



# Parent / Student Handbook

2023-2024

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## **ABOUT MUNEEER**

Welcome to the Muneer Academy Family!

We are a professional learning community focused on student learning, committed to working together, and striving to use student results to improve our performance. Our work is critical to our community and our school strives to exceed expectations.

This handbook is intended to be used by parents and students to provide general information about Muneer Academy and to serve as a guide to the school's policies, rules and regulations, benefits of enrollment, and performance expectations. The handbook deals with professional expectations and conduct.

Each parent and student is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will

make a decision based upon applicable school policies, state and federal statutes and regulations, and the best interests of the school.

It is important that we be aware of the expectations and responsibilities of our individual assignments. This handbook will serve as a useful guide throughout the school year and should be consulted frequently.

Also please sign the Acknowledgement Statement that confirms that you have been informed of the handbook and agree to abide by the policies and procedures of the school. The Acknowledgement Statement must be submitted to the school office before the school starts for the current school year.

The school reserves the right to make changes or amend any policies and procedures outlined in this Handbook from time to time. These changes will supersede any compatible provisions included in this document. Suggested improvements to the handbook are welcome and may be submitted via email to [admin@muneeracademy.org](mailto:admin@muneeracademy.org).

## **VISION**

*Our vision is for our teachers, staff and parents to work together to create responsible, confident and enriched citizens who aspire to uphold the Islamic values of self- discipline, mutual care, and respect.*

## **MISSION**

*Muneer Academy will provide an enriched learning community that encourages the importance of academic excellence, leadership and Islamic morals.*

Muneer Academy has been dedicated to its mission of developing a generation of Muslim Americans who can succeed academically and represent Islam in society at large since 2018. The vision is to provide this desire to serve, which is achieved through the development of Islamic character and the provision of leadership opportunities and rewards.

Muneer Academy strives to provide students with the resources they need to support life-long learning and an Islamic climate that fosters noble character and righteous leadership. Muneer Academy's dedication to upholding high academic standards in an Islamic setting encourages students to concentrate not only on their studies, but also on their innate curiosity, reverence for knowledge and a willingness to use their intellect for the development and service of society.

Our method is to teach the value of sacred knowledge and relate the sources of Islam in the example of the Prophet Muhammad ﷺ and the Holy Quran. Muneer Academy's strategy for achieving its vision is to instill noble character and righteous leadership in students.

Our academy was founded because we recognized the growing needs of our communities to establish an educational institute meant to shape our Muslim American youth. In order to serve the various layers of our community, the foundation of Michigan Islamic Institute was laid in 2013 to educate our male students from across America. Several years later, we were blessed with the resources to open a branch of Michigan Islamic Institute for our local community members. The new branch, "Muneer Academy" opened in 2018 solely to provide an opportunity for local Muslim students to benefit from gaining a strong foundation in Islamic studies alongside their secular studies. The purpose is to preserve the upcoming generations in America by educating them in Islamic and secular education with true scholarship.

Muneer Academy started as a small school located in Masjid Uthman Bin Affan and has evolved into an academic competitor through the grace of Allah (swt) through a framework of continuous development, community support, and faculty and staff dedication to better achieve its vision. Muneer will continue to achieve and progress insha'Allah with sustained efforts and encouragement.

# FORMS OF COMMUNICATION

## **Administrative Team**

Main Office

[admin@muneeracademy.org](mailto:admin@muneeracademy.org)

586-999-9581

Director of Academic Studies

[academics@muneeracademy.org](mailto:academics@muneeracademy.org)

Director of Girls Islamic Studies

[zyusaf.muneeracademy@gmail.com](mailto:zyusaf.muneeracademy@gmail.com)

Director of Boys Islamic Studies

[hifdh@muneeracademy.org](mailto:hifdh@muneeracademy.org)

Curriculum Director

[myparveen.muneeracademy@gmail.com](mailto:myparveen.muneeracademy@gmail.com)



## **SCHOOL OFFICE HOURS**

The school office is open Monday - Friday from 8:30 AM to 4:00 PM. If you need to contact the school before or after these hours, you may call (586) 999-9581 and leave a message or email us at [admin@muneeracademy.org](mailto:admin@muneeracademy.org). Someone will return your call or message, during our normal school hours.

## **CIVILITY POLICY**

Parents and Guardians of Muneer Academy acknowledge and agree that the opportunity to attend Muneer Academy is always conditioned upon both the student and all other members of the family honoring the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school's student handbook.

## **EMAIL DISTRIBUTION LISTS**

Every family will be included in the general school email distribution list. These lists are a one-way communication from school to parents. They are not intended to be discussion forums. If you want to communicate with any teacher or school personnel, you can find their email address in the online directory on [muneeracademy.org/instructors](http://muneeracademy.org/instructors).

## **COMMUNICATION WITH THE SCHOOL**

Parents are encouraged to have open communication with teachers. Allowed communication methods provided are Gradelink, school email account, parent-teacher conferences, or meetings with any administrative team members. Parents may also contact the school via the Main Office. Teachers are not permitted to share any personal contact information (i.e. numbers or home addresses) with their student's parents, even upon request.

- The school website ([www.muneeracademy.org](http://www.muneeracademy.org)) contains important information for parents. We encourage parents to check it regularly for the posting of current events.
- Gradelink allows parents to check their child's grades, classroom behavior, and classroom expectations on a consistent basis.
- Report cards are issued at the end of each semester.
- Parent-teacher conferences are every semester.
- Elementary students receive Parent-Teacher Communication folders from their teachers weekly.

## **CHANGE OF ADDRESS/PHONE NUMBER**

It is vital in the educational process to be able to contact parents/guardians via phone and email regarding student emergencies, behavior, progress, and other pertinent information. If your phone number, home address, or email changes during the school year, please notify the school's Main Office so that this information can be updated immediately.

