



Marifah School

MARIFAH SCHOOL PARENT HANDBOOK

MARIFAH SCHOOL

Inspiring Excellence, Nurturing Faith

Academic Year: 2025–2026

Grades: Junior Kindergarten (JK) to Grade 8

Registered Private School with the Ontario Ministry of Education

1586 Stittsville Main Street, Ottawa, ON

www.marifah.ca, info@marifah.ca

Together we raise our children with knowledge, character, and faith

Prepared for Parents & Guardians

Version: July 2025

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1 Introduction & Welcome

1.1 Message from the Principal / Board

Assalamu Alaikum wa Rahmatullahi wa Barakatuh,

Dear Parents and Guardians,

Welcome to Marifah School! We are honored that you have entrusted us with your child's education and tarbiyah (upbringing). At Marifah, we view education as a sacred trust (Amanah) between the school, the family, and the wider Muslim community.

Our vision is to nurture students who excel in academics while being firmly grounded in their Islamic faith, values, and character. We strive to prepare students who are confident, knowledgeable, and ready to contribute positively to Canadian society as proud Muslims.

We value your partnership and look forward to working together to ensure that every child grows in **knowledge ('Ilm), sincerity (Ikhlās), and good character (Akhlaq).**

May Allah (SWT) bless our efforts and grant our children success in this world and the Hereafter. *Ameen.*

Marifah School Board & Administration

1.2 School History & Background

Marifah School was established in 2023 to serve the Muslim families of Kanata, Stittsville, and neighboring communities who desired both **excellence in academics** and **a strong Islamic foundation** for their children.

Beginning with a small student body, the school has steadily grown and is now located at **1586 Stittsville Main Street**. Marifah is a registered private school with the **Ontario Ministry of Education (MoE)**, offering the MoE curriculum from **Junior Kindergarten to Grade 8**, alongside Quran, Arabic, Islamic Studies, and French.

This dual commitment ensures that our children are well-prepared to meet academic standards in Ontario while being deeply rooted in Islamic teachings and identity.

1.3 Contact Information & Office Hours

Address: 1586 Stittsville Main Street, Stittsville, ON, K2S 1P1

WhatsApp Number: 613-592-5940

Email: info@marifah.ca

Website: www.marifah.ca

Office Hours: Monday to Friday: 8:30 AM – 3:00 PM

For general inquiries, please contact the school office during office hours. Appointments with teachers or the Principal can be arranged by contacting the office or emailing directly.

1.4 Purpose of the Parent Handbook

This handbook serves as a **reference guide** for parents and guardians. It provides:

- The policies and procedures that govern daily life at Marifah.
- Expectations for students, parents, and staff.
- Guidelines to ensure a safe, respectful, and nurturing environment.
- Islamic context and rationale for our school culture and rules.

We ask all parents to **read this handbook carefully**, keep it for reference, and support us in implementing the policies consistently at home and at school.

1.5 Our Educational Philosophy

Marifah's philosophy is rooted in the belief that **Islam and academic excellence are not separate, but integrated**.

- **Ontario Curriculum:** Provides strong literacy, numeracy, science, and social studies foundations.
- **Islamic Curriculum:** Quran memorization, tajweed, Islamic Studies, Arabic language, and Adab.
- **Character Education:** Every aspect of school life is seen as an opportunity to teach honesty, respect, responsibility, and compassion.

We aim to raise students who live by the Quran and Sunnah, demonstrate Islamic manners, and excel in academics.

1.6 Parent Partnership

We believe parents are the **first educators** of their children. The school builds upon the tarbiyah already instilled at home. To achieve success:

- Parents and teachers must communicate openly and respectfully.
- Discipline and values must be reinforced both at school and at home.
- Students must see their parents respecting the school and its teachers — this sets the tone for how they treat their education.

We are partners in raising a generation of confident, practicing Muslims who are ready to lead.

1.7 Dua for Success

We close with a dua:

اللَّهُمَّ اِنْفَعْنَا بِمَا عَلَّمْتَنَا، وَعَلِّمْنَا مَا يَنْفَعُنَا، وَزِدْنَا عِلْمًا.

“O Allah, benefit us by what You have taught us, teach us what will benefit us, and increase us in knowledge.” Sunan Ibn Majah (Hadith 224) (Ameen)

2 Mission, Vision & Philosophy

2.1 Our Mission

At Marifah School, our mission is to provide **academic excellence** while nurturing students' **Islamic identity, character, and values**. We aim to raise confident Muslims who are equipped with knowledge, skills, and faith to serve their communities and succeed in both worlds.

Our mission rests on three pillars:

1. **Excellence in Education (Ihsan):** Meeting and exceeding the standards set by the Ontario Ministry of Education in all core subjects.
2. **Commitment to Faith (Iman):** Embedding Quran, Sunnah, and Islamic values in daily learning and conduct.
3. **Nurturing Character (Akhlaq):** Developing students' manners, responsibility, and sense of leadership.

2.2 Our Vision

Our vision is to be recognized as a **leading Islamic school in Canada** that:

- Graduates students who are academically strong, spiritually grounded, and morally upright.
- Inspires lifelong learners who love knowledge ('Ilm) and seek it with sincerity (Ikhlas).
- Produces leaders who embody Islamic character, serve humanity, and represent Islam positively in society.

We envision Marifah as a school where children **pray together, learn together, and grow together** in faith and knowledge.

2.3 Our Core Values

Our school is guided by the following Islamic values:

- **Tawheed (Oneness of Allah):** Recognizing that all knowledge comes from Allah.
- **Amanah (Trust):** Education is a sacred trust shared by teachers, parents, and students.
- **Ikhlas (Sincerity):** Striving for excellence for the sake of Allah.
- **Adab & Akhlaq (Manners & Character):** Respect for teachers, parents, peers, and the environment.
- **Shura (Consultation):** Working collaboratively between staff, students, and parents.
- **Ihsan (Excellence):** Doing everything with the highest standard of effort.

2.4 Philosophy of Education at Marifah

At Marifah, we believe that education is not simply about academic knowledge, but about **holistic development**.

- **Spiritual Development:** Daily prayers, Quran recitation, Hadith reading, and Azkar strengthen children's connection with Allah.
- **Intellectual Development:** Rigorous academic programs ensure students are competitive and prepared for future studies.
- **Moral Development:** Discipline policies, service projects, and reminders instill respect, honesty, and compassion.
- **Social Development:** Group work, assemblies, and extracurricular activities build teamwork and leadership.

This philosophy ensures our students excel both in the **dunya** (worldly success) and the **akhirah** (eternal success).

2.5 Role of Parents & Community

Parents and community members are essential partners in fulfilling this mission and vision. Marifah expects parents to:

- Reinforce Islamic manners and values at home.
- Support academic learning through homework and reading.
- Model respect for teachers and the school.
- Participate in school activities, events, and fundraising.

