

MASTER AGREEMENT

This agreement made as of the 29th day of July, 2015

BETWEEN:

THE BOARD OF TRUSTEES OF PALLISER REGIONAL DIVISION NO.26

(the "Board")

of the First Part

AND:

MUSLIM COMMUNITY FOUNDATION OF CALGARY (MCFC)

(the "Society")

of the Second Part

WHEREAS the Society and the Board have agreed to partner together to establish and maintain an alternative school program at Calgary Islamic School (CIS) that is based upon the principles and values of the Islamic faith and which is in accordance with the Board's policies and the School Act;

AND WHEREAS the Society recognizes and supports the commitment of the Board to provide a system of public education that offers a wide range of educational opportunities for all students with the involvement of parents and the community;

AND WHEREAS the Society has requested that the Board establish and maintain an alternative program based on the Islamic values in accordance with school Board policy and the School Act hereinafter referred to as "CIS Alternative Program";

AND WHEREAS the Board recognizes and supports the commitment of the Society in ensuring the availability and integrity of a program of studies for students whose parents desire an educational setting which operates in accordance with the Vision, Mission, Core Values, and Ethical Standards of the Society set out in the following documents:

- Schedule "A" - Calgary Islamic School Mission/Vision Statement;
- Schedule "B" - Calgary Islamic School Values (the "CIS Values");
- Schedule "C" - Admissions Policy;
- Schedule "D" – Islamic/Character Education;
- Schedule "E" – Student and Parent Code of Conduct; and
- Schedule "F" – Arabic Language Learning.

all of which are attached to and form part of this Agreement.

AND WHEREAS the CIS Vision Statement, CIS Mission Statement and CIS Values are the foundation upon which the CIS Alternative Program shall be offered;

AND WHEREAS the agreement that follows below seeks to outline the parameters of the ongoing relationship between the Board and the Society. Having said that, the parties realize that all of the situations they will face in this relationship cannot be fully predicted or planned. For this reason the parties enter this agreement in a spirit of trust and a desire for this relationship to be mutually beneficial. Both parties will endeavor to work together with integrity;

NOW THEREFORE in consideration of the premises and of the mutual covenants and conditions herein contained, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties hereto covenant and agree as follows:

1. Definitions

- 1.1. "Lease" means the lease between the Board and the Society dated July 29, 2015;
- 1.2 "Society Executive" shall mean the Board of Directors of the Society duly elected in accordance with the Bylaws of the Society.
- 1.3 "Board" shall mean the Board of Trustees of Palliser Regional Division No. 26, duly elected in accordance with provincial legislation.

2. CIS Alternative Program

- 2.1. In accordance with section 21 of the School Act R.S.A., 2000, c. S-3, as may be revised from time to time, and the Alternative Program policies and administrative procedures of the Board, and subject to the terms of this Agreement, the Board shall establish a kindergarten to grade twelve (12) program of studies, with the support of the Society, at Calgary, Alberta. As and when considered appropriate by the Society and the Board, such program may also be extended to include preschool. Such program shall, in any of these instances, be called the Calgary Islamic School Alternative Program "CIS Alternative Program".
- 2.2. To the extent permitted by law and school board policy, the Board commits to providing a program of studies to students whose parents desire an educational setting that operates in accordance with the principles outlined in the attached Schedules. The CIS Alternative Program will be under the governance of the Board.
- 2.3. The Board, in conjunction with the Society, will offer an Islamic education program as part of the CIS Alternative Program as outlined in this Agreement.
- 2.4. The ongoing consultative role of the Society in ensuring that the CIS Vision Statement, CIS Mission Statement, and CIS Values are adhered to, as outlined in the attached Schedules, is recognized and supported by the Board as an important and legitimate role, compatible with the Board's policies and the School Act.
- 2.5. The Principals of the CIS Alternative Program will work with the Society Executive, the School Council (as established pursuant to Section 22 of the School Act, as may be amended

from time to time), and the Board to ensure the integrity of the CIS Vision Statement, CIS Mission Statement, and CIS Values to uphold the Schedules as they appear in this Agreement.

