



AMERICAN ISLAMIC
SCHOOL

Family Handbook



AMERICAN ISLAMIC SCHOOL

Introduction

Asalamu Alaykum,

Welcome to the American Islamic School. This Family Handbook sets forth important information as well as terms and conditions for families enrolled at American Islamic School (AIS).

American Islamic School is listed as a private Elementary school with the Ontario Ministry of Education. Our listing with Ontario Ministry of Education can be seen online.

As an Online School, AIS offers a Project Based Learning curriculum that is connected to Islamic values to build faith and prepare students for the 21st century. AIS also offers an exceptional Islamic Studies program, Quran, and a traditional pathway. AIS will be providing a pathway to a Canadian and American High School diploma that is accredited and recognized by universities and colleges worldwide.

American Islamic School's Report Card is based on the template and guidelines issued by the Ontario Ministry of Education. AIS Report Card is issued to all active students three times during every academic year, at the end of each academic Term, according to the school calendar. The Report Card serves as a documented evidence of student performance during the Term. AIS uses SeeSaw as the platform to assign, evaluate, and record student work during the Term. All student work is digitally stored on student journal within SeeSaw and can be accessed by the students and parents using a school provided username and password.

AIS is a growing school with students taking courses from all over the world. Alhamdulillah, we are always growing and working on new courses and programs to provide the best educational experience.

We recognize the changing educational landscape and the demand for an adaptable and accessible educational experience. Our goal is to provide a high-quality faith-based education that is affordable and will benefit not only the students, but their families, and entire communities around the world.

Our courses focus on developing the skills and dispositions that students will need for future success. For more information please read through the Family Handbook, visit our website to watch our instructional videos and content, or contact our team with our questions at any time. You may reach us at admin@americanislamic.school.



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This Family Handbook contains important information as well as the terms and conditions for enrollment and continuation with the school's programs. American Islamic School reserves the right to modify the contents of the Family Handbook at any time. All changes will be communicated to our active parents via their registered emails.

May Allah the Most Merciful bless and grant your family success.

Sincerely,

Senior Leadership Team
American Islamic School



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Our Mission and Vision

Mission

Prepare, Inspire, Nurture, Grow: Together

American Islamic School has a lifelong commitment to foster the knowledge, skills, dispositions, and Islamic values of our students through critical engagement with the best pedagogical practices coupled with the guidance of the Quran and Prophetic traditions to inspire a love and passion of life long and self-directed learning in our community that will prepare them to succeed in the future Insha Allah.

A school's mission statement describes what a school is seeking to achieve as a community of learners. American Islamic School's mission statement is the foundation of our strategic plans through which we develop the knowledge, skills, and dispositions our children and community needs to succeed in the future.

Vision

The school embodies academic, Islamic, social, and moral principles in order to develop an atmosphere which promotes intellectual, civic, and creative capacities within its students to their full potential. The objective is the cultivation of the highest level of human talent where reflection on one's identity and realization of the needs and challenges of a rapidly changing world are materialized.

At American Islamic School we believe that:

- If given the opportunity and support, every child can achieve academic success.
- All students have their own unique pattern of learning.
- Successful pedagogy is founded on experience and evidence-based research.
- Teaching is a communal effort, and Teachers & Tarbiya Coaches need the support of the community to develop a positive learning environment that extends beyond the classroom.

Our goal is to provide a high-quality faith-based education that is affordable and will benefit not only the students, but their families, and entire communities around the world.

Our Approach



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Educate our Ummah | Be Progressive | Involve our Families

Who's Who

Throughout their learning, students who take the Project Based Learning pathway have three levels of adult support.

Class Teachers: Throughout their projects, students are supported by qualified and trained Class Teachers. Class Teachers provide support and guidance through written feedback to ensure that students are moving in the right direction. Teachers also aim to provide adequate challenge to students.

Subject Teachers: Subject Teachers provide support and guidance through written feedback and in some instances through live lessons to facilitate learning in their respective subjects.

Live Teachers: For additional support, parents may choose to enroll their children in one of our live teaching programs. Live teachers facilitate learning in a live environment during scheduled classes.

Parent Liaison: A critical component of our program is the development of conducive learning environment at home to ensure consistency in student outcome and access to learning. AIS uses qualitative and quantitative methods to constantly evaluate student performance. Our Parent Liaison ensures all families understand their core responsibilities in developing the right learning environment at home and regularly follows up with all families who are at risk of falling behind.

Tarbiya Coach: Parents are Tarbiya Coaches and provide support to the student at home. They monitor the student's work ethic at home and engage with weekly family reflections at home with their children that is shared with the school.

Education Psychologist: Are an additional level of support for Tarbiya Coaches to provide support through videos, monthly webinars, regular Q & A sessions, and intervention when needed.

Principal: Provides strategic direction in the school. Monitors student achievement, encourages parent involvement, revises policies and procedures, evaluates staff performance.