By working together, we uphold the Quranic principle:

وَتَعَاوَنُوا عَلَى الْبِرِّ وَالتَّقْوَىٰ

"...And cooperate in righteousness and piety..." (Surah Al-Ma'idah 5:2)

3 School Governance & Communication

3.1 School Administration Structure

Marifah School operates under the guidance and oversight of its Board of Directors and Administration Team. Together, they ensure the school runs smoothly, aligns with the Ontario Ministry of Education (MoE) requirements, and upholds its Islamic vision and values.

Key Roles:

- **Board of Directors:** Provides governance, strategic direction, and ensures policies comply with educational standards and Islamic principles.
- **Principal:** Responsible for day-to-day academic leadership, student welfare, staff management, and maintaining a positive Islamic learning environment.
- **Vice Principal / Academic Coordinator:** Assists the Principal with curriculum implementation, teacher support, and student progress monitoring.
- **Office Administrator:** Manages school records, communications, admissions, and general inquiries.
- **Teachers:** Deliver the curriculum, mentor students, and model Islamic values.
- **Support Staff:** Assist in supervision, facilities, and student safety.

3.2 Role of the Parent Committee

Marifah School strongly believes in the partnership between home and school. Our **Parent Committee** plays an important advisory and supportive role in school life.

Purpose of the Parent Committee:

- Provide parent perspectives on school policies and initiatives.
- Organize or assist with events, fundraisers, and Islamic celebrations.
- Support communication between parents and the school administration.
- Promote volunteer opportunities that enrich the school experience.

Parents are invited to attend Parent Committee meetings, suggest agenda items, and participate actively in activities that benefit students and strengthen our community.

If you wish to join or volunteer, please contact the office for details on meeting schedules and committee membership.

3.3 Feedback & Complaints Policy

Marifah School values your feedback and takes all concerns seriously. We encourage respectful and constructive communication, following Islamic adab (etiquette).

If you have a concern:

1. Speak directly with the teacher involved — many matters can be resolved quickly at this level.
2. If the issue remains unresolved, request a meeting with the Principal.
3. If you are still not satisfied, you may submit a written concern to the Board of Directors at info@marifah.ca.

We aim to address all concerns fairly and promptly, upholding transparency and professionalism. Confidentiality will be respected throughout the process.

Key Reminders for Parents

- Maintain open, respectful communication.
- Stay informed through school channels.
- Participate in the Parent Committee to strengthen our school community.
- Support the school by following policies and procedures outlined in this handbook.

Jazakum Allahu Khairan for your partnership and cooperation in making Marifah School a safe, supportive, and nurturing environment for every student.

4 Communication & Parent Involvement

4.1 Philosophy of Communication

At Marifah School, communication between parents and the school is based on **mutual respect, transparency, and Islamic adab (manners)**. A positive home-school relationship is essential to supporting student success.

We believe that parents and teachers are partners in a child's tarbiyah (upbringing), and communication should always reflect patience, understanding, and the shared goal of helping children grow in both knowledge and character.

4.2 Communication Channels

Maintaining clear and open communication with parents is one of our top priorities. We use multiple channels to keep you informed:

- **Newsletters:** Sent regularly to share updates, announcements, and reminders about school activities and important dates.
- **Google Classroom:** Used for homework, class announcements, schedules, and teacher updates.
- **WhatsApp / Email Groups:** For urgent notices, quick updates, or reminders.
- **Parent-Teacher Meetings:** Scheduled formally twice a year and as needed.
- **Website:** General information, policies, forms, and calendar.
- **Social Media:** For highlights and community engagement.

4.3 Communication with Teachers

- Teachers are available by **email or scheduled appointments**.
- Drop-off and pick-up are not appropriate times for detailed conversations. Parents wishing to discuss academic or behavioral concerns should book a meeting with the teacher.
- Teachers will communicate with parents regarding academic progress, behavior, or concerns early, so issues can be addressed before they escalate.

4.4 Parent Meetings & Conferences

- **Parent-Teacher Conferences** are held twice yearly to review academic progress.
- Additional meetings may be requested by parents or teachers if needed.
- Meetings should always be respectful and solution-focused. Parents are encouraged to approach these meetings with the mindset of partnership, not confrontation.

4.5 Parent Involvement & Volunteering

Marifah encourages parent participation in school life. Parents may volunteer in areas such as:

- Assisting with school events, field trips, and fundraising activities.
- Supporting classroom projects or extracurricular programs.

- Serving on parent advisory groups (when available).

For safety reasons, all volunteers who work directly with children must provide a **current Police Record Check (PRC)** with vulnerable sector screening.

4.6 Fundraising Participation

As a private Islamic school, Marifah relies on both tuition fees and community fundraising. Parents are expected to support the school's fundraising initiatives, which may include:

- School dinners and events.
- Ramadan fundraising campaigns.
- Student-led initiatives.

Fundraising helps cover facility improvements, resources, and scholarships, directly benefiting the students.

4.7 Parent Code of Conduct

Parents are expected to:

- Treat all staff, students, and families with respect and dignity.
- Model Islamic manners in all interactions.
- Avoid disruptive or confrontational behavior.
- Communicate concerns through the proper channels.
- Support the school in maintaining discipline and upholding policies.

Failure to follow the Code of Conduct may result in restrictions on school access or further action by administration.

5 Dress Code & Uniform Policy

5.1 Purpose of the Dress Code

At Marifah School, clothing is not only about appearance but also about **identity, modesty, and discipline**. A clear dress code:

- Promotes Islamic values of **haya (modesty)** and self-respect.
- Encourages unity and reduces peer pressure around fashion.
- Ensures students are dressed appropriately for a safe and active learning environment.

Our goal is to help students develop pride in presenting themselves as Muslims who represent their deen both in and outside of school.

5.2 General Guidelines for All Students

- Clothing must be **clean, modest, and neat**.
- Pants and tops must be loose-fitting (no tight jeans, leggings, or short tops).
- Clothing with inappropriate images, cartoons, slogans, or logos is prohibited.
- Students must wear **indoor shoes** while inside the school to maintain cleanliness.
- Hair should be tidy; extreme hairstyles or unnatural colors are not permitted.
- Jewelry should be minimal and safe (no large hoops, sharp accessories).

5.3 Girls' Dress Code

- **Grades JK–3:** Comfortable modest clothing. Hijab is encouraged but not mandatory at these early ages.
- **Grades 4–8:**
 - Hijab (headscarf) is required at all times during school hours and Salah.
 - Tops must be long and loose, covering below the hips.
 - Pants must be loose-fitting. Skirts must be long and worn with leggings underneath.
 - Transparent or revealing clothing is not permitted.
 - No nail polish

5.4 Boys' Dress Code

- Shirts or tops must be neat, clean, and modest (no sleeveless tops).
- Pants must be modest in length and fit (no shorts above the knee, ripped jeans, or sagging pants).
- Boys are encouraged to wear kufis during Salah (optional but recommended).
- Hats or caps are not permitted inside classrooms.