2.6. The Board will consult with the Society when determining the annual calendar, with the minimum number of hours per year established according to Board policy, and agrees to accommodate Islamic specific events and holidays as has historically been practiced at CIS.

2.7. The Board will support and maintain all existing CIS extra-curricular activities in sports, fine arts and faith based opportunities. The parties recognize that the future needs of students in the CIS Alternative Program may change and will strive to accommodate new or additional activities recommended by the Society to be in the best interests of the students attending at the CIS Alternative Program. Extra-curricular activities consistent with the principles outlined in the attached schedules shall be supported by the Board to the extent possible, taking into account the limited nature of the resources of the Board.

2.8. The Board affirms that providing support for students with resource, health and mental health needs is a component of the CIS Alternative Program, and will provide as many resource staff and services to address these components as is commercially reasonable, taking into account the limited nature of the resources of the Board. If, in the opinion of the Society Executive, additional resource staff and/or services are needed, the Board acknowledges that the Society may supplement resource staffing and/or services at its own expense.

2.9. **Role of the Society.** The Board acknowledges the important role of the Society Executive in helping ensure that the integrity and intent of the CIS Alternative Program are maintained. The Society Executive will exercise leadership in its role in the following ways. The Society Executive will:

2.9.1. Provide input to the principals regarding the school's policies, in harmony with the School Act and Alberta Education's policies, the Board's policies and administrative procedures, and in accordance with the Society's policies as approved by the Society Executive. Notwithstanding the Board's policies, the Society retains the exclusive right to determine and establish all policies for the CIS Alternative Program that relate to:

- 2.9.1.1. the Society's Islamic mission/purpose and focus;
- 2.9.1.2. Society Membership requirements;
- 2.9.1.3. student admission requirements;
- 2.9.1.4. staff employed by the Society; and
- 2.9.1.5. the facilities and land owned by the Society, including all existing and future buildings and land.

Notwithstanding the foregoing, the Society must provide the Board with at least 12 months written notice if it desires to change student admission requirements of the facilities for the Calgary Islamic School and CIS Alternative Program, and such notice must specify such changes to be made.

2.9.2. Have significant input into the recruitment, selection and hiring of the principals and provide input to the principals through mutually agreed channels of communication.

2.9.3. Advance the cause of Islamic education (including Arabic studies and Quranic studies) in

the community and promote it in general through association with the Muslim Council of Calgary, Society Members, parents, school staff, Palliser Board, and Palliser staff.

2.9.4. Develop strategies to ensure regular communication between staff, parents, the Board, Palliser staff and Society Members in order to foster a sense of unity.

2.9.5. Devise ways and means for obtaining Society funds necessary to carry out its obligations for the operation and support of the CIS Alternative Program, and determine how these funds shall be distributed. The Society maintains the right to establish, administer, and collect fees for, but not limited to, capital expansion and related salaries, facility maintenance and related salaries, supplemental staffing for Islamic studies and Quranic studies, and all facility costs and programs that relate to the CIS Vision Statement, CIS Mission Statement, CIS Values and other CIS Statements.

2.9.6. Hold bonds, securities and monies, land, and other assets (buildings) or borrow monies with or without securities and raise monies for carrying out the objectives of the Society.

2.9.7. Appoint out of its own number, with or without the addition of other Society Members, such Committees (e.g. Education Committee), as it deems advisable for the performance of its duties. The appointment of committees shall be made annually by the Society Executive.

2.9.8. Participate with the Board, Palliser staff and the Principals in the review of the operation and success of the Alternative Program at any time during the term of the Agreement. Reviews may be requested by either party.

2.9.9. In general, exercise all such powers and do all such acts and things as are requisite to promote the purposes of the Society.

3. Admissions

3.1. The CIS Alternative Program will be accessible to all students, subject to the criteria identified in the Student Admission Policy attached hereto as Schedule "C". Further terms applicable to the admission of students, in general, include the following:

3.1.1. The CIS Alternative Program will endeavor to accommodate students and families that meet the admission criteria, however enrolment in the CIS Alternative Program will be limited based on the facilities and the financial and staffing resources available within the school.