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Academic Calendar

AIS 2020-2021 Academic Calendar	
Description	Date
Term 1	
First Day of School and Term 1	Monday, September 6, 2021
Mid-Term Break – Teachers Professional Development Week	Monday, October 25, 2021 – Friday, October 29, 2021 [Return to learning on Monday Nov. 1st]
Winter Break	Monday, December 20, 2021 – Friday, December 31 st , 2021 [Return to learning on Monday Jan. 3rd]
Term 2	
First Day of Term 2	Monday, January 3 rd , 2022
Mid-Term Break – Teachers Professional Development Week	Monday February 14 th , 2022 – Friday, February 18 th , 2022 [Return to learning on Monday Feb. 21st]
Spring Break / Beginning of Ramadan	Monday, April 4th, 2022 – Friday, April 8th, 2022 [Return to learning on Monday Apr. 11th]
Term 3	
First Day of Term 3	Monday, April 11th, 2022
Mid-Term / Eid-ul-Fitr Break	Thursday, April 28th, 2022 – Friday, May 6th, 2022 [Return to learning on Monday May 9th]
Last Day of 2020-2021 Academic Year	Friday, July 8 th , 2022

Note: Exhibitions and Islamic holidays will be announced once they are determined during the school year Insha Allah. For more information and queries, contact helpdesk@americanislamic.school.



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Program Information

“Kids who learn to avoid the discomfort of unfamiliar ideas, who do not welcome the instructive complications of error, who think learning is a boring necessity because it is basically about preparing for tests, who are reliant on parents and teachers to tell them what to do, or to do it for them, who expect university degrees to be passports to employability and financial security – such kids are now in real trouble.”

(E, McWilliam & P. Taylor)

American Islamic School offers a unique, project-based academic program. The mission of AIS is to provide students with rigorous and relevant academic and workplace skills, that prepare its students for postsecondary success and productive citizenship.

American Islamic School strives to embody the design principles of equity, personalization, authentic work, and collaborative design, insha’a Allah. For more information about particular programs visit the school website at: <https://en.americanislamic.school>.

American Islamic School educators will maintain contact with students via Seesaw Learning Management System and the school’s internal management system called AGUA. Through these platforms, educators will communicate clear instructional learning goals for students and monitor progress towards these goals throughout the academic year.

As expected, students identified as “at-risk” will hold a higher priority of contact as determined by the educator and parent.

The Class Teacher is the primary contact for students and parents/guardians for specific questions or inquiries. Class Teachers are highly qualified and trained to provide instructional interventional strategies as needed and to address the following types of instructional questions:

- Questions about projects or resources
- Questions about the project scope and sequence
- Questions about grading and progress reports
- Request for help with an assessment or concept.

Teachers proactively monitor each student’s progress through regular contact on our learning management systems. Teachers evaluate assignments and provide feedback for growth. Feedback is provided on the student’s performance through formal means such as reflection, weekly reports, comments, online feedback, discussions,



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and PBL milestones. Depending on the student's needs and grade level, Teachers are expected to differentiate instruction.

American Islamic School follows a scope and sequence with scheduled submission dates for projects, assignments, and weekly reflections. Each PBL or subject is supported by respective Teachers to facilitate and support student learning. Students complete assignments during the week and submit them to the Teachers through the school's secure learning management systems. AIS provides scheduled Live Weekly Sessions to support student interaction and socialization. During Live Weekly Sessions, students must engage in reflections and discussions in a secure environment based on the project(s).

American Islamic School has four major learning areas:

- 1) Project Based Learning (PBL) based on the Buck Institute System (Grade 3 onwards)
- 2) Islamic Studies
- 3) Quran
- 4) Traditional Pathway for English and Math that follows the New York State Standards (Junior KG - Grade 2)

To obtain an official report card, students must enroll in either Project Based Learning **or** a Traditional Pathway course **along** with Islamic Studies.

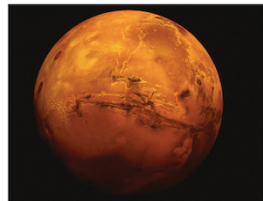


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Difference between Project Based Learning and Traditional Pathway

Project Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful projects. AIS uses PBL as the primary curriculum format for Grades 3 and above.

Students work on a project over an extended period of time – from 10 - 12 weeks – that engages them in solving a real-world problem or answering a complex question. They demonstrate their knowledge and skills by creating a public product or presentation for a real audience.



HOW CAN HUMANS SAFELY
EXPLORE AND LIVE ON MARS?



HOW DO BUSINESSES BECOME
SUCCESSFUL OVER A PERIOD
OF TIME?



HOW CAN BIO-MIMICKRY HELP
US FIND SOLUTIONS TO HUMAN
PROBLEMS?



HOW CAN WE REDUCE THE
IMPACT ON THE FOOD GROWING
SYSTEMS IN OUR COMMUNITY?



HOW CAN OUR SCHOOLS
SUPPORT OUR OVERALL HEALTH
AND WELLNESS?