5.5 Physical Education Attire

- Both boys and girls must wear **modest sportswear**: loose track pants or sports pants and long-sleeved shirts.
- Shorts above the knee and sleeveless tops are not permitted.
- Hijabs must be securely fastened to allow safe participation in sports.

5.6 Seasonal Clothing

- Students must come prepared for the weather:
 - Winter: boots, jackets, hats, mittens/gloves.
 - Rainy weather: raincoats, umbrellas, and waterproof footwear.
- Students are expected to go outside for recess unless weather is extreme, so appropriate outerwear is required daily.

5.7 Non-Compliance with Dress Code

- **First Instance:** Verbal reminder by teacher.
- **Second Instance:** Written notice to parents.
- **Third Instance:** Student may be sent home to change or required to remain in the office until appropriate clothing is arranged.

Parents are expected to support the school in maintaining consistency with the dress code, as it reflects both Islamic values and school discipline.

6 Academic Expectations & Curriculum

6.1 Overview

Marifah School offers a **balanced program** that integrates the **Ontario Ministry of Education curriculum** with a strong **Islamic Studies program**. Our students learn the same core academic subjects as their peers in Ontario public schools, while also building a solid foundation in Quran, Arabic, Islamic Studies, and Adab.

We strive for academic excellence while nurturing Islamic character. Our aim is to develop students who are both **successful learners** and **proud Muslims**.

6.2 Ontario Curriculum (Core Academic Subjects)

Marifah delivers the Ontario Ministry of Education (MoE) curriculum in all required subject areas:

- **English Language:** Reading, writing, oral communication, media literacy.
- **Mathematics:** Number sense, algebra, geometry, measurement, data management, and financial literacy.
- **Science & Technology:** Life sciences, physical sciences, earth sciences, and engineering concepts.
- **Social Studies, History & Geography:** Understanding Canada, world history, and civic responsibility.
- **French as a Second Language (FSL):** Beginning in the early grades.
- **The Arts:** Visual arts, drama.
- **Coding and Robotics**
- **Health & Physical Education:** Promoting fitness, teamwork, healthy living, and well-being.

Teachers use a variety of instructional strategies, including inquiry-based learning, projects, group work, and assessments aligned with **Ontario's Growing Success policy**.

6.3 Islamic Curriculum

In addition to the Ontario program, Marifah students benefit from a comprehensive Islamic program:

- **Quran Studies:** Recitation, memorization, tajweed, and understanding of selected surahs.
- **Arabic Language:** Reading, writing, vocabulary, and conversation.
- **Islamic Studies:** Beliefs ('Aqeedah), worship ('Ibadah), manners (Adab), history, and the Seerah of the Prophet ﷺ.
- **Hadith Reading:** Daily reading and explanation of short hadith, encouraging students to apply teachings in daily life.
- **Adhkar & Duas:** Memorization of morning/evening duas and adhkar after Salah.

- **Congregational Prayer (Salah):** Students pray Zuhr in jama'ah daily, practicing discipline, humility, and community spirit.

This dual focus equips students with both academic competence and Islamic identity.

6.4 Academic Expectations

- **Effort & Participation:** Students are expected to engage actively in lessons and complete classwork on time.
- **Homework:** Reinforces classroom learning and builds discipline (see 6.6).
- **Respect for Teachers:** Central to success; students must listen, follow instructions, and show adab.
- **Responsibility:** Students must take ownership of their learning, come prepared with materials, and meet deadlines.
- **Integrity:** Cheating, plagiarism, or dishonesty in work is not tolerated.

6.5 Grading & Reporting Policy

Marifah follows Ontario MoE guidelines for assessment and evaluation:

- **Assessment Types:** Quizzes, tests, projects, presentations, class participation, and teacher observations.
- **Report Cards:** Issued three times a year (Fall, Winter, End of Year).
- **Parent-Teacher Conferences:** Held twice annually, with additional meetings available upon request.
- **Islamic Subjects:** Quran, Arabic, and Islamic Studies are graded for effort, progress, and achievement, reflecting both skill and consistency.

Parents are encouraged to monitor progress and communicate with teachers early if concerns arise.

6.6 Homework Policy

Homework reinforces classroom learning and builds independence. Guidelines are as follows:

- **JK–Grade 2:** 10–20 minutes daily (reading, spelling, Quran practice).
- **Grades 3–5:** 30–45 minutes daily (core subjects + Quran memorization).
- **Grades 6–8:** 60–90 minutes daily (projects, essays, advanced Quran memorization).

Role of Parents:

- Provide a quiet study space.
- Monitor completion of homework without doing it for the child.
- Encourage daily reading and Quran practice.

6.7 Academic Support & Enrichment

- **Support:** Students who struggle may receive small-group or one-on-one help. Parents may also be referred to external resources.
- **Enrichment:** Advanced students may be given extended assignments, leadership opportunities, or competitions to challenge their abilities.

6.8 Partnership with Parents

Academic success is strongest when parents and teachers work together. Parents can support by:

- Encouraging children to read daily.
- Monitoring homework completion.
- Attending parent-teacher conferences.
- Reinforcing respect for teachers and the value of education.

7 Health, Safety & Wellbeing

7.1 Attendance & Absenteeism

Regular attendance is essential for academic success. Students are expected to attend school daily and arrive on time.

- **Reporting Absences:** Parents must notify the school office by phone or email before 8:30 AM if their child will be absent.
- **Extended Absences:** Requests for vacation or extended leave should be made in writing and approved by administration. Families are encouraged to plan travel during school holidays.
- **Punctuality:** Repeated lateness disrupts learning. Students who arrive late must sign in at the office before entering class.

7.2 Illness, Medication & Allergies

Marifah School prioritizes the health of all students and staff.

- **When to Stay Home:** Children must stay home if they have:
 - Fever (over 37.8°C)
 - Vomiting or diarrhea in the last 24 hours
 - Contagious infections (pink eye, strep throat, flu, COVID-19)
 - Severe cough or cold symptoms preventing class participation
- **Medication:**
 - Staff will not administer medication unless a **Medication Consent Form** is signed.
 - Medication must be in original packaging, labeled with the student's name and dosage.
- **Allergies:**
 - Marifah is a **nut-free school**.
 - Parents must provide updated allergy/medical information at registration.
 - Emergency medication (e.g., EpiPens, inhalers) must be provided and will be stored in a safe, accessible location.