3.1.2. In accordance with the current Alberta Education class size recommendations, the guidelines for class sizes shall be:

- 3.1.2.1. Kindergarten - Grade 3: 17 students per class;
- 3.1.2.2. Grades 4-6: 23 students per class;
- 3.1.2.3. Grades 7-9: 25 students per class;
- 3.1.2.4. Grades 10-12: 27 students per class.

4. Employment of CIS Alternative Program Staff

4.1. Notwithstanding any other provision of this Agreement, the terms and conditions of employment of all personnel of the CIS Alternative Program shall be subject to the terms of any applicable collective agreements.

4.2. The Board will staff the CIS Alternative Program in accordance with Board practice relating to staffing ratios in cooperation and consultation with the Society. Every reasonable effort will be made by the Board to maintain existing and target staffing ratios, to the extent possible, taking into account the limited nature of the resources of the Board.

5. Hiring of CIS Alternative Program Staff

5.1. When the appointment of a new Principal is necessary, the Society Executive will provide significant input into the decision by participating in the Principal Selection Committee. The Principal Selection Committee will consist of at least two representatives from the Society Executive, and representatives from Palliser School Division. The Principal Selection Committee will reach a consensus on the appropriate candidate. The Board agrees that it will not appoint a Principal who is not endorsed by all representatives of the Society Executive on the Principal Selection Committee.

5.2. The Board shall make reasonable efforts to ensure that its staff demonstrate, to the Society's satisfaction, a continuing commitment to implement and carry out the CIS Vision Statement, CIS Mission Statement, and CIS Values statement.

6. School Council

6.1. As required by the School Act and related regulations, the CIS Alternative Program shall establish a School Council each school year.

7. CIS Alternative Program Quality

7.1. The Society may inform the Board in writing of any concerns regarding the religious content and curriculum provided by CIS.

7.2. The parties agree that any amendment to the Educational vision/principles shall involve consultation between the CIS School Council, the Society and the Board.

7.3. The principals of CIS shall consult with the School Council and/or the Society relative to curriculum changes in the Arabic, Islamic or Quranic studies.

7.4. The Society shall inform the Board in writing, prior to the effective date of this agreement and thereafter as required from time to time, as to the identity of the Society's representatives, including relevant contact information and area of responsibility, for any purpose as contemplated herein and for the ongoing administration of this Agreement.

8. Funding

8.1. Funds received from Alberta Education will be allocated to the CIS Alternative Program on the same basis as for other Palliser Regional Division schools and programs.

8.2. The Board shall collect such fees as may be collected of students in accordance with the School Act or the Board's practice and policy.

8.3. The Society may determine, collect and administer fees from the families of students who attend CIS to cover the costs associated with non-instructional staffing needs, capital expenses, capital reserve, facilities and facilities maintenance and transportation. The Board shall have no responsibility, in any sense, for the collection of or payment of such fees and all matters related thereto shall be considered to be matters exclusively of the Society, however, the Board recognizes and supports the Society's right and ability to determine, collect and administer fees from families of students that participate in the CIS Alternative Program.

8.4. The Board will advance funds to the Society, with respect to operations and maintenance funding and technology support, in a timely manner but within 21 days of receipt of such funds.

9. Transportation

9.1. Transportation to the CIS Alternative Program is the sole responsibility of the parents/guardians of the students. Bussing options would be the responsibility of the Society and the Society would be entitled to determine, collect, and administer any fees necessary to cover the provision of transportation.

10. Building and Personal Property

10.1. The Society will continue to own all assets and personal property that it owned at the date this contract takes effect. The building and personal property used for the operation of the CIS Alternative Program shall be dealt with under the terms of the Lease. Any revenue received from these premises goes to the Society.

10.2 Operations and Maintenance (O & M) monies for Alternative Programs are the responsibility of Alberta Education. The Board will advance 95% of the O & M monies to the Society on a monthly basis as received from the province, based on applicable enrolment numbers. O & M monies will also be addressed under the terms of the Lease.

11. Term, Termination, and Amendment

11.1. The initial term of this Agreement shall be binding upon signing, commencing on the 25th day of August 2015 and ending on the 31st day of August 2020. Subject to early termination as provided herein, this Master Agreement shall automatically renew upon the expiration of the initial term and any renewal terms for a period of 5 years upon the same terms and conditions herein contained (collectively, the initial term and any renewal terms are known as the "Term").