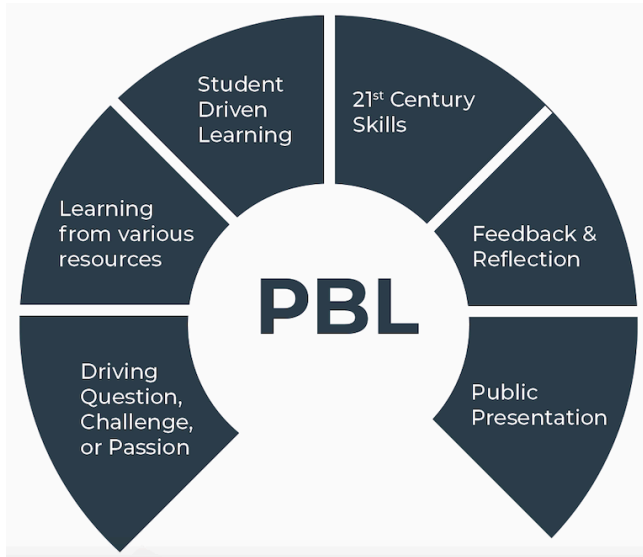


HOW CAN WE DESIGN A PUBLIC
SPACE THAT IS
ENVIRONMENTALLY
SUSTAINABLE?

As a result, students develop deep content knowledge as well as essential skills and dispositions such as critical thinking, collaboration, creativity, and communication skills that extend beyond content-based knowledge. Project Based Learning unleashes a contagious, creative energy among students and teachers.



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The Traditional Pathway is content-based and generally focuses on educational practices and mastery of academic learning in the core subject areas (mathematics and literacy). The curriculum is subject specific, standardized, and broken down into units or modules. Traditional Pathway is used as the primary curriculum format for Grades 2 and below.

Quran

Quran is optional but highly recommended.

Narrated Uthman (may Allah be pleased with him) that the Prophet (salallahu alayhi wasallam) said:

*“The **best** among you are those who **learn** the **Quran** and teach it.”*

Bukhari



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Academic Integrity

Abdullah ibn Masud may Allah be pleased with him reported that the Messenger, peace and blessings be upon him said:

*“Abide by **truthfulness** for indeed truthfulness leads to righteousness and indeed righteousness leads to Paradise. A man continues to tell the truth and strives to tell the truth until he is recorded with Allah as a truthful person.*

*Refrain from **falsehood** for falsehood leads to wickedness and wickedness leads to the Fire. A slave (of Allah) continues lying and trying hard to lie until he is recorded with Allah as a liar.”*

Jami at-Tirmidhi

Integrity, especially academic integrity, is a core value of American Islamic School. Students are expected to abide by the following guidelines regarding academic integrity. All projects and assignments will be the original work of the student. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print source) and representing them as your own. If a Teacher confirms that a student has plagiarized work in any manner, the students will be subject to consequences determined by AIS administration and may be removed from the course with a failing grade.

Academic Integrity Policy

Academic integrity is highly valued at American Islamic School. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated (when instructed by Teachers) to cite the sources of all references they use.



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Promotion and Retention

American Islamic School reserves the right to retain students who are not meeting academic standards, failing to submit assignments, and/or are completely negligent of their responsibilities as a student. Promotion or retention for the next grade level will be determined as the cumulative result of the student's progress and achievement for the academic term and will be analyzed and monitored throughout the term.

American Islamic School believes that the promotion of students from one grade to another should be based on the student's ability, engagement, and achievement. American Islamic School recognizes that social promotion and grade retention are not necessarily successful in remediating student academic weaknesses without supplemental supports to address areas of academic weakness. The retention of any student will be based on a thorough review of the individual case with the final decision resting with the school administration.

Parents of students at risk of not being automatically promoted shall be notified as soon as possible and shall be requested to meet with our intervention and family support team for mandatory sessions and to discuss and implement appropriate mitigation strategies.

American Islamic School will use a comprehensive process of review when a student is at risk of retention. Educators who have concerns regarding students at risk of not being automatically promoted, will compile some or all of the following documentation to assist in making an informed decision regarding appropriate placement for the student:

- correspondences with students
- student content
- student data
- snapshot of student progress

Upon review of the assembled data, the American Islamic School team may prescribe intervention measures to assist in avoiding retention or removal from the course.



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Learning Management Systems

Seesaw

American Islamic School uses the Seesaw Learning Management System to develop essential skills and to nurture reflective, self-directed learners.

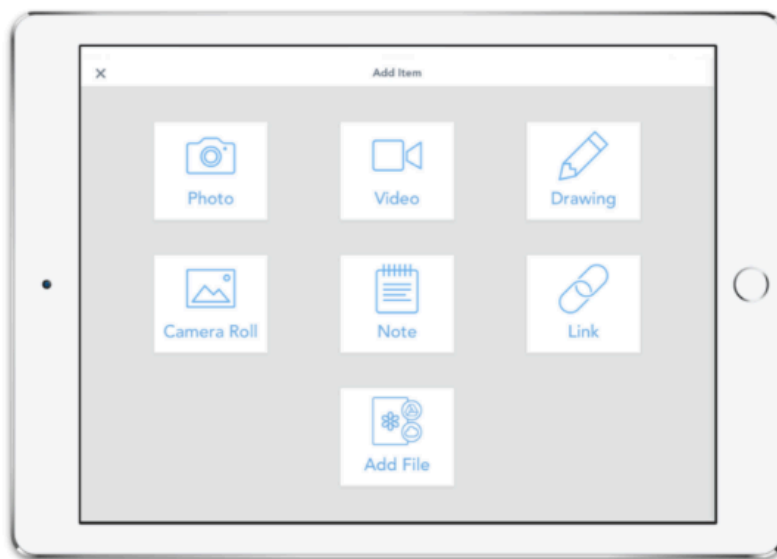
Students: Students are able to build a comprehensive record of student learning with Seesaw. Each student has a digital learning portfolio where they can add assignments, photos, videos, and work they are proud of.

