



CALGARY ISLAMIC SCHOOL
AKRAM JOMAA

PARENT & STUDENT HANDBOOK
2025-2026



Table of Contents

Table of Contents.....	2
The Whole Child, The Whole Way.....	3
Statement of Purpose.....	3
Our Mission.....	3
Our Vision.....	3
Our Values.....	3
Akram Jomaa Staff.....	4
Administration.....	4
Administrative Assistants.....	4
Inclusive Education.....	4
Support Staff.....	4
Islamic Studies & Arabic Instructors.....	4
K - 6 Homeroom Teachers.....	5
Junior High Teachers.....	6
High School Teachers.....	6
Student Success.....	7
School Day.....	7
Attendance.....	7
Uniform Expectations.....	8
Code of Conduct.....	8
Academic Excellence.....	8
Academic Probation.....	9
Criteria For Academic Probation.....	10
Behavioural Probation.....	10
Student Supports.....	11
Daily Routines.....	11
Morning Arrival.....	11
Morning Adhkar.....	12
Prayer.....	12
Dismissal.....	13
Reporting Lates & Absences.....	13
School Culture.....	14
Communication.....	15
Cell Phone & Personal Device Policy.....	15
Visitors & Volunteers.....	16
Fire Drills & Lockdowns.....	17
Nutrition Policy.....	17
Cheating and Plagiarism.....	17



The Whole Child, The Whole Way

Statement of Purpose

At the Calgary Islamic School, we believe that acquiring knowledge is a foundational attribute of the human being and that every student has the capacity to learn and grow. We believe that teaching is an essential attribute of our Prophet Muhammad (God bless him and give him peace), and as such, our teachers strive to follow in his footsteps ﷺ, are cognizant of their professional role, religious responsibility, and spiritual significance to students, staff and the school.

The purpose of this document is to ensure that students and parents are active participants in ensuring a safe and caring learning environment for all stakeholders and that students are given every possible opportunity to be people of *Ihsan* (Spiritual Excellence), in all their endeavours. This document gathers together important policies, procedures and expectations with which parents and students are asked to familiarize themselves. As such, please read through this handbook carefully as it will be a valuable resource throughout the school year.

Our Mission

Calgary Islamic School strives to develop an enriched learning community that promotes academic achievement, leadership, and Islamic values.

Our Vision

To build and maintain a learning community that produces leaders through faith, knowledge, and ingenuity.

Our Values

At Akram-Jomaa, we endeavour to be people of *Ihsan* (Spiritual Excellence) by embodying these seven core values:

Sincerity	Patience
Trustworthiness	Gratitude
Compassion	Humility
Courage	

Akram Jomaa Staff

Administration

Ramy Elhamalawy	Principal
Nadia Ali	Vice-Principal (K-4)
Haboun Bair	Vice-Principal (5-8)
Mohammed Hussain	Vice-Principal (9-12)

Administrative Assistants

Dalal Kandil	Souraya Hussein
Danya Hassoun	

Inclusive Education

Fadia Omar	Family School Liaison Counsellor (K-6)
Maryam Adham	Family School Liaison Counsellor (7-12)
Farrah Mian	Learning Support Teacher (K-6)
Mona Haidar	Learning Support Teacher (7-12)

Support Staff

Mrs. Birani	Educational Assistant
Mrs. Assaad	Educational Assistant
Mrs. Derdiche	Educational Assistant
Mrs. Youssef	Educational Assistant
Mrs. Aburashed	Educational Assistant

Islamic Studies & Arabic Instructors

Shaykh Mohammed Ibrahim	Islamic Studies Coordinator
Ustadha Badia Cheranek	Arabic Coordinator
Fatima Chehade	Elementary

Abir Eldessouki	Elementary
Hala Haymour	Elementary
Maryam Al-Fayoumi	Elementary
Najia Znaidi	Elementary
Nermin Skaik	Elementary & JH
Razan Aiad	Elementary
Ruba ElKadri	Junior High
Fatimeh Rakie	High School