11.2. The Board may terminate this Agreement without notice if the Society becomes insolvent, is assigned into or petitioned into bankruptcy, voluntarily declares bankruptcy or is struck from the corporate register or otherwise fails to exist as a corporate entity.

11.3. Either party may terminate this Agreement without cause and for any reason upon providing at least thirty-six months written notice, provided that this notice is given by September 1 to be effective at the end of the school year, three years later.

11.4 The parties hereby acknowledge and agree that:

- (a) in the event this Master Agreement is terminated by either party for whatever reason,

the Lease shall automatically terminate concurrently therewith; and

- (b) in the event the Lease is terminated by either party for whatever reason, this Master Agreement shall automatically terminate concurrently therewith.

11.5. Upon termination of this Agreement, the Board will allow the Society to retain on site personal property owned at the date this contract took effect or that was acquired by the Society through the operation of the CIS Alternative Program.

11.6. Upon termination of this Agreement, the Board will endeavor to provide reasonable efforts in assisting the Society to return CIS to independent school status. This may include the following actions:

11.6.1. Facilitate the unimpeded and timely transfer of current school staff from employment with the Board to employment with the Society;

11.6.2. Facilitate the unimpeded and timely transfer of current students of the CIS Alternative Program to another school operated by the Society under a different school board or as an independent school; and

11.6.3. Facilitate the unimpeded and timely transfer of data, records, and any such items of information that the Society would reasonably require to continue the school's operation.

11.7. Upon termination of this Agreement, the Society will endeavor to provide reasonable efforts in assisting the Board to end the operation of the CIS Alternative Program. This may include the following actions:

11.7.1. Facilitate the unimpeded and timely transfer of current school staff to another school elsewhere within the Board's jurisdiction or within another local public school board, if employment with the Society is neither offered nor desired; and

11.7.2. Facilitate the unimpeded and timely transfer of current school students to another school elsewhere within the Board's jurisdiction or within another local public school board, if attendance at CIS is neither offered nor desired.

12. Disclosure of Liabilities

12.1. The Society covenants, represents and warrants as follows and acknowledges that the Board is relying upon such covenants, representations and warranties in connection with the making of this Agreement:

12.1.1. There are no actions, suits or proceedings pending or threatened against or affecting the Society, at law or in equity, or before or by any federal, provincial, municipal or other governmental department, commission, board, bureau, agency or instrumentality, domestic or foreign which action, suit or proceeding involves the possibility of any judgment against or liability of the Society. The Society is not aware of any existing ground on which any such action, suit or proceeding might be commenced with any reasonable likelihood of success;

12.1.2. The Society has been duly incorporated and organized and is validly subsisting in all respects and in good standing under the laws of the Province of Alberta;

12.1.3. All necessary corporate action and proceedings have been taken by the Society to allow it to enter into this Agreement;

12.1.4. The execution and delivery of this Agreement by the Society and the performance of its obligations in this Agreement do not conflict with or constitute a breach of the constating documents, Bylaws or resolutions of the Society or the provisions of any applicable law, statute, rule or regulation in the Province of Alberta or of Canada;

12.1.5. No approval, authorization, consent, permit or other action by, or filing with, any governmental body or authority or any regulatory agency, body or tribunal having its jurisdiction is required in connection with the execution and delivery by the Society of the Agreement and the performance of its obligations in this Agreement.

13. General

13.1. Any notices to be given hereunder shall be in writing to the other party and shall be delivered personally or by prepaid registered mail or facsimile/email and in any case it shall be deemed to be given only when received. The address of the parties hereto shall respectively be:

Board of Trustees
Palliser Regional Division No. 26
101, 3305-18 Avenue North
Lethbridge, AB T1H 5S1

Muslim Community Foundation of Calgary (MCFC)
2612-37 Avenue N.E.
Calgary, Alberta, T1Y 5L2 Attention: MCFC Chairperson

14. Entire Agreement

14.1. There are no representations, warranties, agreements or understandings between the parties hereto other than those expressly contained herein and the Schedules attached hereto, and this Agreement contains all the terms and conditions agreed on by the parties hereto.