Families: Families have an immediate and personalized window into their child's work and progress and home-school communication is made seamless.

Seesaw empowers students to independently document their learning with built-in creative tools, and provides an authentic audience for their work in a safe and secure learning environment.

Here are a few features of the Seesaw Learning Management System:

- **Students capture their learning in any form:** Seesaw empowers students to independently document what they are learning at school. Students can “show what they know” using photos, videos, drawings, text, PDFs, and links. You can also import directly.



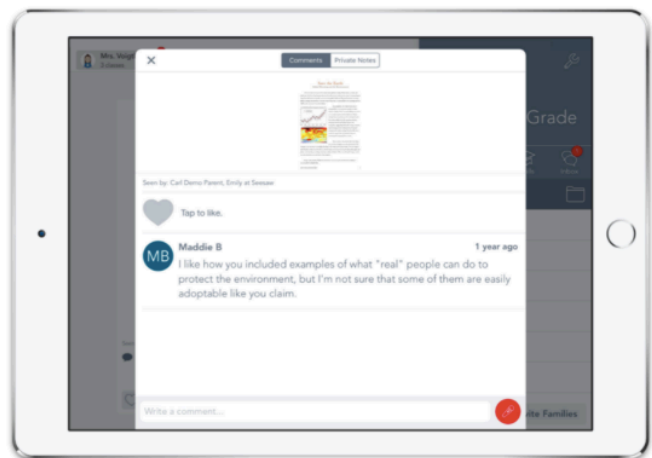
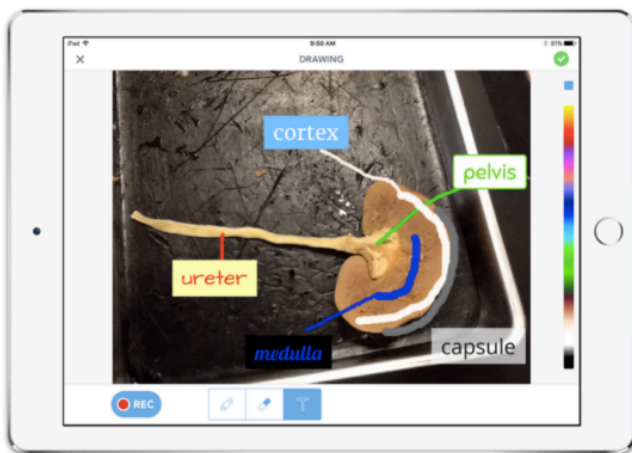


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- **Encourages deeper learning and reflection:** Seesaw helps capture the learning process, not just the end result. Students can use Seesaw's built-in audio recording, drawing and caption tools to reflect on what they have learned or explain how they got their answer.

The recordable whiteboard allows students to create videos that combine drawing and audio recording to explain their thinking as they work.

- **Students have an authentic audience:** Seesaw gives students an authentic audience of their peers, parents, and even other classes around the world, thus encouraging collaboration, constructive feedback, communication, and enriched work.



AGUA

For internal records, home-school communications and other administrative purposes, American Islamic School will use a safe and secure internal Learning Management system called AGUA. Each parent and will be assigned a username and password to login to AGUA.



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Technology Requirements

This guide includes the list of Technical Requirements that must be met by the parents to ensure their children have access to all the technology they need to benefit from the school's programs.

- All children must have access to an individual or shared (family) iPad running iPadOS 13.1 or higher, or Android Tablet running Android 8.0 Oreo or higher.
 - **Important Note: We strongly recommend iPad 9.7" or a higher iPad model, or Samsung Galaxy Tab S4 or a higher tablet model. A lower quality tablet can seriously marginalize a student's learning experience.**
- Parents need a mobile device (iOS or Android) or a desktop/laptop computer to monitor the progress of their children as well as communicate with the Teacher.
- A stable Internet connection is required for students to access online programs.
- Parents should have the ability to download the recommended apps by the school for themselves and their children.
- To seek help from the Teacher, children would need access to school's online learning management system through a web browser (Google Chrome or Safari) on their tablets or a computer.
- Parents are responsible for monitoring the online activity as well as the usage of the device by their children.
- If family prefers to print work and assignments, then a printer is recommended.



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Roles and Responsibilities

Students

Ibn Abbas (may Allah be pleased with him) reported: I was riding behind the Messenger of Allah, peace and blessings be upon him, when he said to me,

*“Young man, I will teach you some words. Be mindful of Allah and he will protect you. Be mindful of Allah and you will find him before you. **If you ask, ask from Allah. If you seek help, seek help from Allah.** Know that if the nations gathered together to benefit you, they will not benefit you unless Allah has decreed it for you. And if the nations gathered together to harm you, they will not harm you unless Allah has decreed it for you. The pens have been lifted and the pages have dried.”*

Source: Sunan Tirmidhi

To ensure success, students must:

1. Begin every lesson with Bismillah
2. Put their trust and reliance on Allah the Most Merciful. Seek help and support from Him when they need it.
3. Read/watch each activity and understand the task and objectives
4. Organize yourself each week by setting goals and planning what you need to complete for each course. Set up a plan to complete the assignments by their deadlines.
5. Complete all activities on time
6. Apply all developmental feedback received by the Teachers on a regular basis
7. Contact the teacher when you need help with understanding a concept or assignment
8. Attend all live sessions and meetings with your Teacher to ask questions, discuss your progress, and reflect
9. Actively participate by posting on the learning journal (Seesaw) and sharing their learning with other students in the group. Share at least one meaningful post per day.



