
2021 - 2022



**PARENT / STUDENT
HANDBOOK**

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 schools must strive 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 every year.

The School Board will occasionally make changes to the policy manual. These changes will supersede any compatible provisions included in this document. Suggested improvements to the handbook are welcome and may be submitted to via email to admin@muneeracademy.org.

VISION

Build generations of balanced and academically excellent Muslim American citizens that in return give back to the community.

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.

Students are required to complete 10 hours of community service as part of their graduation requirements, and many go above and beyond. This is the Muneer Academy's strategy for achieving its vision to instill noble character and righteous leadership in students.

MISSION

Muneer Academy will provide a school environment that encourages the importance of education and Islamic morals.

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.

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 2012 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 full-time academics. The purpose is to preserve the upcoming generations in America by educating them in Islamic and/or 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 inshaAllah with sustained efforts and encouragement.

Administrative Team

School Principal

Mohammad Ishtiaq

ishtiaq.muneeracademy@gmail.com

Main Office

admin@muneeracademy.org

Director of Girls Islamic Studies

Zanoor Yusaf

zyusaf.muneeracademy@gmail.com

Director of Boys Islamic Studies

Shaykh Sarwar Hussain

admin@muneeracademy.org

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. Someone will return your call or message, during our normal school hours.

COMMUNICATION WITH SCHOOL

Past experience has indicated that a key element contributing to parental satisfaction with our school is regular communication from teachers. Based on this understanding, monthly communication from teachers to parents continues to provide positive experiences of school to parents. Parents are requested to visit Gradelink and check emails from the school/teachers regarding their child's grades, classroom behavior, and classroom expectations on a consistent basis. Parents are encouraged to have open communication with teachers by appointment. To set an appointment with a teacher, email the teacher directly.

Teachers are not permitted to share any personal contact information (i.e. numbers or home address) with their student's parents, even at request. Communication with parents are provided through measures that will ensure a respectful and productive platform. The provided methods of communication are Gradelink, school email account parent-teacher conferences, or meetings with any administrative team member and the parent. Parents may also contact the school via the Main Office.

CHANGE OF ADDRESS/PHONE NUMBER

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the 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) to posting 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.

GRADELINK/GOOGLE CLASSROOM LOGIN

Students may request their Gradelink or Google Classroom logins by emailing admin@muneeracademy.org. A resource link to Gradelink is available at muneeracademy.org.

CURRICULUM NIGHT

This is a special event for parents to visit their child's class and meet his/her teachers to get a better idea of how the school year will progress in the classroom. Curriculum night will take place at Muneer before the first marking period.

PARENT AND TEACHER CONFERENCES

Muneer will host parent and teacher conferences twice a year to summarize the development of the student's grades and growth. Parent-teacher conferences are an ideal time for both teacher and parent to reflect on student's progress. This is the perfect moment to look back at how the year began, consider a student's adjustment and progress, and set goals as you look ahead. Whenever possible, we strongly encourage parents to attend to gain additional insight, to highlight student's strengths, and/or to raise questions or concerns.

ATTENDANCE

Regular attendance plays a huge role in academic success. 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.

DAILY SCHEDULE

The daily schedule begins at 8:30 a.m. Monday through Friday. All students are expected to remain on campus throughout the entire school day. Day students who are on campus after the regular academic day and afternoon activity period should make their presence known by checking in with the adult on duty. Typically, all students must depart campus by 5:00 p.m.

RULES AND GUIDELINES

- Parents and students are responsible for the student's good attendance.
 - If a student arrives after 8:30 a.m. the student must report to the front desk where a pass/tardy slip will be issued.
 - The entrance to the Muneer is off of Burg Rd and the exit is off of 11 Mile.
 - The area in front of the building is a drop off/pick up zone only, please do not park in this zone.
 - Medical and dental appointments, personal business, and vacations should be scheduled outside of school day hours, if possible.
 - Except for emergency situations, parents should not regularly come to the office to pick up their children early.
 - No student will be allowed to leave the school premise without a guardian signing them out from the front desk.
 - All parents and visitors to the Muneer Academy campus must report to the front desk, sign-in, and obtain a visitor's badge. Parents and visitors are prohibited from roaming the building without checking to the front desk first.
-

STUDENT DROP OFF

Please do not send students before 8:15 a.m. unless arrangements have been made with the main office. Students must be in their seats and ready to begin the day by 8:30 a.m. or they are considered tardy. Students must be dropped off in front of the school in the designated drop off area between 8:15 - 8:30 a.m. At that time, there will be teachers and/or staff supervising in the main entrance, office, and classrooms. Please do not drop off students in the street. DO NOT park in front of the school, it is still a drop off zone only. Students must go directly to the classroom and remain there until class starts.

