the school authority;
- ensure a safe school environment during investigations;
- consult with the child welfare worker and/or police;
- ensure that no school employee interferes with any investigations;
- communicate with parents with respect to actions taken by the school authority;
- report to the Commission for Teacher Regulation, Teacher Regulation Branch, Ministry of Education, when the School Authority dismisses,

3

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/sos_guide_independent_schools.pdf

suspends or otherwise disciplines a certified teacher or school principal (Independent School Act section 7 and 7.2); and,

- refer student(s) for counseling according to the school's policies.

The role of the Alternate Appointed School Official (AASO) is to ensure the continuity of the reporting and investigation process in the event of possible involvement of the primary appointed official in a matter that falls under section 14 of the CFCSA.

ASO: Principal, Mr. Wasim Shiliwala

AASO: Administrator, Mrs. Irene Waseem

Staff Training

The administrator will ensure that all staff who are working with children are aware of and understand how to carry out their legal duty when responding to concerns about child abuse and/or neglect.

This means that staff must know what actions are required when abuse is suspected, prevention measures, reporting child abuse and/or neglect protocols, along with their legal responsibility if they suspect abuse and/or neglect of a child as mentioned in this policy.

Neglect

Neglect is failure to provide for a child's basic needs. It involves an act of omission by the parent or guardian, resulting in (or likely to result in) harm to the child. Neglect may include failure to provide food, shelter, basic health care, supervision or protection from risks, to the extent that the child's physical health, development or safety is, or is likely to be, harmed.

Physical Indicators of Neglect:

- medical care has been unusually delayed or avoided,
- unexplained injuries,
- injuries resulting from a lack of supervision,

- medical or dental needs that are consistently unattended to
- “failure to thrive” where no medical reason has been found,
- clothing consistently inadequate for weather conditions,
- persistent hunger,
- poor or inadequate nutrition,
- poor personal hygiene.

Behavioural Indicators:

- forages for, hoards or steals food,
- developmental delay or setbacks related to a lack of stimulation,
- poor school attendance,
- inappropriately takes on a caregiver role for a parent or siblings,
- tired or unable to concentrate at school,
- reluctant to go home; speaks of being or appears to be left alone at home a lot, unsupervised,
- is involved in behaviours such as stealing, fire-setting,
- does not respond to affection or stimulation.

Parental Indicators:

- child arrives to school consistently late, for unexplained reasons,
- parents do not respond to teacher’s notes, phone calls regarding their child’s learning, behavioural, or social difficulties,
- child is not taken to the doctor when he or she appears to be unwell for long periods of time.

Phone Numbers

- MCFD (local office(s)): 604 660 2433 (Vancouver Area number)
- Aboriginal Child and Family Service Agency: 604 872 6723 or 778 331 4500 (Vancouver area number)
- In Vancouver, North Shore, Richmond: 604 660 4927
- In the Lower Mainland, Burnaby, Delta, Maple Ridge, Langley: 604 660 8180
- In any community of BC: 1 800 663 9122

- Or anytime from anywhere, toll free: 310-1234

Emergency Preparedness

The school has procedures for specific emergencies for fire and earthquake. Parents can request our emergency manual. Parents should call our emergency number in the case of an emergency.

Fire and Earthquake Safety

Educators are trained in emergency procedures established by the school in the event of a fire or earthquake. The teachers have current First Aid and CPR certification in case of an emergency. Fire and earthquake drills are practiced each month, so the children will also be prepared for an emergency situation. In case of a major fire or earthquake, the students will evacuate the school right away through the fire exit and wait outside the building. Your children will remain here until a parent and/or emergency contact comes to pick them up or until it is safe to go back inside as indicated by emergency personnel. Teachers have a list of contact phone numbers on hand when they evacuate the building.

Emergency Phone Numbers

- Police, Fire or Ambulance: 9-1-1
- Poison Control: 1-800-567-8911
- Local Police (non-emergency): 604-717-3321
- Local Fire (non-emergency): 604-873-7000
- Local Ambulance (non-emergency): 604-872-5151

Class Emergency Card

The administrator, working with the principal and teachers, is responsible for creating a Class Emergency Card, which contains the list of students with their picture (for identification purposes), birthdate, parents' contacts phone numbers, the administrative assistant's phone number, the administrator phone number and student allergies or health conditions.