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10. Review peers' work on the learning journal and provide positive and constructive feedback
11. Abide by the Student Code of Conduct at all times
12. Communicate regularly with your Teachers. Ask questions often!
13. Work with your Tarbiya Coach to complete weekly family reflections.

Student Code of Conduct

Anas narrated that the Prophet peace and blessings be upon him, said:

*By the One in Whose hand is the soul of Muhammad, none of you has believed until he **loves for his brother what he loves for himself** of goodness."*

Sunan An-Nasai

Abdullah ibn Umar reported: The Messenger of Allah, peace and blessings be upon him, said:

*"**A Muslim is a brother of another Muslim**, so he should not oppress him, nor should he hand him over to an oppressor. Whoever fulfilled the needs of his brother, Allah will fulfill his needs; whoever brought his (Muslim) brother out of a discomfort, Allah will bring him out of the discomforts of the Day of Resurrection, and whoever screened a Muslim, Allah will screen him on the Day of Resurrection."*

Bukhari

To ensure the safety and security of all students, American Islamic School requires that all students abide by the Student Code of Conduct. Violations of the Student Code of Conduct will be fully investigated by the school's administration, following our due process guidelines. Violations of the Student Code of Conduct may result in a student's administrative withdrawal from American Islamic School.



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At American Islamic School, we realize that every child and circumstance is unique and we will strive to ensure that the learning environment and experience at AIS is safe, orderly, and respectful for our learning community. The code of conduct at American Islamic School is based on the following balance of rights and responsibilities.

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate, be pro-active, and be responsible learners. Some examples include: <ul style="list-style-type: none">• <i>always trying their best, striving to understand and collaborate with their learning community</i>• <i>being prepared, on time, and ready for work</i>• <i>staying focused and not distracting others</i>• <i>completing work and using time wisely</i>
Students have the right to be respected.	Students have the responsibility to respect others (not bully, tease, harass, or pick on others). Some examples include: <ul style="list-style-type: none">• <i>being polite when communicating online</i>• <i>being respectful to Tarbiya Coaches, Teachers, and other students</i>• <i>using kind words</i>• <i>using good listening skills</i>• <i>being honest and telling the truth</i>
Students have the right to be safe.	Students have the responsibility to behave in a safe manner and to protect the safety of others. Some examples include: <ul style="list-style-type: none">• <i>do not cyberbully and harass others online</i>



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	<ul style="list-style-type: none">• <i>reporting dangerous situations of cyberbullying or abusive behavior right away</i>
Students have the right to privacy and security of personal space.	Students have the responsibility to respect the work and privacy of others (students, staff and community). Some examples include: <ul style="list-style-type: none">• <i>not entering into other's accounts online</i>• <i>respecting personal boundaries</i>• <i>asking before photographing/recording someone</i>
Students have the right to use student equipment and property.	Students have the responsibility to use the online and offline learning resources according to all applicable rules and with care and respect. Some examples include: <ul style="list-style-type: none">• <i>cleaning up after yourself at home when you finish your work</i>• <i>using Seesaw or other educational resources appropriately</i>

Student Internet Safety

Students should not reveal personal information about themselves or other persons on the internet. For example, a student should not reveal his/her name, home address, telephone number, or display photographs of him/herself or others to persons outside of American Islamic School without explicit consent of their parents/guardians.

Students must not engage in online or offline chat/conversations or agree to meet anyone in person that they have met only on the internet and who is not affiliated with American Islamic School without explicit consent of their parents.



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Attendance

It is the responsibility of the student to manage their time and ensure that they are actively engaged. Time management is critical to success because most activities can be accomplished independently. Student do not have to be online at the same time as the instructor or other students. As with any course, there is a risk of receiving a lower grade if a student falls behind. If a student struggles with time management, support is available for the Tarbiya Coach and student. Families should notify their Teacher and request support immediately.

Students who are unable to log into school or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. If the student does not have a back-up plan and cannot go to the library, the student must notify his or her Teacher in order to legitimize the reason for inactivity.

Condition	Response
5 school days without activity	<ul style="list-style-type: none">- Email or phone call to family- 5 Day Inactivity Letter
10 school days without activity	<ul style="list-style-type: none">- Email or phone call to family- 10 Day Inactivity Warning
15 school days without activity	<ul style="list-style-type: none">- 15 Day Inactivity Letter- Report to the Principal- Withdrawal warning from American Islamic School

Parents (Tarbiya Coaches)

Abdullah ibn Umar (may Allah be pleased with him) reported: The Messenger of Allah, peace and blessings be upon him, said:



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“Every one of you is a shepherd and is responsible for his flock. The leader of people is a guardian and is responsible for his subjects. A man is the guardian of his family and he is responsible for them. A woman is the guardian of her husband’s home and his children and she is responsible for them. The servant of a man is a guardian of the property of his master and he is responsible for it. No doubt, every one of you is a shepherd and is responsible for his flock.”