## **SCHOOL RESOURCES**

Muneer Academy will utilize the school website ([muneeracademy.org](http://muneeracademy.org)) to post important information and documents for students and parents. The website will store the yearly calendar, parent/student handbook, school supplies list, links for forms, and all other necessary materials on the website. Please check the school website prior to contacting the office for information.

## **SCHOOL ENTRANCE**

The Muneer Academy campus building is used by other institutions for separate programs in the evenings and during the weekends. Thus, we are not able to put proper signage for our parents and students. All parents must use the entrance to Muneer Academy off of Burg Rd and only use the 11 Mile road as the exit. The area in front of the building is a drop-off/pick-up zone only, please do not park in this zone.

## **SCHOOL VISITORS**

All school parents and visitors must check in at the front desk and receive a badge indicating they are permitted on school property. Teachers nor students are permitted to open the doors to incoming guests. This will maintain a safe environment and control incoming personnel in the building. Teachers are to keep vigilant for unfamiliar people in the building (without a badge) and report immediately. Parents and visitors are prohibited from roaming the building without checking to the front desk first.

# **ATTENDANCE**

## **ATTENDANCE REGULATIONS**

The daily schedule begins at 8:30 AM, Monday through Friday. All students are expected to remain on campus throughout the entire school day. Regular attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. Regular and punctual attendance is an important trait of responsibility and self-discipline for students to develop. Attendance is one of the most important success factors in your child's academic career at Muneer Academy. A student who is present every day, on-time, for the entire day develops strong ethics for education and career aspirations. Students who don't attend regularly may have a difficult time passing classes and may not graduate on time. Habitual absence or tardiness results in serious lapses in the accumulation of knowledge, self-discipline, and a sense of responsibility. Teachers and administrators consider class attendance and promptness significant components affecting a student's grades and overall success. Please review the following policies and procedures so your child has the best opportunity for a quality education. These rules and guidelines apply to all programs at Muneer Academy.

Chronic absenteeism has a significant impact on a student's education. Students who are frequently absent struggle to read proficiently and experience difficulty in other subjects. Chronic absenteeism in school is a key predictor of a student's success and completion of our programs. Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action. At Muneer Academy, excused and/or unexcused absences are cumulative for each semester.

## **RULES AND GUIDELINES**

### **Attendance**

- Failure to attend school will be considered an absence.
- Parents are responsible to notify the school of absence by 10:00 a.m. via phone or email (admin@muneeracademy.org) and including the reason for the absence.
- A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
- The school office will call home on all absences where the parents have not notified the school. Phone calls and/or contact after 24 hours may not result in an "excused absence."
- No student will be allowed to leave the school premise without a guardian signing them out from the front desk.

### **Attendance Records**

- All attendance records will be supervised by the administrative secretary. Monthly records will be kept for every student and will be kept in permanent record at the end of the school year. These records will be retained for two years.

## **EXTENDED ABSENCES**

- **Vacation**
  - For the benefit of your child's academic progress, Muneer Academy recommends that all vacations be taken while the school is not in session. However, it is understandable that at times families will opt to take vacations during the school year. If a family does decide to take a vacation during the school year, parents must complete the Absence Form by Muneer Academy before any extended student absence. Please allow 2 - 3 weeks for your request to be processed through our Hifdh/Aalimah and Academic Departments. Forms are located on the school website and may be accessed using the following link: [muneeracademy.org/request](http://muneeracademy.org/request). Muneer Academy reserves the right to DENY any extended absence based on student history, grades, or conduct.
- **Haji**
  - Hajj is one of the five pillars of Islam, Muneer Academy holds the rite of Hajj in the highest regard. If a family is presented with the opportunity to take the

journey, we encourage them to take the once-in-a-lifetime trip. However, we kindly ask that the family give the school three weeks' advance notice about the departure and return date.

- **Umrah**
  - It is a great honor to be able to perform Umrah. Please schedule your Umrah trip according to our school calendar. If there is a conflict, please let us know right away. We are happy to excuse absences for Umrah; however, students may not be able to make-up final exams.

## **EXCUSED ABSENCE**

At Muneer Academy, we prioritize the health and well-being of our students and acknowledge that occasional absences due to illness are inevitable. We have formulated an absence policy to ensure a balance between compassionate consideration and academic accountability.

- Absences due to illness, quarantine, medical, dental or optometric services rendered are excused.
- We understand that from time to time, students may wake up feeling unwell and might need to miss school for that day. We will excuse up to five of these absences in one school year, without any need for a doctor's note. We trust that these instances are genuine and encourage students to take the necessary time to recover fully before returning to school.
- In the event of three consecutive absences, regardless of the reason, we will require a doctor's note to excuse the student and to also ensure that the student is fit to return to school.
- Absences requested in writing before the absence and approved by the Principal such as funeral services, appearance in court, or special circumstances are approved at the Principal's discretion.

## **UNEXCUSED ABSENCE**

- Missing class without a warranted reason, whether the absence is student or parent initiated.
- Absence for family vacations and/or trips.
- Absence for which advanced approval is necessary and approval was not obtained before the absence.
- Failure to attend academic classes in the morning is an unexcused absence even if the student attends the afternoon islamic studies classes.
- Attending school without a doctor's note after three consecutive absences.