7.3 Safe Environment & Clean Facilities

We strive to provide a clean, safe, and healthy environment:

- Daily cleaning of classrooms, bathrooms, and common areas.
- Regular sanitization of high-touch surfaces.
- Handwashing routines taught and reinforced.
- Staff and students encouraged to maintain tidiness of personal and shared spaces.

Islam teaches us that “*Cleanliness is half of faith*” (Sahih Muslim). At Marifah, cleanliness is part of both health and Iman.

7.4 Playground & Outdoor Play Safety

Outdoor play is vital for physical and social development. To ensure safety:

- All outdoor play is supervised by staff.
- Use of playground equipment, trampoline, and sports equipment must follow safety rules.
- Rough play, pushing, or unsafe climbing is not allowed.
- **Staggered Playtimes:** Since students range from JK to Grade 8, recess times may be staggered to ensure fair access and age-appropriate play.
- Seasonal rules apply (e.g., safe snow play in winter).

7.5 General Health & Wellbeing

At Marifah, wellbeing is more than physical safety — it includes emotional and spiritual health.

- **Mental Health:** Staff are trained to notice signs of stress, bullying, or anxiety. Parents will be contacted if concerns arise.
- **Spiritual Wellbeing:** Daily Salah, Quran, and Hadith readings provide grounding and support.
- **Healthy Habits:** Students are encouraged to get adequate sleep, eat well, and balance screen time.

7.6 Safe Arrival & Departure Program

The safety of children during arrival and dismissal is a shared responsibility.

- Parents must **escort their children from the car to the school door**.
- Students are not permitted to walk through the parking lot alone.
- At dismissal, parents or authorized guardians must pick up children directly from the designated area.
- **Late Pick-Up Policy:** A fee of **\$10 per 15 minutes** will be charged if students are not picked up on time.

7.7 Infectious Disease Policy

In the case of outbreaks (e.g., flu, COVID-19, RSV):

- Students showing symptoms may be asked to stay home until cleared.
- Public health guidelines will be followed.
- Remote learning options may be provided in prolonged cases.

Parents are expected to cooperate fully to prevent the spread of illness.

8 Attendance & Absenteeism

8.1 Importance of Attendance

Consistent attendance is essential for both academic progress and spiritual development. Learning at Marifah happens daily, through lessons, discussions, Salah in jama'ah, and participation in class activities.

Islam also emphasizes the value of consistency. The Prophet ﷺ said:

"أَحَبُّ الْأَعْمَالِ إِلَى اللَّهِ أَدْوَمُهَا وَإِنْ قَلَّتْ"

"The most beloved of deeds to Allah are those that are consistent, even if small." (Sahih al-Bukhari)

Regular attendance builds discipline, responsibility, and respect for time.

8.2 Reporting Absences

- **Parent Responsibility:** Parents must notify the school **by phone or email before 8:00 AM** if their child will be absent.
- The message should include the child's full name, grade, reason for absence, and expected return date.
- Absences not reported will be recorded as **unexcused**.

8.3 Excused Absences

Absences may be excused for the following reasons:

- Illness or medical appointments.
- Family emergencies.
- Other reasons approved by the administration.

Documentation (doctor's note, appointment card, etc.) may be required for multiple or extended absences.

8.4 Unexcused Absences

Absences without valid reason or prior communication are considered **unexcused**. Repeated unexcused absences may result in:

- Parent meetings.
- Attendance improvement plans.
- Possible reporting to authorities if truancy persists (as per Ontario law).

8.5 Extended Absences & Travel

- Parents must submit a written request at least **2 weeks in advance** for travel or extended absences.

- While permission may be granted, parents should note that **teachers are not obligated** to provide replacement lessons or make-up work in advance.
- Students are responsible for catching up on missed lessons, assignments, and Quran memorization.

Families are strongly encouraged to plan travel during school holidays to avoid disrupting the student's learning.

8.6 Lateness (Tardiness)

- Students are expected to arrive by **8:30 AM** each morning.
- Arriving late disrupts learning and misses out on the morning assembly and du'a.
- Repeated lateness will be addressed with parents and may affect student participation in extracurricular privileges.

8.7 Early Dismissal

- Parents wishing to pick up their child early must notify the office in advance.
- Students will only be released to parents or pre-authorized guardians.
- Sign-out at the office is required before leaving the school building.

8.8 Attendance & Academic Progress

- Frequent absences or lateness negatively impact academic achievement.
- Students who miss more than **15 days per term** without valid reason may face review of academic standing and promotion.
- Attendance is factored into report cards under **Learning Skills and Work Habits** (as per Ontario guidelines).

9 Discipline Policy & Student Code of Conduct

9.1 Purpose of Discipline at Marifah

Discipline at Marifah School is rooted in **tarbiyah (holistic upbringing)**, not punishment. Our goal is to guide students toward self-control, responsibility, and good character (akhlaq) based on the teachings of Islam.

The Prophet ﷺ said:

"خَيْرُكُمْ أَحْسَنُكُمْ خُلُقًا."

"The best among you are those who have the best manners and character." (Sahih al-Bukhari)

Discipline ensures that classrooms remain safe, respectful, and conducive to learning, while reinforcing Islamic values of respect, honesty, and compassion.

9.2 Student Code of Conduct

Every Marifah student is expected to:

- Show **respect** to teachers, staff, classmates, and themselves.
- Use polite and kind language at all times.
- Follow classroom and school rules promptly.
- Take responsibility for their actions and belongings.
- Demonstrate honesty in academics (no cheating, plagiarism, or dishonesty).
- Care for school property, masjid areas, and the environment.
- Represent Islam positively inside and outside the school.

9.3 Levels of Infractions & Consequences

To ensure fairness and consistency, Marifah uses a **tiered discipline framework**.

9.3.1 Level A (Minor Infractions)

Examples:

- Talking out of turn, disrupting class.
- Failure to complete homework.
- Not following instructions.

Consequences:

- Verbal reminder.
- Teacher intervention (e.g., moving seats, loss of minor privilege).
- Parent note/email if repeated.

9.3.2 Level B (Serious Infractions)

Examples:

- Repeated Level A behaviors.
- Disrespectful language or tone toward teacher or classmates.
- Misuse of school property.
- Dishonesty in schoolwork (cheating, plagiarism).

Consequences:

- Written incident report.
- Parent meeting with teacher and/or administration.
- Loss of privileges (e.g., recess, extracurriculars).
- Detention or in-school suspension (short-term).

9.3.3 Level C (Major Infractions)

Examples:

- Physical aggression or bullying.
- Threatening or abusive behavior.
- Repeated defiance of staff instructions.
- Serious damage to school property.
- Behavior endangering safety of others.