15. Waiver

15.1. A waiver of any breach of a provision hereof shall not be binding upon a party unless the waiver is in writing and the waiver shall not affect such party's right with respect to any other or future breach.

16. Governing Law

16.1. This Agreement shall be construed and the relations between the parties determined in accordance with the laws of Alberta, and the courts of the Province of Alberta shall have exclusive jurisdiction with respect to all matters relating to or arising out of this Agreement.

17. Modification

17.1. No waiver or modification of any of the terms of this Agreement shall be valid unless in writing and signed by both parties.

18. Assignment

18.1. This Agreement may not be assigned by the Society without the prior written consent of the Board.

18.2. This Agreement may not be assigned by the Board without the prior written consent of the Society.

19. Enurement

19.1. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

20. Severability

20.1. If any provision or part of this Agreement is determined to be prohibited by, or invalid under, or unenforceable under, any applicable law, then such provision or portion of it will be ineffective to the extent of such prohibition or invalidity only, without invalidating the remaining provisions of this Agreement.

21. Preamble, Recitals and Headings

21.1. The preamble, recitals and headings in this Agreement are part of the Agreement and may be used to interpret this Agreement.

22. Further Assurances

22.1. Each of the parties covenants to do all such further acts, and execute and deliver all such further documents or instruments as may be reasonably necessary to give full effect to this Agreement.

23. Counterparts

23.1. This Agreement may be signed in counterpart.

24. Mediation

24.1. In the event of a dispute or disagreement between the parties as it relates to the application or interpretation of this Agreement or any aspect of the operation of CIS or the CIS Alternative School Program, the parties shall, prior to resorting to Court action, attempt to mediate any disagreement between them.

24.2. The mediation shall be conducted with the assistance of a mediator satisfactory to both parties who is independent of both parties, and who shall act fairly and impartially.

24.3. The party wishing to pursue the disagreement shall, within 7 days of the disagreement arising, propose the name of a mediator who is independent of the party. The other party shall, if it does not accept the proposed nominee, advise the proposing party within five 5 days and shall propose the name of a mediator who shall be independent of the party. If that nominee is not acceptable then the parties shall proceed to step 24.4.

24.4. Failing agreement upon a mediator, the parties shall meet and each shall nominate three persons independent of the party, and not previously proposed as a mediator by either party, on separate, identical, pieces of white paper, to be provided by the Corporate Secretary of the Board. Each paper shall have only a single name. The Corporate Secretary of the Board shall collect the papers and shall place the papers in a container in identical condition, folded once, and one of those names shall be selected by a draw conducted by the Corporate Secretary.

24.5. The mediator selected by the draw shall be the mediator. If that mediator is unable or unwilling to act, another draw will be undertaken in accordance with step 24.4, but the party whose nominee was drawn, but is unwilling or unable to act, will be entitled to nominate another person in his or her place prior to the further draw being conducted. Step 24.4 will be repeated until a mediator who is able and willing to act is selected.

24.6. The mediator shall determine the process to be used in the mediation, provided that the time within which the mediation is to occur is expedited to the degree reasonably possible, while allowing the parties adequate time to prepare.

24.7. The parties shall bear the costs of the mediator equally, but otherwise shall bear their own costs.

24.8. The representations, materials, admissions, and recommendations made, submitted, or arising from, or in the course of, or for the purpose of the mediation shall be without prejudice to either party, and no reference to such matters, or anything related to, or ancillary to the mediation, except that mediation was attempted, shall or maybe made in any forum if the matter is not resolved at mediation and if any further process in any forum, is pursued by either party, whether related to the same subject matter or not.

24.9. The parties will engage in not less than 8 full hours of meetings with the mediator before either may terminate its participation in the mediation process. Meeting time between the mediator and either of the parties shall be counted toward the 8 hours.

24.10. The recommendations of the mediator, if any, shall be made in writing to the parties, within three (3) days of the end of the mediation process, however arising, and shall be binding on the parties.

24.11. The mediator may provide for any additional steps, or procedures, not set out herein that are reasonably necessary for the effective performance of the functions of the mediator.