## CONSEQUENCES OF EXTENDED ABSENCE

- If a student is absent for more than five consecutive days, parents may be asked to meet with the Principal to discuss any consequences resulting from the absence.
- **If a student is absent from school for more than 15 consecutive days, excused or unexcused (not applicable to doctor-authorized absences due to health or surgery), they will automatically be unenrolled from Muneer Academy. If a student intends to return to Muneer Academy, they will be required to complete the entire enrollment process.**
  - Please note: A return spot will not be guaranteed and parents will still be required to finish the billing cycles till the end of the school year.
- A student with an unexcused absence may lose all opportunities to make up work except for exams. All coursework and homework assignments are the responsibility of the parents and student. The student receives a zero on all homework, classwork and projects s/he misses during the time off school.
- For elementary students, excessive absences will affect a student's grade and can result in student repeating the grade level.
- For grades 6-12, eleven (11) unexcused absences in any one (1) class will immediately place students on "no credit" (NC) status for that class period. **The student will not earn any credit for any classes on the 11th unexcused absence and thus will have to take credit recovery courses online to obtain the missing credits.** This is not applicable to doctor-authorized absences due to health or surgery. *(This rule does not apply to students leaving in the month of July)*
- Students are responsible for requesting their own make-up work. Teachers will have their own make-up work policy, and students are responsible for checking with their teachers as to those policies. If the absence was unexcused, teachers are not obligated to allow make-up work.
- Students who leave the school before the last week of school will not receive any special accommodations for early testing. They will receive a zero on all missed assignments and tests, and the semester grade will be calculated accordingly.

## LATE ARRIVAL

- A student arriving after 8:30 a.m. must enter through the Main Entrance to get a tardy slip before reporting to class. A student is considered "Tardy" if they are not seated in their first period classrooms by 8:30 a.m. Past 8:30 am, teachers will not admit students without a tardy slip.
- To excuse a tardy, a parent needs to send a written note with an acceptable explanation of the reason. The note must contain a reason for being tardy, the date, time and

parent's signature. Reasons for excused tardy include illness of the student, medical or legal appointment, or family emergencies. Oversleeping, car/traffic problems, etc. are not acceptable excuses for tardiness.

- Note: Accumulated tardies are converted to unexcused absences.
- When a student misses fifteen (15) minutes of any class period, it is considered an unexcused absence.
- **Five (5) unexcused tardies are equal to one unexcused absence.**

## **EARLY DISMISSAL**

Students who need to leave school due to illness or other excused reasons must be signed out from the front desk. Failure to sign in or out will result in disciplinary action. If a student is getting picked up by an adult other than the guardian, the main office must speak to the parent by phone to get consent for the student to leave. Notes will not be accepted. Parents of students who are picked up early on a regular basis will be contacted by the Principal to discuss the reasons and to develop a preventative plan.

Please limit early dismissal to necessary events. Authorized individuals, designated on school documents, are the only people permitted to pick up a student. In order to prevent any inconvenience and to adhere to necessary safety considerations, please adhere to the following:

1. Any parent planning to pick up their child, must do so before 3:45 PM. All students who are in the building after 3:45 PM will remain in school for the remainder of the school day (till dismissal at 4:10 PM). This is very important to adhere to as we continue to exercise the safest dismissal practices.
2. Students being picked up early must be signed out in the main office by the parent/guardian or by the person designated [in writing by the parent/guardian] to pick up the child.
3. Under no circumstances should a child leave the school site during school hours unless accompanied by a parent or authorized person.
4. **Students who leave school early 11 times in one semester, on the 11th day of early pick-up, will not be granted credit for the course that they are missing due to leaving early.** Thus, early pick up should be limited to emergency situations only.

## **STUDENT DROP-OFF**

Doors will be open from 8:15-8:30 a.m. for students to enter the school. There will be no access for students to the school prior to 8:15 a.m. School commences at 8:30 a.m. and students must be in their seats and ready to begin the day by 8:30 a.m. After 8:30 a.m. students will be considered tardy and will have to enter through the Main Office to receive their tardy pass.

## **STUDENT PICKUP**

After school, students must be picked up from the designated areas for the boys and girls. If you do not pick up your children from the release location by 4:20 p.m. (Monday – Friday), students will be located in the main office. They are not permitted to roam the school after school hours.

**After 4:30 p.m., for any child that remains on campus, the parents will be billed \$1 per minute per child. The late pick-up fees will be charged to your account on the next billing month.** Note: By 5:00 p.m, if we are not able to contact a parent/guardian or designated emergency contact, then we will contact either the Warren Police Department or Child Protective Services.

- Walk-in Option (Grades 4-12)
  - Park in the parking lot.
  - Wait for your child in the dismissal area.
  - Pick up your child and exit from 11 mile Rd.
- Drive-up Option (Grades 4-12)
  - No parking is permitted in the drop-off/pick-up lane.
  - Drive your car in the pick-up lane only if you see your child is standing at the exit. Student(s) cannot take longer than 45 seconds to get into the car.
  - Drivers are to always remain inside their vehicle and to pay full attention to the directions of school personnel and safety patrol students (no cell phone use, please).

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

Muneer Academy school closures are determined by considering multiple factors, such as weather conditions, driving conditions, vacation dates, and semester schedules. On any day in which classes are canceled due to severe weather conditions, all other school-related activities



(school-sponsored social events, meetings, or extracurricular activities) shall likewise be canceled on that day and evening.

Weather-related data for closings or delays is collected and communicated by 6:00 a.m. to students, parents, and staff. Muneer Academy will send an email message and a text message to all parents when Muneer Academy declares a school closing. If Muneer Academy does not send a message regarding school closure by 6:30 a.m., then students should be prepared to go to school, as the school will be open. We kindly ask you that you don't contact staff and/or teachers for school closures.

# **STUDENT EXPECTATIONS**

## **BEHAVIORAL EXPECTATIONS**

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the school rules.