Consequences:

- Immediate referral to administration.
- Parent meeting with administration and Board if required.
- Out-of-school suspension.
- Expulsion (in extreme or repeated cases).

9.4 Incident Reporting & Escalation

- Teachers document incidents in writing and submit reports to administration for Level B and C infractions.
- Parents are notified promptly of incidents and invited to meet with staff.
- Meetings are to be approached with partnership — not defensiveness. Parents and staff must work together to support the child.

- Repeated incidents will result in progressive escalation of consequences.

9.5 Role of Parents in Discipline

Parents are expected to:

- Reinforce respect for teachers at home.
- Support school disciplinary decisions.
- Help children reflect on mistakes and correct behavior.
- Avoid undermining teachers by defending misconduct in front of the child.

Discipline is most effective when parents and the school present a **united front**.

9.6 Anti-Bullying Policy

Marifah has zero tolerance for bullying in any form (verbal, physical, social, or online).

- All incidents are taken seriously and investigated promptly.
- Both the victim and perpetrator will receive support and counseling.
- Parents of both parties will be informed and involved.
- Consequences for bullying may include suspension or expulsion.

Islam teaches us: *“None of you truly believes until he loves for his brother what he loves for himself.”*
(Sahih Muslim)

9.7 Positive Behavior Encouragement

Discipline is balanced with encouragement and reward for good behavior. Marifah promotes:

- **Verbal praise** for effort and respect.
- **Certificates or awards** for good manners and Islamic character.
- **Student leadership opportunities** for responsible students.
- **Classroom reward systems** to reinforce teamwork and positivity.

10 Student Support Services

10.1 Philosophy of Student Support

At Marifah School, we recognize that every child is unique, with different strengths, challenges, and learning styles. Supporting students is part of our Islamic responsibility to nurture the whole child — intellectually, emotionally, socially, and spiritually.

The Prophet ﷺ said:

"الْمُؤْمِنُ الْقَوِيُّ خَيْرٌ وَأَحَبُّ إِلَى اللَّهِ مِنَ الْمُؤْمِنِ الضَّعِيفِ وَفِيهِمَا خَيْرٌ."

"The strong believer is better and more beloved to Allah than the weak believer, while there is good in both." (Sahih Muslim)

Our aim is to help every student reach their potential in both academics and character development.

10.2 Academic Support

- **In-Class Support:** Teachers differentiate instruction to meet varying learning needs.
- **Small-Group or One-on-One Assistance:** Provided when a student struggles in core subjects.
- **Homework Support:** Teachers may assign additional practice or recommend tutoring if needed.
- **Assessment & Monitoring:** Regular check-ins identify learning gaps early, so interventions can be made.

10.3 Quran & Islamic Studies Support

- Students who are behind in Quran recitation or memorization may receive additional practice sessions.
- Teachers encourage consistent effort and patience, recognizing that progress in Quran is both spiritual and academic.
- Parents are expected to support daily Quran practice at home.

10.4 English Language Learners (ELL)

For students whose first language is not English:

- Teachers provide extra language support, simplified instructions, and vocabulary development.
- Bilingual staff may assist where possible.
- Parents are encouraged to speak English with children at home alongside their mother tongue.

10.5 Social-Emotional Support

Marifah fosters a caring environment where students feel safe, respected, and valued.

- Teachers observe and guide students through social conflicts or emotional challenges.
- Islamic values of forgiveness, empathy, and cooperation are reinforced.

- Parents will be consulted if a child shows ongoing emotional distress.
- In some cases, referrals may be made to professional counseling services.

10.6 Special Needs Support

Marifah is committed to inclusivity, but as a small private school, resources may be limited.

- Parents must disclose any diagnosed learning or behavioral needs at registration.
- The school will do its best to accommodate within available resources.
- Where support needs exceed what Marifah can provide, families may be referred to external specialists or programs.
- Collaboration between home, school, and professionals ensures the child's best interest.

10.7 Student Mentorship & Leadership Opportunities

- Older students may be given mentorship roles with younger peers.
- Student leadership is encouraged through assemblies, Quran recitation, and volunteering in school activities.
- Positive role modeling develops confidence and responsibility.

10.8 Collaboration with Parents

Parent partnership is key to successful student support. Parents are expected to:

- Communicate openly about their child's needs.
- Support recommendations for extra practice or interventions.
- Reinforce discipline and study habits at home.
- Attend meetings when called to discuss progress or concerns.

11 Technology Use & Screen Time Policy

11.1 Philosophy of Technology Use

Technology can be a powerful tool for learning when used responsibly. At Marifah, we strive to balance the benefits of technology with the need to protect children from its potential harms.

Islam teaches us the principle of moderation:

"وَكُلُوا وَاشْرَبُوا وَلَا تُسْرِفُوا إِنَّهُ لَا يُحِبُّ الْمُسْرِفِينَ" (Qur'an 7:31).

"Eat and drink, but waste not by extravagance, certainly He (Allah) likes not those who waste." (Qur'an 7:31)

Likewise, technology should be used in moderation — as a means of gaining beneficial knowledge, not as a distraction or source of harm.

11.2 Technology in the Classroom

- Classroom technology use (computers, projectors, tablets) is limited to **academic purposes only**.
- Students are not permitted to bring personal devices (phones, tablets, smartwatches) unless specifically authorized.
- Teachers supervise all digital learning activities to ensure safe and responsible use.
- Content filtering and monitoring systems are in place to block harmful or inappropriate websites.

11.3 Internet Safety & Digital Adab

- Students are taught to practice **digital adab** (manners online):
 - No sharing of inappropriate images, messages, or links.
 - Respect for others in online communication.
 - No cyberbullying, insults, or harmful speech.
- Parents are encouraged to monitor their children's internet use at home and install parental controls.
- Students are reminded that **Allah is always watching**, even in the online world.

11.4 Screen Time Policy at School

To support healthy development, Marifah limits student screen time:

- **JK–Grade 3:** Minimal screen time; focus is on hands-on learning.
- **Grades 4–6:** Up to 1 hour/week for research, projects, or supervised digital learning.
- **Grades 7–8:** Up to 2 hours/week, focused on academic projects, presentations, and research.

Unnecessary screen time is strictly avoided.

11.5 Screen Time Benchmarks for Home

Parents play a critical role in managing technology at home. Recommended benchmarks (based on health experts and Islamic moderation):

- **Ages 4–7 (JK–Grade 2):** Maximum 1 hour/day, ideally less.
- **Ages 8–12 (Grades 3–6):** Maximum 1.5 hours/day.
- **Ages 13–14 (Grades 7–8):** Maximum 2 hours/day, with strong supervision.

Screen time should never interfere with:

- Salah and Quran practice.
- Sleep (devices should not be in bedrooms overnight).
- Family meals and interactions.
- Outdoor play and physical activity.