This card is to be laminated and left in a spot that every staff can locate in the classroom. Teachers must take the Emergency Cards with them on field trips and give photocopies (in sealed envelopes) to drivers. All classes must have them completed by October 1.

Visitor Policy

The only individuals allowed on school premises during school or student supervision hours without prior notice or accompaniment by a school administrator are: staff members, parents or authorized pick up persons, school inspectors, nurses, firemen and policemen.

Besides these individuals, a staff member should never answer the front door during class hours. Council members come after-hours, if needed, or come with an appointment. Deliveries are not scheduled during class hours. If an exception occurs, the staff will be notified beforehand and instructed on what to do.

If a visitor comes during class-time, the teacher or staff member should speak to the guest through the front gate and cannot allow entry for the safety of the students.

Parent and Visitor Conduct on School Grounds

Qawsain expects parents, carers and visitors to:

- Respect the caring ethos of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set an example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.

- Correct their own child's behaviour, especially in public and on school grounds.
- Approach the school to help resolve any issues of concern
- Avoid using staff as threats to admonish children's behaviour.

The vast majority of parents and others visiting Qawsain are respectful and value our policies for the greater good. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of the school staff or the wider school community.

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- Threatening to do actual bodily harm to a pupil, member of school staff, fellow parent/carer, staff or visitor regardless of whether or not the behaviour constitutes a criminal offence.
- Disruptive behaviour that interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, main reception or any other area of the school grounds.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Physically intimidating a member of staff.
- Pushing, hitting, slapping, punching, kicking or spitting.
- Swearing or using loud/offensive language, displaying temper.
- Racist or sexist comments.
- Shouting at members of the school staff, either in person or over the telephone.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Breaching the school's security procedures.

- Damaging or destroying school property.
- Abusive or threatening emails or text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any students/parent/staff at the school on Facebook or other social media sites.
- Smoking and consumption of alcohol or other drugs while on school property.
- Dogs or other animals being brought onto school premises without permission.

Unacceptable behaviour may result in the police being informed of the incident.

Visitor Misconduct Procedure

At Qawsain, all staff members have the right to work without fear of violence, abuse or belittlement. If a parent/caregiver, or member of the public, behaves in an unacceptable way towards a member of the school community without putting the students or staff members in danger, the school administrator must be notified and the case will be handled via the same procedure detailed in Qawsain's Harassment Policy. In the case of aggression or intimidation, a parent or caregiver may be banned by the Authority's Head from the school premises for a period of time.

If a teacher or staff member feels that the parent or visitor's misconduct is unsafe, they are required to bring all the children inside the school, lock the doors, and call 9-1-1 immediately. Following their phone call, they are to remain in the back room with the children (away from windows) until the police arrive.

In imposing a ban, the following actions will be taken: The parent will be informed, in writing, that she / he is banned from the premises, subject to

review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow.

A ban from the school includes the following areas:

1. the school gate,
2. the exterior Strata gate of the complex,
3. the front doors (7028 Victoria Drive and 7022 Victoria Drive),
4. the side door,
5. the fire exit door of the school,
6. the fire exit door of the main building,
7. areas that the school may attend during class time: Fraserview Public Library and the two parks nearby. The banned parent will need to find another individual to pick up his/her child from the usual interior gate of the school. No exceptions will be made. Failure to cooperate with this rule, for the safety of the staff members and students, will result in the student's expulsion from Qawsain.

QAWSAIN'S DISCIPLINARY POLICY

It is part of the Mercy of Allah that thou dost deal gently with them. Wert thou severe or harsh-hearted, they would have broken away from about thee: so pass over (Their faults), and ask for (Allah's) forgiveness for them; and consult them in affairs (of moment). Then, when thou hast Taken a decision put thy trust in Allah. For Allah loves those who put their trust (in Him).

(The Holy Quran, 3:159)

Qawsain's disciplinary policy is based on mercy and justice. Using mercy as the foundation, teachers encourage positivity, forgiveness and cooperation. They bring in justice by establishing basic rules that can be monitored and acknowledged, and make the classroom a pleasant, safe, fair, and fun place to be. These rules provide structure and lay out the basic expectations of the students in the classroom.