IN WITNESS WHEREOF the parties hereto have executed these presents on the day and year first above written.

PALLISER REGIONAL DIVISION NO. 26

**MUSLIM COMMUNITY FOUNDATION OF
CALGARY**

Signature

Signature

Print Name - Board Chair - Colleen
Deitz

Print Name - MCFC Chair - Mudhir Mohamed

Signature

Signature

Print Name - Secretary - Treasurer -
Wayne T. Braun

Print Name - MCC Chair - Abduljalil Elkadri

SCHEDULE “A”

Mission/Vision Statement

Our Mission at CIS

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

Our Vision at CIS

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

SCHEDULE “B”

Values of Calgary Islamic School

The values held at the Calgary Islamic School are established by using a holistic approach to learning; one in which the essential elements of achieving human excellence - in an intellectual, social, physical, and spiritual context - are instilled in our students starting at the earliest stages. We aim to raise students who demonstrate impeccable Islamic character along with advanced academic skills and exemplary citizenship.

One of CIS's most important priorities is to develop our students' cognitive and social skills through integrating Islamic values with the Alberta Education Programs of Study. Our school uses the *ABC - Keys to Students' Success* model to achieve this as illustrated below:

A- Achievement- We aim to foster high expectations from all students and help them achieve their full potential. This is done through exploring all possible strategies that lead to enhancing students' performance with increased involvement and collaboration of parents.

B- Behavior- Demonstrating positive attitude and appropriate behavior are key elements to high academic achievement. Our school-wide discipline policy is derived from Islamic principles that aim proactively to approach unacceptable behavior through means of student collaboration in order to help analyze their actions and take full responsibility for the outcomes.

C- Celebrating Milestones and Successes- An effective means of motivating students and sustaining success in our school is celebrating student accomplishment. The continuous celebration of success breeds even more success and helps to build student self-confidence, motivating them to achieve higher.

SCHEDULE "C"

Admission Policy of CIS

The Calgary Islamic School gives a fair and equal chance to all applicants who fulfill the admission requirements; dependent upon space availability. To determine admission eligibility for students transferring from another school, official report cards (showing final marks) must be submitted to show that students have successfully completed their last grade.

Applicants are advised that the School does not currently have the facilities and resources to serve the educational needs of students with learning disabilities and/or social, emotional, or physical disabilities. In other words, CIS is committed to meeting the needs of all children who are enrolled. However, students will be admitted only if their educational needs can be met by the programs available at CIS and within available resources. As Inclusive Education funding allows and facilities are enhanced going forward, these identified students will be enrolled and incorporated into the educational environment. CIS has the right to decline any candidate's admission if the student has a history of unacceptable behavior.

Children applying from the public system are accepted on a first come first served basis with priority given to siblings applying for the first time. All new KG students get scrutinized for their social and developmental skills before they are finally accepted.

Applicants for our High School program are required to have no less than 65% in all core subjects (Math, LA, Social Studies, and Science) in addition to a clean behavioral record.

Applicants from outside the province or country may be required to write a language proficiency test. Students from public and charter Alberta schools may be exempted from writing the entrance tests if the overall averages of their final report cards are no less than 70% and are able to prove excellent behavioral records. There will be a \$100 nonrefundable registration fee for the entrance exam.

When considering all applicants, we take into account both the suitability of our educational program for the prospective student and the availability of places within the school.

The following are the requirements of registering your child upon acceptance at our school:

PROOF OF AGE: The parents of all children entering KG are requested to provide the proof that their children are 5 years or older on or before February 29th of the enrolment year.

IMMUNIZATION RECORDS: To ensure all students are safe, the Calgary Health Region Authority (CHRA) requires that all students be immunized against certain contagious diseases. Prior to registration, all parents are requested to submit up-to-date immunization records for their children.

BIRTH CERTIFICATES OR RESIDENCE VISAS: Canadian-born students must show a copy of their birth certificate or any other official document showing their dates of birth. Non-Canadian students are required to show a valid residence visa (stamped in their passport), proof of residence in Alberta, and a valid study permit from Immigration Canada prior to the registration

period.