K - 6 Homeroom Teachers

Mrs. Ferris	KGA
Mrs. Rajkovic	KGB
Mrs. Baysal	1A
Mrs. Amiry	1B
Mrs. Atwood	1C
Mrs. Contractor	1D
Ms. Haydar	2A
Ms. Ahmadi	2B
Ms. Geha	2C
Mrs. Kaler	2D
Ms. Arshad	3A
Mr. Chehade	3B
Ms. Doikas	3C
Mrs. Khan	3D
Mrs. Sharanek	4A
Mrs. Alqaysi	4B
Mrs. Fatima	4C

Mr. Ahmed	4D
Mrs. Dassouki	5A
Mr. Rambaran	5B
Mrs. Amin	5C
Mrs. Punjwani	6A
Mr. Farooq	6B
Mrs. Hussein	6C

Junior High Teachers

Mrs. Khalid	JH Humanities
Mrs. Sadek	JH Math/Sci
Mrs. Nambiar	JH Math/Sci
Mrs. Khalil	JH Math/Sci
Mrs. Choudhary	JH Humanities
Mrs. Charanek	JH Options

High School Teachers

Mrs. Chetty	HS Humanities
Mrs. Rashid	HS Sciences
Mrs. Beauferris	HS Humanities
Mrs. Abida	HS Sciences
Dr. Atabayev	HS Sciences
Mr. Mahtab	HS Social Studies
Mr. Abouali	HS Phys Ed
Mrs. Atabayeva	HS Sciences
Mrs. Khalil	HS Math
Ms. El-Birani	HS Math/ Sciences
Ms. Abouali	HS Humanities

Student Success

School Day

The school day at Akram Jomaa commences at 8:00 am and ends at 3:10 pm, with staggered recess and lunch breaks for different grades. On Mondays, the school day commences at 8:00 am and ends at 12:50 pm.

For the complete timetable overview of each grade, please [CLICK HERE](#)

Attendance

Student attendance is critical to a student's academic success. In accordance with [section 7 of the Education Act](#), regular school attendance is required and expected of all students from the age of 6 to 16. Supporting student attendance is a shared responsibility shared by the school, the teacher, the student, and the parent/guardian.

With regards to lates, please review the following carefully:

- All students are considered late at 8:05
- HS students only have a 5 minute grace period to be in class on time.
- More than 3 lates is detention

If your child will be absent from school, please report the absence to the front office.

For students who are frequently absent and/or late, there will be corrective measures, consequences and supportive interventions. In instances where corrective measures taken by the school are not effective in addressing poor student attendance, administration will forward the concerns to the Division Attendance Officer.

Uniform Expectations

As outlined in the Code of Conduct, adherence to the school uniform is mandatory during the school day and when representing the school. Students will wear the school uniform

properly at all times. A traditional uniform builds school pride, minimizes the impact of peer pressure, and reinforces the concept of school as a place of learning

Only school issued hoodies and sweatshirts are permitted. Shoes with open-toes, backless, heels, slippers, sandals, and flip flops are not permitted as they are a health and safety concern.

The details of the school uniform policy, expectations and consequences can be downloaded from our website at [Uniform Policy & Expectations](#).

Code of Conduct

Students and parents are expected to review the [Code of Conduct](#) and adhere to the document in its entirety.

Academic Excellence

The Calgary Islamic School is committed to enabling all students to reach their potential, and to succeed. Achieving academic excellence is the objective of every student at the Calgary Islamic School - Akram Jomaa Campus and it is an expectation that students will put in the necessary work and effort to make this a reality. The following methods are used to help students achieve academic excellence:

I. Student Recognition

- ★ Celebrating student success is an essential part of Akram Jomaa's philosophy. We recognize the achievements and efforts of students throughout the year in classrooms, assemblies, on the school website, social media and various other means. It is our hope that every student is recognized

II. Quran Memorization and Recitation Awards

- ★ The Annual Quran competition at Akram Jomaa is one of, if not, the most celebrated and important event at the school. Students push their memorization and Quran recitation to the limits to try and achieve excellence. Thousands of dollars in awards are given out to the best of the best.

III. Academic Awards

- ★ Every year students academic achievements are celebrated and awards are given to recognize mastery and excellence in Islamic Studies, Arabic, Core subjects and the most prestigious award for those who best demonstrate the character of our Beloved Prophet Muhammad ﷺ

IV. Athletic Awards

- ★ Students who push their physical capabilities to the limits in various sports are recognized for their achievements and successes.