Source: Bukhari and Muslim

At American Islamic School, we believe that parents play a vital role in the education and tarbiya of their children. At AIS, parents are Tarbiya Coaches; a support system for their children and they engage in weekly family reflections to ensure ongoing success.

As Tarbiya Coaches, parents are highly valued members of our community who partner with us in the education of their children. American Islamic School provides additional support to families by collaborating with highly qualified Muslim Educational Psychologists to provide ongoing support to our Tarbiya Coaches through:

- Informative videos
- Monthly webinars
- Regular Q & A sessions and
- Intervention when needed

Our highly qualified Educational Psychologists will address topics that are highly relevant to the educational experience and success of our families. The videos, webinars, and Q & A sessions will be provided at no additional cost to our families and Tarbiya Coaches.

To ensure success, parents must:

1. Believe that children are a trust from Allah (Subhanahu wa Ta’ala) and parents have the responsibility of tarbiya towards them
2. Take an active interest in their child(ren)’s tarbiya
3. Create a conducive learning environment at home. Arrange a designated area where the student has space to work. Ensure the all devices are in good working order. Help your student create a personal calendar each week to set goals and ensure that he or she has a plan to complete weekly assignments. Monitor the student’s organization plan until the student has his or her routine in working order, is organized and is experiencing growth and academic and spiritual success.



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4. Maintain positive interaction with the student and positively impact their development and learning
5. Actively engage with the Tarbiya Library to understand the behavior and developmental processes of the child and to seek out best practices in line with the Quran and Sunnah to provide tarbiya. Regularly attend the monthly webinars for Tarbiya Coaches
6. Complete the weekly family reflection report
7. Set practical goals for each coming week and reflect on the goals of the previous week

Intervention

In general, our highly qualified team of Muslim Educational Psychologists will proactively provide ongoing support (aligned to the Quran and Sunnah) to all our families and Tarbiya Coaches through some of the following:

- Informative Videos that will address topics that are highly relevant to the educational experience, well-being, and success of our students and families;
- Regular Q & A Sessions;
- Monthly Webinars and when needed;
- Personalized Intervention

As mentioned earlier, the videos, Q & A sessions, and monthly webinars will be provided at no additional cost to all our families and Tarbiya Coaches.

In relation to specific and personalized intervention, American Islamic School provides support to families and students that are having trouble adjusting to online schooling. Some families and students have trouble with schooling regularly, attending online sessions, completing assignments, meeting deadlines, and in general engaging for academic success. Our support team is there to help families get the extra support they need so that they can achieve academic success.

Identifying At-Risk Students

American Islamic School uses an intervention process to identify and serve struggling students and families. At a nominal fee, AIS supports our students at-risk with an Educational Psychologist(s) to enable and improve the



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academic achievement and well-being of students. Our intervention team will provide parent outreach, education and support services, facilitating resources and referral programs if needed.

Teachers are expected to observe behaviors in students to determine if additional support is needed for their students. Several areas are used to monitor student engagement that includes but is not limited to live correspondences, weekly reflection, assignments, and posts.

At the initial stages, our Parent Liaison will collaborate and communicate with parents and guardians in an effort to rectify the situation. If students continue to demonstrate disengagement, the school administration will notify families that a request has been made to provide additional support for their family through the AIS Support Team. AIS Parent Liaison will continue to follow up with the family to determine the level of support needed and the next steps, Insha Allah.

Acceptable Use Guidelines for the Internet

- Posting anonymous messages on line is not permitted unless authorized by the Teacher
- Impersonating another person is also strictly prohibited.
- Students must use only their own usernames and passwords, and must not share these with anyone.
- Students may not interfere with other users' ability to access American Islamic School's platforms or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their username and password.
- Students must not publicly post any personal contact information (address, phone number) for anyone.
- Students must not publicly post messages that were sent to them privately.

Inappropriate Behavior

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.



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- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.

For more information, please refer to the section on Bullying, Cyber-bullying, Harassment, and Mobbing.

Bullying /Cyberbullying/Harassment/Mobbing

American Islamic School maintains a zero-tolerance policy towards bullying, cyberbullying, harassment, mobbing, bigotry and all other forms of prejudice.

The School promotes and supports a learning environment that is free of discrimination, harassment, abuse or mobbing against the learning community consisting of students, parents, staff, and visitors based on race, color, gender, nationality, disability, wealth, or religion.

The School strives to provide its students with opportunities to fulfill their potential, free from gender-based, ethno-social-cultural or racial discrimination.

Discrimination, harassment, abuse and mobbing on American Islamic School learning platforms or social media pages is unacceptable conduct and will not be tolerated. All persons associated with the School are expected to willingly live up to a code of conduct based on respect for others and themselves.

Definitions

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It includes unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or

humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

- teasing
- social exclusion



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- threats
- intimidation
- stalking
- physical violence
- theft
- sexual, religious, or racial harassment
- public or private humiliation
- destruction to work or property

Bullying includes an overt, repeated act or gesture, including verbal or written communication transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, humiliate, intimidate, ridicule, or harm the student.