11.6 Role of Educators & Parents

- **Educators** model responsible technology use and integrate digital tools meaningfully in learning.
- **Parents** are expected to:
 - Set clear rules for technology at home.
 - Use parental controls where possible.
 - Encourage alternatives such as reading, sports, and family time.
 - Regularly discuss online safety and Islamic responsibility with children.

11.7 Consequences for Misuse

- Misuse of school technology or bringing unauthorized devices may result in:
 - Confiscation of the device.
 - Parent notification.
 - Repeated misuse leading to disciplinary action under the **Code of Conduct**.

12 Homework, Assessments & Reporting

12.1 Purpose of Homework

Homework reinforces classroom learning, builds discipline, and encourages responsibility. It also provides an opportunity for parents to engage with their child's education.

From an Islamic perspective, homework instills **amanah (responsibility)** and **ihsan (excellence)** in students, teaching them to complete tasks with sincerity and diligence.

12.2 Homework Guidelines by Grade

Homework expectations are age-appropriate and gradually increase as students grow:

- **JK–Grade 2:**
 - 10–20 minutes per day.
 - Focus on reading, spelling, math practice, and Quran memorization.
- **Grades 3–5:**
 - 30–45 minutes per day.
 - Includes writing, projects, and Quran memorization.
- **Grades 6–8:**
 - 60–90 minutes per day.
 - Includes essays, projects, research, and advanced Quran memorization.

Note: Homework time may vary depending on the child's pace and subject requirements.

12.3 Role of Parents in Homework

Parents are expected to:

- Provide a quiet, distraction-free environment for study.
- Monitor completion of assignments without doing the work for the child.
- Encourage daily Quran practice at home.
- Communicate with teachers if homework becomes consistently overwhelming or unclear.

12.4 Assessments & Evaluation

Marifah School follows the **Ontario Ministry of Education assessment policies (Growing Success)**, while also assessing Islamic subjects.

- **Types of Assessments:**
 - Quizzes and tests.
 - Projects and presentations.

- Classwork and participation.
- Teacher observations.
- Quran recitation and memorization tests.
- **Evaluation:** Based on knowledge, skills, effort, and growth over time.

12.5 Report Cards

- **Issued three times per year:** Fall, Winter, and End of Year.
- Include both academic subjects and Islamic studies.
- Learning skills (e.g., responsibility, organization, collaboration) are also evaluated.
- Parents are encouraged to review report cards with their children and set improvement goals.

12.6 Parent-Teacher Conferences

- Held **twice yearly**, after the Fall and Winter reports.
- Additional meetings can be scheduled upon parent or teacher request.
- Conferences focus on strengths, areas for improvement, and strategies for growth.

Parents are reminded to approach these meetings as **partners**, with the shared goal of supporting the child's development.

12.7 Academic Integrity

Students are expected to complete their work honestly.

- **Cheating, plagiarism, or dishonesty** in assignments/tests will not be tolerated.
- Consequences may include a zero on the assignment, parent notification, and disciplinary action if repeated.

12.8 Support for Struggling Students

- Teachers will identify learning gaps and provide support through differentiated instruction, extra help, or modified assignments.
- Parents may be advised to arrange additional tutoring if needed.
- Progress will be monitored, and updates shared with families.

13 Tuition Fees & Payment Policies

13.1 Philosophy of School Fees

Marifah School is a not-for-profit institution. Tuition fees cover operating costs such as teacher salaries, facility expenses, resources, and Islamic programming. We strive to keep fees affordable while maintaining high-quality education.

Parents are reminded that tuition is not a “service fee” but a **shared investment in their child’s tarbiyah and education**.

13.2 Registration & Resource Fees

- **Registration Fee:** \$50 per child (non-refundable).
- **Resource Fee:** \$300 per child (non-refundable) - Covers textbooks, workbooks, classroom supplies, and Islamic learning resources.

For daycare students, the same registration and resource fees apply.

13.3 Tuition Structure

- Tuition is set on a **yearly basis (10 months: September–June)**.
- For the convenience of parents, the yearly tuition may be divided into **10 equal monthly payments**.
- Fees are calculated per child, with sibling discounts offered when available.

13.4 Payment Methods

- **Automatic Bank Deduction (Preferred):**
 - Parents must provide banking details (Name, Institution #, Transit #, Account #) or a void cheque.
 - Payments are withdrawn on the **1st of each month**.
- **Interac e-Transfer:** Available but discouraged due to higher administrative overhead.
- **NSF Charges:** Parents are responsible for covering any bank charges due to insufficient funds.
- Repeated NSF transactions (e.g., more than two in a school year) may require the parent to pay the balance for the year in full immediately or move to an alternative payment arrangement.

13.5 Withdrawal & Refund Policy

To ensure fairness and financial stability:

- **Notice Period:** Parents must provide **30 days written notice** of withdrawal.
- **Refunds:**
 - Registration and resource fees are **non-refundable**.
 - Tuition already paid is **non-refundable** for the notice period.

- If tuition for the full year has been paid in advance, the balance from the months following **the notice period** will be refunded.
- **Immediate Withdrawals:** Parents who withdraw without notice are still responsible for the next month's tuition.

Example: If a parent submits notice on **October 10**, tuition will be charged up to **November 10**. Any prepaid amounts beyond that date may be refunded.

13.6 Mid-Year Registrations

- Families joining mid-year will have tuition prorated based on the remaining months.
- Registration and resource fees apply in full.
- If a child withdraws after a mid-year registration, the same **30-day notice policy** applies.

13.7 Sibling Discounts & Financial Assistance

- Sibling discounts may be available — details published annually with the fee schedule.
- Limited financial assistance or hardship arrangements may be available on a case-by-case basis. Parents must submit a written request and supporting documentation; decisions are at the Board's discretion.

13.8 Non-Payment of Fees

- Tuition payments are an obligation.
- Failure to pay fees on time may result in:
 - Suspension of enrollment until fees are paid.
 - Withholding of report cards or records.
 - Loss of placement for the following academic year.

13.9 Financial Assistance

Marifah may offer limited financial assistance or payment plans for families in genuine need.

- Families must submit a written request with supporting documents.
- Decisions are at the discretion of the School Board.
- Assistance is reviewed annually and not guaranteed.

14 Extracurricular Activities & Events

14.1 Purpose and Philosophy

Extracurricular activities allow students to pursue interests beyond the classroom, build leadership, teamwork, confidence, and reinforce Islamic values through service and community involvement. Activities are designed to complement the academic program and align with the school's mission.

14.2 Types of Activities Offered

- **Clubs:** Quran club, Arabic conversation club, science club, art club, debate, robotics (where available).
- **Sports & PE Enrichment:** Intramurals, seasonal sports, skills sessions.
- **Performing Arts:** Nasheed/Recitation groups, school plays, presentations.
- **Academic Enrichment:** Math competitions, spelling bees, coding workshops.
- **Community Service:** Charity drives, senior centre visits (age-appropriate).