High School Context

Spares

Having a spare during the school day is a privilege and not a right. Students who do not use their time wisely or who make poor choices may be subject to mandatory restrictions and/or mandatory academic support.

- Grade 10 Students must be enrolled in eight courses per year with no spares.
- Grade 11 students are permitted to have a maximum of one spare per year.
- Grade 12 students are permitted to have a maximum of one spare per semester.

Academic Probation

Students in grades 7 - 12 who do not meet the following criteria during the first semester will be placed on academic probation for the second semester. Failure to meet the criteria below during the second semester will impact your application for the next academic year.

Students on Academic Probation may have further restrictions such as but not limited to:

- Removal from all athletic teams
- Mandatory tutorials
- Tracking sheets
- And other restrictions as needed to ensure the student is successful

It is the responsibility of parents to ensure that their children are successful and parents must attend all mandatory meetings while your child is on Academic Probation. Failure to

attend meetings and follow-through on commitments will also greatly impact your application for the next academic year.

Criteria For Academic Probation

Junior High (Grades 7 - 9)

- Students are expected to maintain an achievement level of **Proficient** in each of their core subjects (Islamic Studies, Quran, Arabic, Math, English, Social Studies & Science).
- Grade 9 students must achieve a minimum of 65% in each course.
- Students who fail one or more courses may not be eligible for admissions for the next academic year.

High School (Grades 10 - 12)

- Students must achieve a minimum mark of 65% in each and every course and be enrolled in either dash 1 or dash 2 courses.
- Students who wish to enrol in a grade 12 diploma course must achieve a minimum of 65% in the grade 11 prerequisite course prior to enrollment.
- Students who fail one or more courses may not be eligible for admissions for the next academic year.

Behavioural Probation

Excellence in character and conduct is an essential attribute of a successful student at Akram Jomaa. Students are expected to abide by the [School Code of Conduct](#), the Parent-Student Handbook and demonstrate the highest standards of Islamic character, in order to achieve academic excellence.

Students in K-12 who have one or more of the following occurrences during the first semester will be placed on Behavioural Probation for the second semester.

- One out-of-school suspensions
- One in-school suspensions
- Three or more office referrals

- Students with two or more suspensions (in/out of school) will not be eligible for admission for the next academic year.
- Ongoing disruptions to learning of others and themselves.
- Ongoing disrespectful behaviours towards others and themselves.
- Ongoing uniform infractions

Any further occurrences of the above situations during the second semester will impact your application for the next academic year.

Student Supports

In order to ensure student success, we have the following supports in place:

Learning Support Teachers (LST)

- Supports staff and students in building capacity and ensuring an inclusive learning environment

Family School Liaison Counsellors (FSLC)

- Provide social, emotional counselling and mental health support for students who may be struggling

Daily Routines

Morning Arrival

School doors open for students at 7:55 am and it is expected that students will be at the school doors ready to enter with their right foot and begin with Bismillah!

Morning Adhkar

The morning adhkar are an exceptionally important start to our day. All students are expected to be in class or in the Masjid and ready to participate at 8:05 am.

Grades KG - Grade 6

- Morning adhkar will be done online with one homeroom class hosting the Adhkar every morning.
- Students need to be ready to say the morning adhkar with all belongings put away.
- Students and staff are expected to stand during the morning Adhkar.
- Everyone is expected to stop whatever they are doing and remain silent
- Students are to repeat the adhkar aloud.

Grades 7-12

- Morning adhkar begin at 8:05 am in the Masjid and attendance will be taken
- All students in grades 7-12 are expected to be in the Masjid for the morning adhkar
- Attendance for their first block will be taken during the morning dua in the Masjid
- All classrooms and The Learning Commons will be locked so no students should be in the classrooms or hallways

Prayer

Salah (prayer) is an essential part of our worship and a pillar of our religion. It is essential that everyone in our school honours prayer and makes it a priority. Students will be taught how to achieve *Ihsan* (spiritual excellence) in prayer by perfecting the expectations and procedures for prayer. Parents are encouraged to remind and work with their children to help them perfect prayer.

Dhuhr Prayer

Dhuhr prayer takes place on Tuesdays - Thursdays in the Masjid for students in Grades 5 - 12 and in the Learning Commons for students in Grades 3 - 4. Younger grades learn to pray in their classrooms with direct instruction.