Cyberbullying often involves posting threatening/harmful messages, sending offensive, rude or intimidating messages, posting gossip and rumors, or posting material meant to get someone in trouble or tarnish their reputation, pretending to be someone else, and, but not limited to, posting secrets or embarrassing information about someone. Cyberbullying also means bullying through technology or an electronic communication, which includes, but is not limited to, a transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, phot-electronic system, email, internet or mobile communications, instant messages, or via social media. Cyberbullying includes creating a social media page, webpage, vlog, online group, or blog in which the creator assumes the identity of another person, or knowingly impersonates another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions mentioned in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions mentioned in the definition of bullying.

Harassment: Harassment is an act by which conditions are sufficiently altered to create an intimidating, hostile or an otherwise offensive educational environment, in which any reasonable person could justifiably complain. The defining feature of harassment is that the behavior is offensive to and unwanted by the victim.

Verbal or physical conduct of may be considered harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an abusive, intimidating, hostile, or offensive educational environment. The hostile or offensive act or expression against an individual or a group relating to color, race, religion, nationality, ethnic or national origins. Ethnic harassment includes, but is



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not limited to, derogatory name calling, insults and racist jokes, racist graffiti, verbal abuse ranging from belittling or suggestive remarks to threats, physical attack and ridicule of an individual for cultural differences.

Mobbing: Emotional abuse on school grounds. It is the ganging up by students, colleagues, peers, associates, subordinates or superiors – as in a “mob” – to force someone out of the workplace or school, off a team or informal club, or to resign from an assignment or project through rumor, innuendo, intimidation, humiliation, discrediting and isolation. Mobbing is a malicious, non-racial form of harassment.

Inappropriate Language is the act of using gross, profane, and obscene language in verbal or written form or in pictures, caricatures, or the use of obscene gestures. The use of any of the aforementioned on any of the School’s learning platforms or social media pages is prohibited. The School’s learning spaces are a safe environment where staff, parents, and most importantly students should not have to hear off-color or inappropriate language.

Procedures

It is considered unacceptable for persons associated with American Islamic School, adults and minors alike, to remain indifferent to allegations of cyberbullying, harassment, abuse, bullying and/or mobbing. It is the responsibility of the learning community to ensure that students are taught about how to identify and deal with such experiences.

American Islamic School employees are under a professional obligation to bring known allegations of harassment, abuse, cyberbullying and/or mobbing to the attention of the responsible staff and to ensure such allegations are acted upon in a professional manner whilst the legal rights of victims and the accused remain protected.

Students who are witnesses to incidents and/or victims of abusive behavior are encouraged to approach educators, parents or other adults whom they trust to assist them in formalizing their official complaints. American Islamic School staff responsible for receiving allegations of abusive behavior are required to take such matters seriously, and to ensure they are acted upon promptly and with discretion by proper authority. American Islamic School leadership will ensure allegations of abusive behavior are promptly and discretely investigated, taking care to maintain as great a degree of confidentiality as possible.



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Cyberbullying

In a digital age, it is essential to protect children from all forms of cyberbullying which may develop out of the social context of the school. Cyberbullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

As part of its duty to protect its students, American Islamic School will address instances of cyberbullying occurring through the use of the School's online learning platforms, social media pages or the use of personal digital devices, such as mobile phones, digital cameras, personal computers, and tablets, while on the School's learning platforms.

Principles

If cyber bullying occurs in environments or contexts outside the School's learning spaces, the School may respond with formal discipline in cases where the incident causes, or threatens to cause, a substantial disruption on the School's learning platforms or an interference with the student's right to feel secure on the School's learning spaces.

In all instances, the School will strive to ensure that harmful material is removed, the harmful activities cease, and retaliation by the student or by others at the student's request does not occur.

Consequence

Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, hazing, violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Retaliation is a serious violation of the school's policies, and suspected retaliation should be



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reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

These guidelines shall not be interpreted as infringing on the rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by Provincial, State or Federal law).

Complaints

The Principal or his or her designee is responsible for receiving complaints alleging violations of these guidelines. All members of the learning community (i.e. staff, parents, and students) are required to report alleged violations immediately. Members of the learning community are encouraged to report any act that may be a violation of these guidelines anonymously to the Principal or his/her designee.

Safety Disclaimer

Purpose

The purpose of the American Islamic School online learning platforms and social media pages is to promote the school's mission and vision, support student learning, facilitate communication with students, our learning community, and staff.

Disclaimer

American Islamic School (AIS) online learning platforms and social media pages are developed, monitored, and maintained by AIS staff. Links to other Internet sites should not be mistaken be misconstrued as an endorsement of the views contained therein.

American Islamic School:

- Does not control or guarantee the accuracy, relevance, timelines or completeness of information contained on a linked website.



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- Does not endorse the organizations sponsoring linked websites, nor does the School endorse or recommend the products/services, advertisements that they display or offer. Views and comments expressed on the site are those of the users and do not necessarily reflect the views of the School.
- Cannot and does not authorize the use of copyrighted materials contained in linked websites. Users may request permission from the sponsor of the linked website.
- Cannot be responsible for “worms” or “viruses” spread through any website or social media page including loss of data, identity theft or damage to computer systems. Users and/or their parents/guardians are responsible for maintaining appropriate virus protection and following safe computing practices.