## **CONDUCT/SCHOOL RULES**

Student codes of conduct have been developed in order to improve clarity regarding the expectations schools set for the students. These codes are intended to help ensure that a structured educational environment is developed where students and teachers both operate under predetermined standards that provide guidance and describe disciplinary actions in advance of trouble. Common aspects of student codes of conduct include prohibitions against:

- unpreparedness for class
- absence
- vandalism
- inappropriate attire
- disruptive behavior
- cheating or plagiarizing

It is the personal responsibility of each student to be aware and abide by the policies and procedures of Muneer Academy. The school rules and regulations apply to all students during school and on the way to and from school. Consequences when appropriate, will be thoughtful,

consistent and fair. Consequences will seek to prevent a recurrence of the offense and teach acceptable social and Islamic behavior.

- Students should always be courteous and maintain respect for all teachers, supervisors, and adults in the building.
- The student must be present and punctual for all classes. Students are to be in their seat with school materials when class starts.
- Students must always keep their allocated cubicles, rooms, and/or lockers clean and neat. Prohibited items include but are not limited to: headphones, music, game/electronic devices, cell phones, inappropriate pictures, make-up, perfume, and nail polish.
- Any electronic device confiscated will only be returned to parents.
- All salahs must be prayed in congregation and students must participate in the A'amaal.
- The students are not permitted to trim their beards.
- Vulgar, inappropriate, or rude language is not permitted or proper for students.
- Students are expected to dress in the school uniform and in a manner appropriate for the school learning environment.
- Recreational facilities like indoor gym, basketball court, and game room are provided for students only during allocated break times.
- Students are not allowed to trade, exchange and/or sell items to other students.
- No student is allowed to leave the school premises without a written permission from the Principal and office.
- Students are not allowed to order food during school hours.
- Students who damage, destroy, vandalize, or steal school property or the property of others will be required to pay for losses or damages.
- If you see anyone break the rules, you must report it immediately. If you keep quiet about it, you may be held accountable.
- All other rules handed out by the administration must be followed.

## **DRESS CODE**

Our goal is to maintain criteria for dress and grooming that fosters pride in self and respect for school and Islamic standards. Students are expected to dress in clean, neat clothes that fit well and are in good repair, modest in style, and appropriate for the school and learning environment. An unkempt appearance or distracting clothing are not acceptable at Muneer Academy. Members of the faculty and administration reserve the right to request students to comply with the guidelines or change specific articles of clothing if they believe that the student's dress and/or appearance is not appropriate.

The dress code is established to teach Islamic grooming and hygiene and to encourage modesty. The wearing of modest clothing is required, and students are expected to be in the clothing and headdress as listed below.

## **GROOMING GUIDELINES**

Students must be dressed and groomed in a manner that is clean, neat, and presentable and that will not be a health or safety hazard to themselves or others. This includes brushed teeth, washed face and combed hair. Uniforms are to be clean and mended. Hijabs are to be clean, ironed and worn neatly. Fingernails are to be trimmed short and clean.

## **DRESS CODE FOR GIRLS**

Muneer Girls are expected to have their hair completely covered. No type of makeup, tattoos, colored nail polish or perfume is permitted during school hours. Undergarments must not be visible. Excessive use of jewelry is not allowed. Care should be taken that materials are not transparent and only low- heeled shoes may be worn. Slides/slippers and open-toed shoes are not permitted.

- **Headdress (Grades 4 – 12)**
  - Girls may wear any color hijab, including floral and patterned hijabs.

- **Clothing (Grades 4 – 12)**
  - Monday-Thursday, girls may only wear a simple BLACK abaya.
  - On Fridays, girls are allowed to wear a colored Abaya.
    - No cinched waists.
    - Abaya's length must reach the ankles and be full-length sleeves.
    - Abayas should not drag on the ground.
    - Abayas should not be tight.
    - Abayas cannot be transparent.
- **Sport Attire (Grades 4 – 12)**
  - When girls participate in outdoor activities they are required to wear socks and sneakers with laces.

## **DRESS CODE FOR BOYS**

Hair shall be neatly groomed and trimmed. Hair length should not surpass the ear lobes on the side or fall below the collar on the back. The length of the bangs shall be above the eyebrows. No tails are permitted. Extreme hairstyles and fade cuts are not acceptable. No headbands, wristbands, hats or caps are to be worn on the playground or indoors. No tattoos are permitted.

- **Headdress (Grades 4-12)**
  - Boys grades 4 to 6 must wear a topi/kufi.
    - Due to the distractions it may cause, boys grades 4-6 may only wear an imama on a Friday.
  - Boys grades 7 to 12 must wear a topi/kufi or imama.
- **Clothing (Grades 4-12)**
  - Boys must wear an ironed Thobe/Kurta with Shalwar (the shalwar must be above the ankles).
  - Boys are encouraged to wear white clothes on Fridays.
- **Sport Attire (Grades 4-12)**
  - When boys participate in outdoor activities they are required to wear socks and sneakers with laces.

# GENERAL INFORMATION

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS POLICY

As a Muneer Academy student, I will **protect myself and others**.

I will be **appreciative**: I will appreciate differences through kind actions and words.

I will be **empathetic**: I will understand the feelings of others and work to make things better.

I will be **caring**: I will care for my school, myself, and others.

I will be **enlightened**: I will seek knowledge and strive to be the best in everything I do.

Muneer Academy is a community of enlightened seekers of knowledge. We are all here to grow, learn, and become enlightened members of a community.