Friday Prayer

- Friday prayer takes place in the Learning Commons for students in Grades 5-6
- Friday prayer takes place in the Gymnasium for students in Grades 7 - 12

Prior to Prayer:

- Students will be given time during the block before prayer to make *wudu* (lustrations)

- Teachers will allow only one boy and one girl out at a time during the block to make *wudu* such that everyone is ready before the prayer time enters
- Students must remove their jackets, sweaters, and backpacks before leaving the classroom
- Students must be in full uniform for the prayer
- Students should walk through the hallways silently and remain silent until returning to class after prayer is complete. Making *dhikr* (remembrance of God) before entering the Masjid is highly recommended

During Prayer:

- Students must maintain the best of conduct in the Masjid and during prayer at all times
- Talking is only when necessary and focusing on one's prayer is the main priority

Dismissal

Student dismissal will be at 12:50 pm on Mondays and 3:10 pm on Tues - Friday. Parents are expected to be at the school at least five (5) minutes prior to dismissal. Student supervision is limited and parents are responsible for ensuring timely arrival to keep all students safe. Supervised pick-up for Kindergarten to Grade 3 is arranged for ONLY five (5) minutes after dismissal.

Students are not permitted to use the playground after school and all students must leave the property as quickly as possible. Loitering is not permitted.

Reporting Lates & Absences

If students will be late or absent from school, it is the responsibility of the parents to report the absence to the front office.

School Culture

At the Calgary Islamic School, we believe that acquiring knowledge is a foundational attribute of the human being and that every student has the capacity to learn and grow. We believe that teaching is an essential attribute of our Prophet Muhammad (God bless him and give him peace), and as such, our teachers strive to follow in his footsteps ﷺ, are cognizant of their professional role, religious responsibility, and spiritual significance to students, staff and the school.

The purpose of this document is to ensure that all parents and students are united in creating a safe and caring learning environment for all stakeholders, and that our students are given every possible opportunity to be people of *Ihsan* (Spiritual Excellence), in all their endeavours.

As a student of the Calgary Islamic School - Akram Jomaa Campus, I am committed to:

- Work diligently to achieve our purpose as stated in the Calgary Islamic School Mission, Vision and Values
- Abide by all of the rules, regulations, policies and information presented in the Parent-Student Handbook, Code of Conduct and all other documents and policies of the school.
- Take responsibility for my learning, application of knowledge, and choices in accordance with the sacred law of Islam.
- Help build a culture of care, value, and respect for individuals based on the religious etiquettes of brother/sisterhood.
- Interact with fellow students, parents, teachers and administrators in a manner that exemplifies our school values.
- Work diligently to honour the sacredness of knowledge and the virtue of learning in the sight of God.

Communication

We expect parents and students to communicate openly, clearly and respectfully with teachers and school staff to make sure everyone is informed and supported.

Abuse/Harassment Policy

The Calgary Islamic School has high expectations of conduct for everyone. This includes students, parents, employees, volunteers and Board members inside and outside of the school as well as online.

Abuse/harassment includes behaviour which may be verbal, physical, deliberate, unsolicited or unwelcomed. It, in effect or intent, disparages, humiliates or harms another person. It is behaviour which denies individual dignity and respect and is demeaning to another person. It also includes behaviour which supports a hostile or toxic environment: racism, intimidation, threats, ostracism, offensive gestures, offensive images, signs or remarks and bullying. All such actions will not be tolerated at all and the Calgary Islamic School will take swift action in dealing with any and all persons involved.

All forms of abuse/harassment are utterly unacceptable in our school and must be reported to Calgary Islamic School staff immediately. Additionally, any form of retribution against any person in the school who has intervened to prevent or report harassment is unacceptable and will be dealt with.

Cell Phone & Personal Device Policy

In 2021, Akram Jomaa adopted a Cell Phone & Personal Device free environment and in 2024, the Ministry of Education has finally recognized the importance of creating device free schools to ensure the safety and well-being of students. As such, students in K - 12 are not permitted to have a cell phone, smart watch, or any other personal electronic device during school hours. Any student that is found to have a cell phone or personal device will be subject to the following consequences:

1st offence: Phone/device is kept for 24 hrs. If this happens on a Friday, the device will only be returned at the end of the next school day.