Class Rules

The teacher sets his or her class rules in accordance with the school's philosophy. They are encouraged to work hand in hand with the Principal and the other teachers who also teach that class. Assistants follow the rules set by the teacher. Qawsain appreciates and values a teacher's own teaching style.

Mercy at the Foundations: Preventative Measures

Preventing is easier than solving — at Qawsain, we believe that preventative measures through positive reinforcement and remedial measures are the foundation of classroom discipline and behaviour improvement. Teachers are encouraged to document their own preventative measures that may be specific to their classroom.

Examples of positive reinforcement include:

- praising positive behaviour,
- forgiving mistakes,
- writing positive notes to parents at the end of the week in the agenda,
- giving non-material rewards (such as paper cards, a fun class activity),
- creating positive behaviour charts.

Examples of remedial measures:

- balancing active and energetic activities with quiet and calm activities,
- giving rest times with the lights turned off (for ages 7 and under) and quiet reading times (for older grades),
- not extending recess beyond its timings or class work beyond its schedule,
- breaking up groups when arguments are rising during group activities,
- having open discussions about problem-solving, acceptable behaviour, apologies, and student self-control strategies.

General Disciplinary Measures

Go, both of you, to Pharaoh. Indeed, he has transgressed. And speak to him with gentle speech that perhaps he may be reminded or fear."

(The Holy Quran, 20:43-44)

The following the General Disciplinary Measure that is to be taken in the case of breaking a class rule:

1. The teacher reminds the student. Students must be reminded before being disciplined. If the student corrects his or her behaviour, no

further action is deemed necessary, in the exception of verbal profanities and acts of violence.

2. If the student continues or if his or her breaking of a class rule includes verbal profanities or violence, the teacher writes a note in the student's agenda and logs it in the Behaviour Log (on the shared Google Document).
3. If the student's behaviour is disrupting the class or if the misbehaviour persists, the teacher may ask the student to step aside and sit elsewhere in the classroom for a period of time chosen by the teacher. The teacher may choose to withdraw the student from the class activity happening at the moment, or the student can lose time from their recess.

The teachers or staff may not:

1. Put the child in a secluded space outside of his or her sight.
2. Put the child outside on the patio, unless the child is accompanied by an assistant.
3. Use food as a punishment: not letting him or her eat their snack or lunch or by depriving a punished student from a class reward that was in the form of food.

Violence

In the case of violence, the parents of the offending student must be contacted. Violence at Qawsain is not accepted, but there is no blanket-rule consequence. The age of the offending student, the situation, and the danger incurred play a high role in determining the consequences. Suspension is not automatic and the solution must be worked out as a joint decision with the school's principal and headmaster.

If another child was hurt or hit, the parents of that student must also be contacted by the administrative assistant. Parents are encouraged to speak

with the school regarding the measures that will be taken to ensure their child's safety and wellbeing.

Profanities

The age of the offending student and danger incurred play a high role in determining the consequences. Suspension is not immediate and the solution must be worked out as a joint decision with the school's principal and headmaster. The school may require to meet the parents if the profanities appear to be suspicious in nature.

Chronic Misconduct

If two parties among the Believers fall into a quarrel, make ye peace between them: but if one of them transgresses beyond bounds against the other, then turn ye (all) against the one that transgresses until it complies with the command of Allah; but if it complies, then make peace between them with justice, and be fair: for Allah loves those who are fair (and just).
(The Holy Quran, 49:9)

The Effects of Chronic Misconduct

Chronic misconduct is defined as persistent and recurring inappropriate behaviour, both openly and/or passively that prevents the teacher from delivering his or her lesson on weekly basis. Non-weekly, sporadic, or occasional misbehaviour does not qualify as chronic and will follow Qawsain's General Disciplinary Measure.

Unaddressed chronic misconduct not only affects the classroom, but also the misbehaving student — being in "time-out," missing out on class fun, loosing recess time, and being in quarrels contributes to creating a negative opinion of his or herself and may further accentuate the problematic behaviour, leading to social difficulties and a general dislike for school.

Qawsain's educational philosophy, though based on benevolence, does not ask students to endure being teased and bothered. It is the teacher's duty to handle the situation according to Qawsain's Corrective Misconduct Measures.