<b>Hallways</b>	Walk quietly Stay in self-space Always have a hall pass during class time Keep your hands, feet, and body to yourself Be on a voice volume level 1
<b>Cafeteria/Gathering Rooms</b>	Stay seated Stay in self-space Use inside voices Be clean
<b>Outdoor Play Area</b>	Be Safe Stay in designated area Report any problems

<b>Bathrooms</b>	Keep Clean Report Problems Flush Toilet and Wash Hands
<b>Assemblies</b>	Stay Seated Listen Quietly Stay in Self-space

### **PEACE Tickets**

These tickets are designed for students (grades 4-8) who show excellent skill, grit, and/or qualities of our PEACE positive behavior system. Teachers can award PEACE tickets at their discretion. PEACE tickets can be cashed into our PEACE store at the end of the month.

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### **MORNING PRAYERS AND DUAS**

As a private Islamic school, Muneer Academy adheres to the Prophetic teachings of Islam. Muneer Academy requires every 1st Period to recite morning prayers and duas aloud every school day. Teachers will be provided a printout of the Daily Morning duas and are instructed to start off class with these duas.

### **HOMEWORK**

Research shows that students can learn more when they actively engage in a variety of homework activities. We do encourage parents to become involved in their child's education by discussing with him/her homework assignments.

Homework can be assigned for any or all the following purposes:

- To enrich and extend school experiences through home activities.
- To provide essential practice in needed skills.
- To develop good study habits, which lead to increased independence by the

student, budgeting of time, self-direction, responsibility, and initiative.

## **GRADUATION REQUIREMENTS**

Muneer Academy follows the Michigan Merit Curriculum. All senior students are expected to meet the following minimum course requirements. Each semester is half a credit (1 credit per year) for each course and 24 credits are required for graduation. All electives are fulfilled with Islamic Studies and Arabic courses.

At least one year prior to the probable graduation date, the academic Principal will meet with each student to discuss whether a student is likely to meet the high school graduation standards so that there is a common understanding among the parents, school, and the student of the likelihood of graduation and receipt of a high school diploma.

While individual departments and instructors have the right to set appropriate standards for their particular courses, the minimum passing grade will be 60%. Senior students are expected to maintain passing grades in all courses. Failure to do so may cause the academic Principal to refuse to grant credits for failed courses and withhold the diploma. Any course for which the credit was not granted, students must take online credit recovery courses to obtain the credits. The student will need to meet with the Principal to coordinate a plan to make up the schoolwork to satisfy the requirements.

## **SAFETY ON CAMPUS**

The safety of all students and staff is extremely important. We have upgraded our security system and added more security cameras. In addition, our school is in a busy area with close access to police and emergency response personnel.

Daily security measures at Muneer Academy include:

- All access doors are kept locked during school hours.



- All students are always supervised and in all areas of the school (classroom, playground, cafeteria and the masjid) by adults who carry cell phones and/or walkie-talkies and can immediately report anyone who doesn't belong on the premises.

The main entrance to the school is under the supervision of the receptionist. The front door is kept locked during school hours and has additional security items at the front door such as a camera and intercom system.

- All visitors and volunteers must sign in at the reception desk in the lobby and wear a nametag. If staff members do not see a visitor sticker, they are instructed to send individuals to the front desk and/or to notify the receptionist.
- We lock all school doors during school hours, and we ask parents to always check in at the front desk at entrance door #6.
- All our hallways have cameras, videotaping any suspicious activity.

## **HEALTHY HABITS**

To nurture healthy habits in our students, MA encourages parents to send healthy foods for snack, lunch and for school gatherings. Fresh foods, with minimal sugar, are recommended. The following are examples of healthy snacks: cheese, crackers, fruit (grapes, strawberries, cut apples, cut oranges), baby carrots, sliced cucumbers, apple sauce, yogurt.

The following foods are discouraged during school hours: soda, chips, candy/gum, ice-cream, and popsicles.

## **FOOD SHARING POLICY**

Some children at Muneer Academy have been identified with certain food allergies. These allergies can be life-threatening if the student is exposed to the food. Some of the foods that have been identified are eggs, milk, peanuts, tree nuts, wheat, soy, etc. There are also many food products that contain nut oils. To maintain a safe environment at school, the following points will be observed:

- Sharing food between children will not be allowed.
- Hand washing before and after eating will be encouraged to promote the health and safety of all students.
- Parents will contact the teacher for healthy snack suggestions before bringing any food snacks to school.
- Teachers must update the classroom medical information binder and notify the front office if parents inform them about new health conditions/symptoms for any student.

## **GRADELINK**

Gradelink is a school administration, school management, admissions, and financial management system for K-12 independent schools. Gradelink allows schools to give parents and students their access to their classes. It is ideal for teaching by giving aides the ability to assist with grade entry and attendance. This access is granted by the administrator at the beginning of the school year. Classes and students will be updated automatically every term for students.

Gradelink Portal provides direct communication between the school and parents. Once you log on to the portal, you will be able to access information on your child including grades, attendance, schedule, immunizations, and an access log. Muneer Academy reserves the right to determine student and parent access to Gradelink. Muneer Academy reserves the right to deny or discontinue access to Gradelink with or without warning, for any reason, including abuse of the portal, court orders, or other legal proceedings that limit the availability of private educational data. Students and parents/guardians will follow the rules provided by both these guidelines and the law.

## **LOST AND FOUND**

Lost articles, clothes, and personal items may be claimed from the lost and found area located at the entrance hall lobby. Valuables can be claimed at the front office. It would be helpful to have your child's name marked inside articles of clothing, book bags, lunch boxes, etc. Every last

Friday of the month, all lost and found articles will be donated to a goodwill/charity organization or disposed of.

## **EMERGENCY DRILLS**

Students and staff participate in a series of drills every year: Fire Drill, Lockdown Drill, and Shelter-in- Place Drill. Below is a brief description of each Emergency Drill.