REGISTRATION FORM: To complete the process, a registration form must be filled out and signed by a parent or legal guardian.

RETURNING STUDENTS: Students, currently enrolled in the school, who wish to renew their enrolment for the upcoming school year, must notify the school of their intention to renew. A date is usually set by the school administration and communicated to parents before the end of the calendar year. All returning students must report back to the school by September 25th otherwise their admission will be revoked. Students who leave the school and wish to return in subsequent years will have no priority over the public and their applications will be placed at the bottom of the waiting list.

Interested students/parents are required to fill out the online application form, which opens up on the first Friday of February each year. Each applicant is put on the waiting list of the specific grade and campus they have chosen for their child and are contacted for admissions when their turn comes up.

Based on grade level and language proficiency, testing and screening for placement purposes will take different forms, including but not limited to, consideration of all past school reports in English, a personal interview, school readiness testing, language proficiency testing and a review of previous special needs documentation. The granting or refusal of admission is the responsibility of the Principal in collaboration with the Academic Director and other administrative personnel in charge of that specific grade level.

The admissions process involves these six steps:

1. Submit a completed online application form

The first step in the admissions process is the submission of a completed online application form by the parent(s)/guardian(s) when it opens up in February. Your application will then be put on our waiting list for the grade and campus applied for.

2. CIS Contacts You

Once a student is selected by sequence from the wait list, CIS contacts the parent(s)/guardian(s) to come to our campus and submit all required documents for admission.

3. Placement testing or Screening

Placement testing and/or screening may be arranged depending on submitted documents, grade level and language proficiency.

4. Application review

Once all records have been collected, the Principal, Academic Director, and other administrative personnel will review the application. Admission may be granted, denied or the School may place the student back on the waiting list for future consideration. In all cases, the parent(s)/guardian(s) will be notified.

5. School Registration Form

If admission is granted, parent(s)/guardian(s) will be notified by the school personnel and asked to fill out the School Registration form for the pertinent school year. This form must be signed by all respective parent(s)/guardian(s) and returned to the School.

6. Payment of Entrance and Registration Fees

Payment of the initial Entrance and Registration Fees is due once the School Contract has been finalized and before entrance. Invoices will be addressed to the payor as identified in the School Contract and issued shortly thereafter.

SCHEDULE “D”

ISLAMIC / CHARACTER EDUCATION

The Calgary Islamic School bases its teachings on the universal, moral values of Islam. Our basic Islamic values are emphasized across our curriculum, in our Islamic Studies and Arabic classes, and during school assemblies and events.

There are ten monthly virtues that make up the core of our character education program in the elementary and junior high divisions. Our students are encouraged to apply these values in the classroom, on the playground, in sports competitions, on field trips and in the community.

An important part of student life at CIS is daily prayer and real-life applications of faith. Our students are actively involved in annual events such as the Quran competition, Heritage Day, Food drives, and the Arabic Festival. Every Friday, our grade four to twelve students have the opportunity to participate in Jumma prayer and listen to the Khutbah attentively.

Islamic Studies

The cornerstone of the education for students at Calgary Islamic School is the formation of their Islamic faith. The focus of the Islamic Studies curriculum is to familiarize the students with the Islamic beliefs and practices, and to enhance their understanding of the practical dimension of their faith. The approach we use is designed to instill a love for Allah SWT and an appreciation of the Prophetic example. To accomplish this, students get daily instruction in three basic areas: Islamic Studies, Quranic Studies and the Arabic Language.

The curriculum is built around a series of value-based themes, and incorporates age-appropriate learning materials and activities. As students' progress from one grade level to the other, they learn how to practice the basic rituals of worship, Ibadat, and the Articles of Faith. They learn important parts of the life of Prophet Mohammad (pbuh) and recognize his significance to Muslims and the world. They learn about the lives of other prophets and analyze their stories for important lessons.

Students in the higher grades are also introduced to Islamic History and Civilization, and learn about Muslims in the contemporary world. The Quranic Studies program consists of the study, memorization, recitation and reading of the Quran, and emphasizes the understanding of the Quran which will serve as guidance in the lives of students. High School students take a character education course in grade 10, which is a compulsory course for students at the school.