14.3 Registration, Fees & Participation

- Most extracurricular activities are free or nominal-cost. Some programs (external coaches, tournaments, materials) may require additional fees; parents will be notified in advance.
- Students must have a signed permission form for any activity that takes place outside regular school hours or off site.
- Activities run on teacher/volunteer availability and may be limited by space.

14.4 Supervision & Safety

- All activities have an assigned adult supervisor (teacher, coach, or vetted volunteer).
- Volunteers working directly with children must have a current Police Record Check (vulnerable sector) on file.
- First-aid kits are carried for off-site events; medication such as EpiPens or inhalers are taken when required.

14.5 Expectations & Behaviour

- Students participating in extracurriculars must uphold the school code of conduct.
- Repeated disciplinary issues in class may result in temporary or permanent loss of extracurricular privileges.
- Dress code and safety rules for each activity must be followed (e.g., modest sportswear, hijab secured).

14.6 Competitions & Travel

- When travelling for competitions, parents must sign permission and consent forms.

- Travel will follow school safety protocols (approved transportation, adult-student ratios).
- Costs and logistics (drop-off/pick-up) are communicated well in advance.

14.7 Cancellation & Refunds

- The school reserves the right to cancel an activity due to low enrollment, safety concerns, or staff availability.
- If fees were collected and the activity is cancelled, reasonable refunds will be issued less any non-recoverable costs.

15 Registration, Admissions & Withdrawals

15.1 Admission Criteria & Priorities

- Marifah School admits students based on capacity and suitability. Priority may be given to siblings of current students and to families committed to the school's Islamic ethos.
- The school is non-discriminatory and admits students regardless of race, ethnicity, or socio-economic background.

15.2 Required Documents for Enrollment

Parents must provide at registration:

- Completed registration form.
- Proof of age (birth certificate).
- Immunization records and health information.
- Emergency contact information.
- Custody or legal documents, if applicable.
- Banking information for payment authorization.

15.3 Age & Grade Placement

Students are placed in grades according to age and academic readiness based on the Ontario Ministry of Education guidelines:

Grade	Typical Age
JK	4 years old by December 31
SK	5 years old by December 31
Grade 1	6 years old by December 31

And so on...

In some cases, placement may also consider previous academic performance, teacher recommendations, or an entrance assessment to ensure the best fit for the student's learning needs.

15.4 Probationary Period

- New students may be subject to a probationary period (e.g., 30 calendar days) during which the school assesses academic, social, and behavioural fit. The school reserves the right to terminate enrollment within this period if needs cannot be met.

15.5 Waitlist Process

- When classes are full, applicants may be placed on a waitlist and contacted when openings occur. Placement follows the school's admissions policy.

15.6 Withdrawal Procedure (How-to)

- Submit a written withdrawal notice to the school office or administration (email is acceptable) at least **30 days** prior to the intended last date. The notice should include student name, grade, and last date of attendance.
- The school will respond with an acknowledgment and a final account statement showing amounts due.

15.7 Re-Enrollment Policy

- If a student withdraws and later seeks re-enrollment within the same academic year, the school will **not require** a new registration fee or resource fee (subject to confirmation at time of re-enrollment), though placement is subject to availability.
- If re-enrolling in a subsequent academic year, standard registration may apply.

16 Transportation, Drop-Off & Pick-Up

16.1 Safe Arrival Policy (Overview)

The safety of students during arrival and dismissal is a shared responsibility. Parents and guardians are asked to cooperate with the program and staff direction.

16.2 Drop-Off Procedures

- Morning supervision begins at the designated time listed on the school calendar. Children should not be left unsupervised before that time.
- Parents are required to **escort** their children from the car to the school door (see safety rationale in Chapter 7). Do not allow children to cross parking areas without adult supervision.
- Use designated drop-off zones; do not double park or block driveways. Follow staff directions to ensure an orderly flow of traffic.

16.3 Pick-Up Procedures

- Dismissal times are listed in the school calendar. Parents must arrive promptly.
- For the safety of students, teachers release children only to authorized adults listed on the student's emergency form. Photo ID may be requested if the person collecting the child is not known to staff.
- If someone else will pick up a child, parents must notify the office in advance (email or phone) and provide the adult's name.

16.4 Late Pick-Up Policy and Fee Schedule

Marifah School provides a **15-minute grace period** after the regular dismissal time. If a child(ren) is collected within this 15-minute window, **no late fee applies**.

Beginning at **minute 16 after dismissal**, late pick-up fees are charged in **15-minute blocks (or any part thereof)** according to the number of children in the same family. The fee schedule is shown below.

# of Children (Same family)	16–30 min late	31–45 min late	46–60 min late (Cap)
1 child	\$15	\$30	\$45
2 children	\$20	\$40	\$60
3+ children	\$25	\$50	\$75

Important Notes

- **Grace Period:** The first 15 minutes after dismissal are free of charge.
- **Sibling Discount:** Families with more than one child receive a discounted rate compared to charging per child.
- **Billing:** Late-pick-up fees will be **invoiced monthly** and must be paid promptly under the school's Financial Policy.

- **Chronic Lateness:** Repeated late pick-ups may result in a meeting with administration and the requirement to register for the **Extended Care Program** or, in serious cases, review of continued enrollment.
- **Communication:** Parents must call the school if they anticipate being late so that safe supervision can be arranged.

16.5 Bus / Off-Site Transport (If Applicable)

- For any school-provided transport, students must follow bus safety rules. Parents and students will receive bus expectations and seating rules.
- The same supervision and permission rules apply for any off-site transport.

16.6 Walkers & Independent Release (Older Students)

- Parents may authorize older students to walk home alone in writing. The school assumes no responsibility for students after they leave school property.

17 Emergency Procedures & Drills

17.1 Overview & Philosophy

Safety preparedness is essential. The school maintains emergency plans, trains staff, and practices drills regularly so students respond calmly and effectively in real incidents.

17.2 Types of Drills & Frequency

- **Fire Drills:** Practiced regularly throughout the year.
- **Lockdown Drills:** Practiced at least twice annually.
- **Shelter-in-Place / Hold & Secure:** Practiced as needed for environmental hazards.
- **Evacuation Off-Site:** Practiced in scenarios where leaving the building is required.

17.3 Roles & Responsibilities

- **Staff:** Trained in evacuation routes, student accounting, first aid, and basic incident command.
- **Administration:** Lead communication with emergency services and parents; coordinate reunification.
- **Parents:** Must keep emergency contact info current and follow reunification instructions during incidents.