- Fire Drill - Fire evacuation procedures are used to clear the building of all children and adults as quickly as possible. The priority is safe, quick and efficient dismissal of all individuals located inside the building.
- Active Shooter Drill - A Lock Down drill helps to secure the school building and prevents any intruder from entering the building. The purpose of this drill is to keep students safe from any possible danger outside and in the vicinity of the school.
- Tornado Drill - the purpose of the drill is to keep students safe in case of a tornado. We will review how to respond and where to take shelter.

## **ILLNESS**

For the protection of the child and other students, parents should not send their child to school if he/she shows any of the following symptoms.

- High Fever
- Nausea or Vomiting
- Evidence of a communicable disease Severe headache and/or stomach-ache  
Spasm or convulsions
- Any severe accident including cuts or bleeding Persistent cough
- Rashes

Center for Disease Control (CDC) recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100°F, 37.8°C), or signs of a fever without the use of fever-reducing medications.

Should any student develop any of these symptoms during school hours, parents will be notified, and they need to plan to pick up their child as soon as possible. In some cases, a student will not be allowed to return to school unless the student presents a written medical report from his/her doctor stating that it is for him/her to go back to school.

## **MEDICATION**

Parents should fill out a medical authorization if the child is to take a prescribed medicine at school. Information about the medicine should be submitted along with the medical authorization form. Muneer Academy is not responsible for any medicine taken by a student without the knowledge of the school staff. This form is available at the front desk.

## **HEAD LICE**

We follow the recommendation from the National Pediculosis Association, which states “The No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school.” We opted for this policy to be more proactive in looking for the wellbeing of the entire student body. We believe the school and home need to work together for early detection and efficient solutions before spreading occurs. Based on this policy:

- As prevention and for early detection, the school encourages parents to check their children for lice before sending them back to school after long breaks and out-of-country vacations. Students cannot attend school if they have head lice and/or nits in their hair.
- Once detected, parents will be called and encouraged to pick students up as soon as possible. Parents need to treat or have the students treated before students can come back to school. Parents must bring students to the front office to be privately checked first. Their hair must be completely free of lice and nits before being allowed back in the classroom.

## **CHILD ABUSE & NEGLECT**

All professionals who deal with children are termed as mandated reporters by state law and are required to report suspected child abuse and/or child neglect victims. Educators are often in the position to recognize maltreatment, and as professional educators, we intend to report (to Child Protective Services) any suspected physical, sexual, and emotional abuse or neglect to the proper authorities.

School personnel will notify the Principal or Administrative staff of any suspected indications of child abuse or neglect who will determine the child's needs at the time and will communicate those needs to the parent(s)/guardian(s) directly. After a discussion with the parent(s)/guardian(s), the principal or administrator will then determine the child's needs and outline a further course of action. We have a common responsibility to prevent these tragedies and to provide our young people with the opportunity for happy and healthy lives.

## **AFTER SCHOOL TUTORING PROGRAM**

### **Objective of Program**

Our After School Tutoring is designed as a grade recovery program. Once the day and time for the tutoring program is decided, all parents will be informed via email. After hours tutoring will help eliminate failures and help students get back on track and maintain academic success.

Students will have opportunities to improve their grade and learn missed material by completing appropriate missing assignments, by completing additional assignments that review classroom material (this is not extra credit but a chance to repair and to extend learning), and/or by retaking tests (the original grade AND the retake grade will be averaged).

During After School Tutoring students may: 1) Complete missed projects or assignments. 2) Complete additional assignments given by teachers for grade recovery. 3) Receive tutoring by teachers. 4) Retake tests. 5) Work on homework

### **Attendance in After School Tutoring**

The After School Tutoring program will also be available to students who wish to attend on a voluntary basis.

- Attendance will be taken each day by the attending teacher.
- Students who miss three or more tutoring sessions may be removed from the program at the teacher's discretion.
- Students are expected to remain in their designated area with their assigned at all times during tutoring sessions. If any student fails to follow these regulations, they may be removed from the tutoring program.

### **Dismissal Procedures for After School Tutoring**

- Pick-up: an AUTHORIZED PERSON listed on the student's registration must sign out each student. ONLY those persons listed on your son's/daughter's registration/emergency contact are considered authorized.
- Students are to wait with the teacher on duty in a designated area until they are picked up by a parent/guardian.
- Students are assigned to After School Tutoring based on grades.
- The referring teacher will send out a phone call or email before MONDAY of the assigned tutoring week to parents notifying them that their child has been assigned After School Tutoring for the week.
- No students are allowed to roam the building, hallways, and/or outside at any time during tutoring hours.
- Tutors are expected to lock any utilized classroom doors and shut off any lights prior to exiting the building.

### **Emergency Procedures**

- All tutors and responsible parties are expected to follow Muneer Academy school policies regarding emergencies.
- Parents and a school administrator should be immediately contacted in the unfortunate and unlikely event of an injury and/or emergency.

# **DISCIPLINARY POLICY**

## **PHILOSOPHY AND PURPOSE**

The philosophy of Muneer Academy is to foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. To maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct that delineate unacceptable behavior and provide the basis for sound disciplinary practices within Muneer Academy. These policies and procedures will be enforced fairly, uniformly, and consistently.

Muneer Academy has adopted Positive Discipline as the foundation for how it deals with the day-to-day behaviors of children. The foundational concepts embedded in this program such as “mistakes are opportunities to learn” and helping students make better decisions for themselves are the building blocks for our discipline program here at Muneer Academy. However, there will be instances where severe and multiple transgressions merit consequences. The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring behavior detrimental to the self and others.

## **SCHOOL DISCIPLINE DESIGNEES**

The Principal has the authority to:

- Evaluate and implement the discipline policy.
- Remove a student from campus for emergency reasons.
- Suspend a student for no more than three consecutive school days per incident.
- Recommend a student for expulsion to Muneer Academy Board of Education.
- Assign students to community service-extended classrooms.
- The Muneer Academy Board is the only authorized party to expel students after due process.