Left untreated, the victim children of chronic misconduct will feel paranoia, insecurity, irritation and may also turn aggressive, which will have even more detrimental effects on the classroom atmosphere. It is the teacher's duty to address the root of the chronic misconduct assertively.

Examples of Chronic Misconduct

Examples of open chronic misconduct:

- Destroying other student's work on a daily basis,
- Desecrating school property on a weekly basis,
- Mocking students on a daily basis
- Hitting students on a daily basis

Passive misconduct includes:

- Mockery of teacher on a weekly basis,
- Whispering insults to students on a daily basis,
- Subtly picking on a particular student in a persisting manner.

Corrective Measures in the Case of Chronic Misconduct

The following corrective measures are to be taken in the following phases, defined as Qawsain's Corrective Measures:

PHASE 1

Initially, the teacher must take into consideration and look for a pattern in the child's behaviour, and, based on that, make minor changes in the classroom environment.

The following must be noted:

- age of the student
- age of her or his peers
- class activity
- time of day
- the nature of the misconduct
- who is involved

The teacher should document the misconduct and parents must be made aware by a note in the agenda written by the teacher, that they have entered Phase 1 of Qawsain's Disciplinary Measure.

No meeting is required with the parents, and the teacher may choose to write some recommendations to the parents.

Based on their findings, the teacher must make some restorative changes through the student's routine, work partners, and seating arrangements. No major changes in the student's schedule can be made at this point.

PHASE II

If no improvement is seen with the student, the teacher must inform the administrator or administrative assistant, who calls a meeting with the teacher, the parent(s), and the headmaster present. The student must be present if he or she is older than the age of 7.

Following this meeting, the school administration, in conjunction with the teacher, will create an Improvement Plan which consists of interventions to reinforce appropriate behaviour. This plan will have concrete steps that both the school and the parents are expected to follow.

Home examples are as follows:

- parents must ensure that the child arrives to school on time,
- that the child goes to bed early,

- that the child has proper nutrition,
- that they place the child in an after-school activity to help him or her with their social difficulties, if they are not already enrolled in an activity.

In class/school examples:

- the teacher(s) make(s) some seating changes or minor schedule changes for the child (see examples of Remedial Measures),
- the teachers ensure that the child gets positive behaviour reinforced (see examples of Positive Reinforcement).

Parents must be given a written notice from the Headmaster that they are entering PHASE II of Qawsain's Corrective Measure.

PHASE III

If no improvement is seen with the child and the parents do not sufficiently cooperate, a 5 day suspension occurs at the following onset of the child's Chronic Misconduct. This suspension can only be done by the Headmaster. Parents must be given a written notice from the Headmaster that they are entering PHASE III of Qawsain's Corrective Measure, stating that their child's enrollment in the school is now in jeopardy.

PHASE IV

If the misconduct continues without improvements, in a joint decision with the Principal, the Headmaster may choose to suspend the student. Parents will be contacted via a phone call and a letter from the Headmaster. The principal is to write it on the Students PEN file. For the best interest of the child, he or she should be directed to a school that has a Behaviour Strategy Consultant or child therapy programs.

Suspensions, Expulsions and Major Schedule Changes

Student suspension, expulsion and major schedule changes can only be made by the headmaster and will be noted on the student's records.

ADDITIONAL KEY POLICIES

Character and Reputation Protection Policy

Qawsain is committed to protecting the character and reputation of its students, staff, and parents. This commitment is rooted in our sacred traditions of the Quran and the way of our Prophet, peace be upon him. In consideration of safeguarding character and reputation, God urges us to take a critical look at any report which involves making a thorough research into the matter before drawing any conclusions or making any statements.

O you who have believed, if there comes to you an unruly one with information, investigate, lest you harm a people unknowingly and therefore be remorseful over what you did.

(The Holy Quran, 49:6)

Therefore, Qawsain verifies and investigates whatever news comes before taking any sort of action, for acting upon a report without verification is called false witnessing, *shahada al-zur*, which is unbecoming to the character of a true believer.

And those who do not testify to false news, and when they come across idle talk, they pass by with dignity.

(The Holy Quran, 25:72)

The Prophet Muhammad, peace be upon him, also stressed the unassailable sanctimony of a believer's reputation, especially a believing woman, and counts soiling the reputation of a believing woman among the seven major sins of Islam.