17.4 Emergency Communication Protocol

- In an actual emergency parents will be notified via telephone, email, and WhatsApp where appropriate. The school will use the contact details on file — please keep them updated.
- Please **do not** call the school during an ongoing incident; phone lines may be needed for emergency coordination.

17.5 Medical Emergencies

- The school has trained first-aid responders and first-aid kits.
- For serious medical emergencies, 911 will be called and the parent notified immediately.

17.6 Severe Weather & Power Outages

- For severe weather, the school follows the announced protocol (closure, delayed opening, or early dismissal). Communication is via official channels.

17.7 Drills Follow-Up & Learning

- After drills, teachers and staff debrief students in age-appropriate ways, reinforcing calm behavior and practical safety lessons.

18 Nutrition & Lunch Policy

18.1 Islamic & Health Principles

Food at school should support health and Islamic dietary laws. We encourage balanced, nutritious meals that fuel learning and growth.

18.2 Halal & Food Restrictions

- All food brought to school must be **halal**. No pork products or non-halal meat are permitted.
- For the safety of students with severe nut allergies, our school maintains a strict nut-free policy. Kindly ensure that all snacks and lunches are free of nuts.
- Gelatin derived from non-halal sources or alcohol-based flavorings are not permitted.

18.3 Healthy Lunch Guidelines

- Encourage whole foods: fruits, vegetables, yogurt, sandwiches with lean protein.
- Limit sugary drinks, candy, and processed snacks.
- Send reusable containers and avoid single-use plastics where possible.

18.4 Food Sharing & Celebrations

- To protect allergy-sensitive students, **food sharing is discouraged** unless prior arrangements are made with the teacher.
- For birthdays, parents may provide individually wrapped treats approved by the teacher and compliant with school policies; alternatives like pencils or small toys are encouraged.

18.5 Microwaves & Food Heating

- The school does not provide microwaves for student use. Please pack lunches that can be eaten cold or in thermoses.

18.6 Allergies & Medical Plans

- All allergies must be disclosed at registration and updated when needed. An Action/Anaphylaxis Plan (with EpiPen) must be provided for children with severe allergies.
- Staff are trained to follow emergency protocols for allergic reactions.

18.7 Hydration & Water Bottles

- Students should bring named, refillable water bottles. Water stations are available for refills.

19 Field Trips, Workshops & Assemblies

19.1 Purpose & Opportunities

Field trips, workshops and assemblies enrich curriculum and provide experiential learning. They strengthen ties with the community and provide opportunities for character development.

19.2 Permissions & Forms

- Parents must sign permission slips for off-site activities; verbal permission is not acceptable. Permission forms include emergency contacts and medical information.
- For overnight trips (if any), additional forms and separate consent are required.

19.3 Supervision & Ratios

- Age-appropriate adult-student ratios are maintained (e.g., 1:8 for younger grades; 1:12 for older grades), according to the nature of the activity.
- Volunteers must have up-to-date Police Record Checks and follow supervision guidelines.

19.4 Safety & Medical Preparedness

- Supervisors carry first-aid kits and emergency medication for students who require it.
- Teachers review safety rules with students before departing and debrief afterwards.
- Clear expectations regarding behavior, dress, and conduct are shared beforehand.

19.5 Transportation Rules

- When travel is by hired bus or school-arranged transport, students must follow bus safety rules: seat belts where provided, remain seated, and follow adult instructions.
- Parents are responsible for drop-off/pick-up when using private transport unless otherwise arranged.

19.6 Costs & Financial Considerations

- Parents will be informed of any costs in advance. The school aims to minimize fees and provide subsidies in cases of hardship where possible.

19.7 Virtual & In-School Workshops

- When off-site trips are not possible, the school may arrange in-school workshops or virtual field trips as alternatives.

20 Parent Partnership & Code of Conduct

20.1 Philosophy of Partnership

Parents are the child's primary educators. The school and parents together form a team for effective tarbiyah. A healthy partnership is grounded in respect, clarity, and mutual support.

20.2 Parent Code of Conduct (Key Expectations)

Parents agree to:

- Treat staff, students, and other parents with respect and dignity.
- Communicate concerns calmly through appropriate channels (teacher → administration → Board).
- Avoid confrontations at dismissal/pick-up or in school spaces; schedule meetings instead.
- Refrain from posting defamatory or inflammatory comments about the school, staff, or students on social media.
- Support the school's discipline and safety rules; reinforce them at home.
- Respect the confidentiality of other students and families (no sharing of privileged information).

20.3 Social Media & WhatsApp Guidelines

- WhatsApp groups may be used for announcements; they are not official channels for policy discussion or complaints.
- Public social media comments that attack staff or damage the school's reputation may result in administrative action and possible revocation of volunteer privileges.

20.4 Volunteer Conduct & Requirements

- Volunteers must complete a Police Record Check (vulnerable sector).
- Volunteers should follow staff directions and maintain professional boundaries.
- Any concerns about volunteer conduct should be raised privately with administration.

20.5 Conflict Resolution & Escalation Steps

- Speak privately with the teacher involved (request a meeting).
- If unresolved, schedule a meeting with the administration.
- If necessary, submit a written complaint to the Board for formal review.
- The school will seek resolution in good faith; parents are asked to avoid public airing of disputes.

20.6 Consequences for Breach of Code

- Verbal warning from administration.
- Written notice with conditions for future conduct.
- Suspension of volunteering privileges or restricted access to school events.

21 Agreement & Acknowledgment

21.1 Purpose of the Acknowledgment

This page is to confirm parents/guardians have received, read, and understood the Marifah School Parent Handbook and agree to adhere to its policies.

21.2 Things You Are Acknowledging

By signing, you confirm that you:

- Have received and read the Parent Handbook for the current academic year.
- Agree to follow the school policies (attendance, discipline, fees, safety, dress code, and parent code of conduct).
- Authorize the school to deduct tuition fees through the payment arrangement you provided (or will provide) and accept the NSF and late payment policies. (A separate banking authorization form may also be required.)
- Understand the withdrawal policy (30 days’ written notice) and the refund rules described in Chapter 13.

21.3 Optional Consent Checkboxes (use as needed)

Parents may be asked to initial or tick to indicate consent for:

- ☐ Photography/video for school publications and website (students will not be identified by full name).
- ☐ Participation in non-hazardous field trips and local walking excursions.
- ☐ Administration of basic first aid as required.
(Separate forms will be provided for sensitive activities or where separate consent is required.)

21.4 Signature Section

Parent/Guardian Name(s): _____

Student Name(s) & Grade(s): _____

I/We acknowledge that we have received and read the Marifah School Parent Handbook (academic year _____) and agree to abide by the policies and procedures described.

Parent/Guardian Signature: _____ Date: _____

School Representative Signature: _____ Date: _____