2nd offence: Phone/device is kept for 5 school days (not calendar days). If this occurs before a long weekend or break it will result in a long time without the device for the student.

3rd offence: Phone/device is kept for the remainder of the school year, and returned at the end of the last day of classes to a parent.

Any student who needs to call home can use the front office or classroom phones. Any parent or guardian who needs to get a hold of their child urgently should only contact the front office.

Students who take public transportation to/from school and who are required to have a cell phone during their commute are required to purchase a cell phone locker for \$20 for the school year. [The application for a locker can be found here.](#)

Visitors & Volunteers

All visitors and volunteers must sign in at the office, obtain and wear a visitor or a volunteer badge for security purposes. Any parent who wishes to speak with a staff member is required to make an appointment prior to their arrival to Akram Jomaa as it is not always possible to accommodate unscheduled visitors.

Volunteers are an integral part of our school community and without them, we would not be able to provide some of the amazing activities and adventures that students love. Please be sure to sign-up and volunteer regularly to provide an enriching experience for your children.

Volunteers must complete a criminal record check prior to engaging in field trips, in school activities or any other event that involves students. All visitors and volunteers are expected to adhere to modest clothing that does not reveal excessive skin. A *Hijab* (head covering) is not mandatory for volunteers/visitors, however it is greatly appreciated and encouraged when possible.

Fire Drills & Lockdowns

Fire drills and lockdowns are opportunities for staff and students at Akram Jomaa to practice their routines and procedures in the case of an emergency, and we pray that Allah protects us all from any such real occurrence. We are required to practice two (2) lockdowns and six (6) fire drills each school year.

Please note, that in the event of a lockdown, a loud speaker outside the building and flashing lights will let all visitors and people outside the school know that a lockdown is taking place and that it is not safe to enter the building. Please go to the nearest safe site as designated by school administration at the beginning of each year.

Nutrition Policy

Healthy meals are essential in ensuring students have everything they need to be successful and feel good. Please ensure your child is sent to school with a nutritious lunch every single day and that they are given a healthy breakfast before leaving for school. Students are prohibited from bringing lattes, hot chocolate, ice caps, soda/pop, slushies/slurpees or any other such unhealthy drinks into the school.

Healthy lunches do not include items such as chocolate, gum, candy, or potato chips. The best treats in a lunch would be fruits and nutritious granola bars.

Cheating and Plagiarism

As an academic institution the Calgary Islamic School expects students to make choices which display integrity and honesty in all of their work. The following outlines the Akram Jomaa policy on cheating and plagiarism.

Any instances of cheating, plagiarism, or other academic fraud will be dealt with on a case-by-case basis according to the scope and severity of the issue. While typical penalties are outlined below, consequences for academic misconduct remain at the discretion of the teachers and administration and may vary.

According to the Oxford English Dictionary, plagiarism is the act of taking another person's ideas, words or work and pretending that they are your own. Plagiarism includes but is not limited to:

- Submitting someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Neglecting to place quotations in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words in a copied and pasted sentence without giving credit
- Copying enough of a source that it makes up the majority of your work whether or not credit was given
- Re-using ideas from an assignment previously submitted or written for another course

*The above applies to both the use of text and media.

Cheating is defined as acting in a dishonest way in order to gain an advantage, especially in a game, a competition, an exam, etc. (Oxford English Dictionary).

Cheating includes but is not limited to:

- Copying or allowing other individuals to copy assignments or sections of assignments and submit them as their own
- Looking at another's test and using their answers
- Looking at a phone or other device during a test
- Sharing the answers to tests verbally, on paper, or electronically
- Letting your partner do all of the work but allowing the project to be submitted with your name on it
- Turning in a project you have done in the past OR a project someone else has done and claiming it as your own
- Sharing files, answer keys or previous projects without the owner's knowledge and using them to complete assignments
- Taking home in-class assignments to spend extra time on
- Copying and pasting planning or writing done at home into in-class assignments

Plagiarism and cheating are a violation of trust and are therefore considered dishonest. The following penalties are representative of typical penalties for academic dishonesty. All penalties remain at the discretion of the teachers and administration.

Any instances of academic dishonesty will result in a zero without a chance to re-do the assignment.