Procedural Fairness

Procedures for Staff

Should a staff member feel that he/she would like to appeal a decision made by the school, the school will refer to the Employment Agreement as the basis of the agreement between the two parties or the Employment Standards Act, which contains basic requirements on the condition of employment. However, in the case of harassment, this policy must be utilized when the school investigates a harassment case or when a staff member wishes to appeal a decision made by the school.

Students and parents may also appeal decisions made by staff and the principal and refer to this policy on what procedural fairness should be in place at the school and what rights they have to appeal decisions, without going to court.

Procedural Fairness Procedures for Students

The following are steps are taken by the school to establish procedural fairness for students:

1. Have the QKH code of conduct (in this Student Handbook) available on the Qawsain website. Students are also taught these expectations in the classroom, in order for the students to be aware of how they are expected to behave as students at the school.
2. Notify the student who is accused: If a student breaches a rule, he or she is notified of that of which he/she is accused, with the essential facts of what he/she is alleged to have done. [NOTE: In more serious cases, notification will also be given to a student's parents.]
3. Give the student an opportunity to explain oneself: An accused student should be given an opportunity to tell his/her side of the story. The right to be heard is a fundamental element of procedural fairness. Where the stakes are minor, this can be satisfied by the

principal or teacher asking the student to explain her/his actions. More serious matters (for example, physical violence, or bullying) will require more formal investigation and documentation. The principal will decide on how serious the matter is. The student might have present reasons in writing to the principal.

4. Parents are given a copy of this appeals policy: The student and parents are informed of any appeal in case they would like to appeal the decision.
5. Assurance: There should be an assurance made to parents of no retribution for pursuing an appeal or review of the decision made by the principal or a teacher.
6. Notify the student about the decision: The student should be given reasonable notice of the proposed suspension or expulsion which clearly sets out the grounds and reasons for the decision, including the evidence upon which the decision was made. The decision should be communicated in writing, if the decision is serious such as a suspension or an expulsion.

Appeals Process

Given the above procedural fairness guidelines, protections, and avoidance of bias, the following appeals process will be followed in the case of an appeal or review of a decision made by the principal, staff member, or authority's head. Appeals are for enrolled students only and not rejected enrollments or re-enrollments.

1. Zawayah Foundation, the Authority, receives an appeal from a parent of an enrolled student.
2. The Authority's Educational Council sets up an appeals hearing committee based on the case, ensuring that the committee members of this appeal committee do not have family ties with both parties involved in the dispute. A mediator, selected by the Authority, will be appointed if bias cannot be avoided in a particular case. The school appoints a mediator only when the situation involves physical violence.

In the case when a mediator is necessary, the school may contact the Dispute Resolution Office of the Ministry of Attorney General.

3. Give both parties time to set up their defence or prepare a response to the school's decision.
4. The hearing takes place. During the hearing, the student or the family of the student has an opportunity to present reasons why the proposed action should not be taken.
5. The student/his or her family have an opportunity to present witnesses.
6. A fair and unbiased decision is made by the Appeals hearing committee.
7. If the parents are not satisfied with this option, the school will direct them to their current ombudsman who will investigate the complaint from both sides and will give his or her verdict on whether the decision reached has been fair. This is the last stage of the appeals process.

NOTE:

The appeals process is for enrolled Qawsain students. There is no appeals process for a rejected new enrollment or a re-enrollment.

Privacy Policy

The school has a written privacy policy in place for the collection, use, and disclosure of staff information collected by the school in accordance with the Personal Information Protection Act (PIPA).

Consent to collect or give information and how the information will be used by the school are listed on each school form in order to ensure staff that their privacy is important to us.

If you have a privacy concern or question, the school has a privacy officer (Irene Waseem) that can be contacted via email: privacyofficer@qawsain.ca or by calling the school. Please leave a detailed message and the privacy officer will be in touch with you.

CONCLUSION

The Validity of this Handbook

The Staff Handbook for Qawsain Knowledge House is the key policy manual for Qawsain. This handbook is revised by the school's Authority's Head, the Educational Council, and Qawsain's principal every year. Any pertinent changes to the handbook will be communicated via email and will be posted on Qawsain's website in the Handbook section.

The rules, policies, and guidelines from this handbook will stay valid until the new handbook is printed and distributed to staff.