## **RESPONSIBILITIES OF STUDENTS**

Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- Attend all classes, regularly and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be appropriately dressed and groomed.
- Show respect toward others.
- Behave Islamically and responsibly and obey the rules.

## **PHYSICAL RESTRAINT**

Any Muneer Academy employee may, within the scope of the employee's duties, use and apply physical restraint on a student that the employee reasonably believes is necessary to:

Protect a person, including the person using physical restraint, from physical injury.

- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a Muneer Academy employee, including from a classroom or other school property, to restore order or impose disciplinary measure (restrain an irrational student).

## **CREDIT DURING DISCIPLINARY PROCESS**

A student may be removed from school and placed on suspension for a period not to exceed five (5) consecutive school days. There is no limit to the times per school year that a student may be suspended, so long as each term of suspension does not exceed five (5) school days. The length of the suspension will be based on the severity and number of offenses and shall be determined by the school Principal. A student will not be afforded a hearing on the suspension; however, the Principal will inform the student of the reasons for the suspension and grant the student an opportunity to give her/his version of the incident.

- Students shall receive full credit for assignments completed in an alternative program, including in- school suspension and community service-extended classroom.



- A student suspended from school will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time frame designated by the teacher. A grade adjustment may be imposed on work made up for a period of the suspension according to the Muneer Academy Board policy.

### **DRUG, TOBACCO, AND WEAPON POSSESSION POLICY**

It is absolutely prohibited for any student or staff of the school to engage in the possession, use, or distribution of alcohol or illicit drugs on school premises or as a part of any of the school's activities, or for any employee to be under the influence of alcohol or illicit drugs while on school premises or while attending any school activity. It shall be the policy of the school to require an employee who has been charged or convicted of a violation of any statute pertaining to the use of alcohol or illicit drugs to report such charge or conviction to the Principal or main office.

It shall be the policy of Muneer Academy that all uses of tobacco and tobacco products (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, will be prohibited within the school's facility and the property owned by the school.

Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon and look-alikes, including, but not limited to, guns and knives is prohibited. Weapons under the control of law enforcement officials shall be exempt from this policy.

## **DISCIPLINARY ACTION**

Part of a school's responsibility is to provide its students with a safe and structured learning environment in which they can thrive. Student codes of conduct help implement safety and structure by providing the guidelines and policies of conduct and discipline. Whether you are a student, teacher, or administrator, student codes can outline acceptable forms of behavior, as well as potential penalties for violation. This section focuses on various school discipline policies in the event that the codes of conduct were violated.

A violation of a student's code of conduct may result in punishment. The most common punishment is "detention," where a student is kept during lunch or after-school. Other punishments may include writing a warning or reprimand, holding a student conference, holding a parent conference, changing the student's class schedule, or imposing a suspension. The kind and severity of punishment is typically dependent upon the nature of the infraction and the student's record of prior infractions.

- Detention - for minor offenses.
- Referral to Administrators- for offensive behavior Suspension - for more offensive behavior.
- Expulsion - for students who have committed serious violations or who have caused or threatened physical harm to fellow students or school staff members.

## **VIOLATION OF DRESS CODE**

- First Offense: The student will receive a verbal warning.
- Second Offense: A call to parents noting violation of school code. Parents will be instructed to provide appropriate dress for the student or arrange for accommodations to ensure the student has the necessary attire for school.
- Third Offense: A call home will be warranted with lunch-time detention.

- Fourth Offense: The student will be subject to an immediate three-day out-of-school suspension following a mandatory parent-student meeting with the Muneer Academy administration.

### **VIOLATION OF HALL PASS POLICY**

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, nutrition time, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

Students in the hall without a pass will be walked to the correct class, documented on our hallway truancy document, and receive an appropriate consequence.

- First offense: Verbal Warning
- Second offense: Lunch Detention (Tuesday/Thursday)
- Third offense: Parent Conference/ One day In-school Suspension

### **VIOLATION OF CELLPHONE/ELECTRONICS**

Muneer Academy follows a zero-tolerance policy for any electronic devices on the Muneer Academy campus. This policy is intended to ensure that personal electronic devices do not interfere with the learning, safety, and well-being of students and staff. If a student must bring their cell phone with them, they must turn them into the main office where the secretary will keep the cell phone till picked up at the end of the school day. Students are not permitted to keep their cell phones in their lockers and/or backpacks.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, parents should call the school office at 586.999.9581.

- First Offense: Cell Phone/electronic device will be surrendered, and students will receive a call home noting violation of school code. Parents must pick up the phone and/or electronic device from the main office after school. Cell Phones or electronic devices will not be returned to students under any circumstances. It is advised that parents make arrangements with the office to pick up their child's electronic device.
- Second Offense: Personal electronic devices will be confiscated as a result of further violations of school code. Cell Phone/electronic devices will not be returned for a week, and students will be subject to an immediate three-days out of school suspension following a mandatory meeting with the Muneer Academy administration.
- Third Offense: Student will be permanently suspended from Muneer Academy without any further hearing or warnings. Parents will be notified to pick up the student from school and wait for official notice from Muneer Academy.

#### **CHRONIC DISRUPTION**

- 1st Offense: The student will receive a verbal warning and a call home noting violation of school code. The student will meet with the administrator to discuss actions.
- 2nd Offense: Students will be pulled from class and isolated from other students. A call home will be warranted with after-school detention.
- 3rd Offense: The student will be subject to an immediate five-day out-of-school suspension following a mandatory meeting with the Muneer Academy administration.