American Islamic School’s website, online learning platforms, and social media pages are monitored regularly, and any inappropriate post will be promptly removed. Inappropriate posts include those that:

- Are obscene, slanderous, or incite students to create a clear and present danger of the commission and unlawful acts towards others be it verbal or physical, violation of school rules, or substantial disruption of the school’s orderly operation
- Are not related to the stated purpose of the School’s website, learning platform, or social media pages, including but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

The School expects that all students and participants will treat each other with respect in order to nurture and maintain a safe and collaborative learning space for all. Posted comments that contain vulgar or abusive language; pornography; personal attacks of any kind; offensive terms that target specific ethnic or racial groups or incite violence may result in disciplinary action ***even if these offenses did not occur***. The School will delete offensive comments including those that are spam, are clearly “off topic” or that promote services or products. Comments that make unsupported accusations will be taken out of the discussion.

- The use of vulgar, offensive, threatening or harassing language is prohibited.
- AIS discussion platforms are not open to comments promoting or opposing any political agenda/campaign.



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- The School's online learning platform and social media pages are not open to the promotion or advertisement of a business or commercial transaction that is not part of student projects or learning.

Users are hereby notified that they are fully responsible for the content they load to the American Islamic School learning platform and social media pages. The School is not responsible for the content of external online platforms. The user is responsible for all copyright and intellectual property laws associated with this content.

American Islamic School reserves the right to review any material transmitted using American Islamic School's learning management systems and online resources or posted to an American Islamic School platform to determine the appropriateness of such material. American Islamic School may review the content or material at any time, with or without notice. For Child Protection purposes, e-mails transmitted via American Islamic School platforms or computing resources is not private and may be monitored.

Use of Technology

Parents are responsible for ensuring responsible, safe, and healthy usage of technology, educational materials, equipment and online activity by their children. American Islamic School will not be responsible for any damages caused by the usage of its program and/or activities.

Content

For online learning platforms or social media pages, contact the school administration concerning any violation to these guidelines. For problems concerning the School's online learning platforms and social media pages, send an email to admin@americanislamic.school.



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Privacy Policy

American Islamic School is committed to protecting the security and privacy of each student, parent, client, associate, and website visitor. The policy below outlines how we collect and use only relevant user information from our website and associated services to continually offer the best user experience possible.

This Privacy Policy governs the manner in which American Islamic School collects, uses, maintains, and discloses information collected from users (each, a "User") of the <https://en.americanislamic.school> website ("Site"). This privacy policy applies to the Site and all products and services offered by American Islamic School.

To review the complete Privacy Policy, please visit <https://en.americanislamic.school> (the Privacy Policy is located in the Footer section of the website).

Student Records

The following persons have access to student records: Principal, professional staff of the school, administrative staff, the parent or guardian of the student, and other persons authorized in writing by the parent/guardian except in cases where other professionals have legitimate educational or legal interest in the student records.

Tarbiya Coaches and families may contact the school to obtain a copy of student records from the Registrar. Tarbiya Coaches are responsible for keeping contact information current on the AGUA learning management system.

In cases where a parent does not have custody, the Principal and Senior Leadership of the school shall presume that the parent has the right to review the records of the student unless the school has been provided evidence that there is a legally-binding instrument or court order which provides to the contrary.

Report Cards and Transcripts

Report cards are issued at the end of each term for the academic year. Report cards will be sent via e-mail following the end of each term, Insha'a Allah.

Complaint Response Procedure

American Islamic School is committed to establishing student and family satisfaction. The following procedure is in place to ensure that AIS staff address student/family grievances in a timely manner.



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- The student and parent(s) or guardian(s) must address in writing any concern or grievance to the Teacher.
- The Teacher shall respond within five (5) working days, Insha'a Allah.
- If the concern or grievance is not resolved by the Teacher, the parent(s) or guardian(s) may, within five (5) working days of the Teacher's response, contact the Principal via (email).
- The Principal will investigate and respond within five (5) working days.



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Withdrawals & Refund

Withdrawing Your Child

Tarbiya Coaches and families who wish to withdraw their children from American Islamic School must contact the school by email at admin@americanislamic.school and notify the school of their desire to withdraw. A representative from American Islamic School will later contact you to schedule an exit interview, Insha'a Allah.

Re-Enrollment After Withdrawal

Students who are withdrawn from the school by way of a family request shall not be permitted to re-enroll at American Islamic School until the following term.

Students who are withdrawn from the school by way of a school-initiated academic or behavioral withdrawal shall not be permitted to re-enroll until a meeting with the Principal or his/her appointed designee has taken place. If the Principal approves the re-enrollment, it will take place at the start of the new term.

The school reserves the right to reject a re-enrollment request for a student who has been withdrawn due to a school-initiated or family-initiated withdrawal.

Note: Students who are withdrawn before the last day of the term may not receive a Report Card.

Refunds

As a parent, if you're not 100% satisfied with our programs, you may withdraw at any time before the last day of the Term by sending a "withdrawal & refund" email to admin@americanislamic.school to receive a full refund. All school-initiated withdrawals automatically qualify for a full refund.