SCHEDULE “E”

Student and Parent Code of Conduct:

STUDENT CODE OF CONDUCT EXPECTATIONS OF STUDENTS

- Students are expected to behave responsibly in and out of the school and consider themselves as representatives of Islam and CIS at all times.
- School property is to be respected.
- Students will conduct themselves with noble manners at all times with peers, all staff members and visitors to the school.
- Students are expected to be punctual for all of their classes.
- The completion of all school work assigned is the responsibility of the student. This means being organized, using class time effectively, and completing all assigned homework in a timely manner.
- Cleanliness should be manifested in the student’s work places, classroom, and personal hygiene.
- Adherence to the school uniform is mandatory during the school day and when representing the school. Students are expected to wear the school uniform properly at all times unless otherwise instructed.
- It is expected that each student will act in a safe and helpful manner towards oneself and others. Students are expected to move safely within the building by walking and not running. These general guidelines and expectations for a Calgary Islamic School student apply equally to all students. They are a means of encouraging students to develop the self-discipline that is characteristic of an exemplary Muslim. All guidelines reflect the responsibility that a student assumes when he or she agree to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. Failure to comply with any of the guidelines may result in suspension or expulsion.

DRESS CODE

- Wear the approved school uniform.
- Keep your uniform clean, neat, and tidy.
- Jackets and sweaters with images, decals, messages, or insignias are not permitted.
- Outdoor shoes, sandals, party shoes are not permitted inside the school building (only non-marking runners should be worn inside the school).
- Boys’ hair must be trimmed to a regular length.
- Shaving one part of the hair and leaving the other and/or coloring / streaking one’s hair with colors is not permitted.
- Jewelry for boys, excessive jewelry for girls and tattoos are not permitted in the school.
- Nails polish, excessive make up and excessive perfumes/colognes are not permitted.
- Socks must be worn at all times.

PARENT CODE OF CONDUCT:

According to the "Policy Memorandum No. 128" from Alberta Education, parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Therefore, all parents are expected to:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed, and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- show that they are familiar with the provincial Code of Conduct, and school rules
- encourage and assist their child in following all the school rules
- assist school staff in dealing with disciplinary issues involving their child

The school does not tolerate any kind of bullying, intimidation, verbal and/or physical harassment towards its administrators, staff, students, volunteers, or any other member of the school community. CIS reserves the right to deny access to the school property of any person who shows or expresses any kind of violence or disrespect towards any member of the school community. During the school hours, parents are not allowed to go into the classrooms without permission. Parents or guardians should contact the Front Desk to set up appointments if they wish to meet with any teacher. All visitors must be over 18 years of age, unless accompanied by an adult. For safety reasons, all visitors/volunteers need to register with the Front Desk when first entering the school building and wear volunteer/visitor nametags. All volunteers must be 18 years of age on the date of volunteering, and they are required to receive an orientation from the Academic Director prior to their first assignment.

SCHEDULE “F”

ARABIC LANGUAGE LEARNING

Arabic is a highly rewarding language to learn and understand. Being an essential language for understanding the Holy Quran, Arabic can also benefit professional development and academic scholarship.

Students attending Calgary Islamic School are provided with the opportunity to learn Arabic as a Second Language from K-9. Students also have the opportunity to take Arabic as a Foreign Language as an option course in high school for credits.

The Curriculum for our Arabic Language Program is presented in Arabic; it provides a progression of Specific Learning Outcomes from Kindergarten to Grade 12. The Specific Learning Outcomes for each grade reflect knowledge, skills and attitudes that students are expected to achieve by the end of each grade. The Language Learning of students focuses on meaningful and functional learning activities that are best structured around topics based on students' experiences and interests.

The following table illustrates the number of hours of Arabic instruction across all divisions:

- Kindergarten: 105 minutes per week
- Grades 1-6: 225 minutes per week
- Grades 7-9: 180 minutes per week
- Grades 10-12: 380 for one term per year

Students are provided with the appropriate level of instruction and support to ensure that they are engaged and motivated as learners. On top of the solid curricular instruction, students have opportunities to participate in cultural events and extracurricular activities that enhance their understanding of the Arabic language.