#### **CHRONIC TARDINESS**

- First Offense: Three (3) Tardies. Parents will receive a call home noting excess tardiness to school.
- Second Offense: Five (5) Tardies. A call home will be warranted with an official email sent to guardians.
- 3rd Offense: Six (6) Tardies. Students will be subject to an immediate one hour after-school detention following a mandatory meeting with the Muneer Academy administration.

## **CHEATING/ACADEMIC DISHONESTY**

Copying another person's work for homework, class work, or a test, is a form of cheating. Using online resources and not citing the work is also a form of cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will evaluate the academic penalty to be imposed.

- First Offense: Automatic zero followed with a call home.
- Second Offense: Automatic zero, call home and lunch detention.
- Third Offense: Automatic zero, call home, and 3-day suspension.

## **BULLYING/CYBERBULLYING**

Muneer Academy has a ZERO-TOLERANCE policy on bullying and cyberbullying. Cyberbullying is defined as the use of electronic devices and information, such as email, instant messages, text messages, mobile phones, and websites (Facebook, Twitter, Instagram etc.) to send or post harmful messages or images about an individual or a group.

- Bullying includes but is not limited to:
  - Students saying hurtful and rude things to one another.
  - Making other students feel inferior and scared.
  - Spreading rumors or lies about others.
- Cyberbullying includes but is not limited to:
  - Spreading rumors and sending hurtful messages to others using social networks.
  - Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Any student who participates in such unlawful activity will be subject to appropriate discipline.

- First Offense: Lunch detention followed with a call home
- Second Offense: 3-day suspension followed with a call home
- Third Offense: 5-day suspension with a call home (AFTER WHICH IS THE POSSIBILITY OF EXPULSION)

# **FINANCIAL GUIDELINES**

## **REGISTRATION FEES**

Registration fees of \$450 must be paid for each family before they may confirm their enrollment to Muneer Academy. Registration fees are a one-time fee that is incurred at the end of the admission process to Muneer Academy. All registration fees are non-refundable nor transferable. In the event that a student withdraws and reapply to Muneer Academy, they must submit a new payment of registration fees.

## **MONTHLY TUITION PAYMENTS**

Tuition fees are due on the 1st or 15th of every month for 12 months. Tuition fees are paid for the full year, i.e. 12 months, regardless of extended breaks or holidays. Please note that the full-tuition amount at Muneer Academy is \$5,400 and it is split into 12 months for convenience. The last tuition payment for 2023 - 2024 will end in July 2024.

## **YEARLY BOOK FEES**

Books fees of \$100 are due on the 20th of every August. Books fees for new enrollments are processed with the registration fees. Please note: Individual teachers may request additional books to be purchased that may not be covered by the yearly book fees.

## **RESPONSIBILITY FOR PAYMENT OF FEES**

The Financial Agreement with Muneer Academy is reviewed annually. The parent(s) or legal guardian(s) accept to be fully responsible for payment of payment of tuition, registration fees, books fees, and any other miscellaneous fees according to the established payment schedules of Muneer Academy.

## **LATE OR OUTSTANDING PAYMENTS**

Failure to maintain timely payments, per the financial arrangement agreed upon with Muneer Academy, may result in the student's admission being reviewed. Students files and reports will not be processed if there is a delinquent amount outstanding. All accounts must be in good standing prior to the beginning of each semester.

## **WITHDRAWALS OR DISMISSAL**

If a family decides they must withdraw, they must notify Muneer Academy main office as soon as possible. If the student is withdrawn during the semester, a commitment for the

entire semester's tuition and fees, as well as any outstanding balance, regardless of circumstances (i.e. any personal decision or disciplinary action resulting in expulsion), will be due in full. The operating cost of the school depends on the commitment each family makes to attend Muneer Academy. Please note: Student files and records will be on HOLD and will not be sent to other schools until the financial status is in good standing.

# **PARENT CODE OF CONDUCT**

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.

## **PARENT EXPECTATIONS**

- Show an active interest in their child's schoolwork 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 school rules.
- Encourage and assist their child in following all the school rules.
- Assist school staff in dealing with disciplinary issues involving their child.
- Stay out of any activity that will negatively impact the positive atmosphere of the school or the school climate.
- Abide by the parent/student handbook.

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. Muneer Academy 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 or is involved in any activity that could negatively impact the positive atmosphere of the school.

## **PARENT DRESS CODE**

Muneer Academy is an Islamic school, and for us to set a good example for our students, we request that if parents wish to visit or volunteer at the school or go out on school-related activities, that they observe Islamic manners, attire and etiquette.



## **RESPONSIBILITIES OF PARENTS**

This document includes a single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:

- Provide for the physical needs of the student.
- Help students understand that school rules ensure respect and safety for everyone and must be always adhered to.
- Remind students that teachers shall be shown respect during and outside of class.
- Be sure the student attends school regularly and on time; and promptly report and explain absences and tardiness to the school office.
- Encourage and lead the students to develop proper study and behavior habits at Home.
- Participate in parent-teacher conferences to discuss the student's progress and welfare.
- Keep informed about school policies and the academic requirements.
- Read all communication materials coming from the school: newsletters, email messages, website announcements, etc.
- Pay required fees and fines.
- Participate in school-related organizations and cooperate with the school staff.
- Ensure the student is dressed according to school uniform policy.
- Discuss report cards and school assignments with the student.
- Alert the school authorities of any learning problem or condition that may relate to the student education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Sign and submit the attached Acknowledgment Statement.
- Exercise appropriate parental control and responsibility, which includes being liable for property damage proximately caused by (a) the negligent conduct of the student if the conduct is reasonably attributable to the failure of the parent to exercise their duty to control and reasonably discipline their child, or (b) the willful or malicious conduct of their child.