STUDENT PICKUP

After school, students may be picked up from the designated areas for the boys and girls entrance of the school. 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. Note: When a child is left at school after dismissal, we will make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

LATE ARRIVAL

Whenever a student is entering the building after 8:30 a.m. they must first report of the front desk to get a tardy/pass slip before reporting to class. Any student is considered “Tardy” if they are not in the classroom when the class time starts. Accumulation of tardies will count toward an absence(s) for each class for all Muneer Academy programs.

Note: Accumulated tardies are converted to absences for every time a student is not in class at the beginning of the class instructional time. Tardies are converted as such: 3 Tardies are equal to one absence, 6 Tardies are equal to two absences, and 10 Tardies are equal to three absences.

EARLY DISMISSAL

Students who need to leave school due to illness or other excused reason 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

ABSENTEES

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.

RULES AND GUIDELINES

- The parent(s) should phone the school giving the reason and the approximate length of absence by 10:00 AM.
 - A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
 - Unexcused absences will be subject to administrative review and discipline.
 - It is the student's responsibility to arrange to collect and complete all missed assignments.
 - Excessive absences can result in "Reduced Credit" within a course.
 - Students must bring a parent note or doctors note excusing the absence the next school day and submit it to the main office.
 - Vacations should be planned during the school's scheduled holidays and breaks outlined in the school calendar.
 - The teacher, and/or administrator at Muneer Academy will meet with each student at five absences in one semester and provide the student with written notice indicating that the student has reached five absences. The student and parent will sign the form acknowledging this conference.
 - The attendance rules and regulations require a procedure for involving parents or guardian in the validation of the student's absence. Therefore, under this attendance practice, the parent or guardian is required to call the school to verify the student's absence same day or the absence is unexcused.
 - Phone calls and/or contact after 24 hours may not result in an "excused absence."
 - When a student is absent from class without a parent phone call to excuse the absence on that day, parents will receive a message notifying them of their son's "unexcused" absence.
 - Students are responsible for requesting their own make-up work. Students will be given the same number of days as the number of absence days to hand in the work.
-

ABSENCES

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 that a student 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.

- 5 unexcused absences - Office calls home. Email should be used if parent/guardian cannot be reached by phone.
- 8 unexcused absences- Office staff sends a letter sent home by U.S. mail informing of accumulating absences and proceeding steps for chronic absenteeism.
- 10 unexcused absences - Referred to the building administrator for intervention support.
- 15 unexcused absences - Referred to the school resource office and/or disciplinary action.

TYPES OF EXCUSED ABSENCES

Excused absences are legitimate reasons for a student to not be in school and can be documented. Exempt Absences (do not count toward absence totals) also include school sponsored activities such as class field trips and religious observations.

Examples include, but are not limited to, the following:

- Celebration of a religious holiday
 - Court appearance or legal proceeding
 - Extreme family emergencies
 - Funeral/death of an immediate family member
 - Medical appointment or care
 - Professional appointments such as medical, college visits, or military
 - Student illness/injury with doctor's note
 - Suspension days
 - Other reasons approved by the building's administrator
-

TYPES OF UNEXCUSED ABSENCES

Unexcused absences are missing any part of the school day without a legitimate reason. Unexcused absences are considered truant and should be avoided. Examples of unexcused absences include, but are not limited to, the following:

- Bad weather
- Caring for relatives
- Leaving school without permission/skipping
- Missing the bus
- Oversleeping
- Signing in late
- Transportation problems
- Vacations
- Willful absence

EXTENDED ABSENCES

Extended absences lasting more than 3 days during school time are discouraged. In the event that an excused absence is going to be prolonged, the parent must complete the online form requesting for the prolonged absence. Parents must complete the Absence Form by Muneer Academy prior to any extended student absence. If a student leaves or misses classes before the request decision has been communicated to the parents, student will be subject to disciplinary action. Please wait 2 - 3 weeks for your request to be processed through our Hifdh/Aalimah and Academic Department. Students must make arrangements with the subject teacher regarding make-up assignments upon students return – not before. Forms are located on the school website and must be approved by Muneer Academy committee and teachers before the student's absence can be accepted. Muneer Academy reserves the right to DENY any extended absence based on student history, grades, or conduct.

- Hajj - Being one of the five pillars of Islam, Muneer holds the rite of Hajj in the highest regards. 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 date of the departure and return.
-

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 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.

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 offence 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 the school starts.
 - Students must always keep their allocated cubicles, rooms, and/or lockers clean and neat.
 - No headphones, music, game devices, electronic devices, cell phones or cameras are allowed at school. 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.
 - No student is allowed to leave the school premises without a written permission from the Principal and office. While leaving the school campus students must wear the student ID.
 - 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 students' 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.

Muneer Girls are expected to have their hair completely covered (grades 4 to 12). No type of makeup, tattoos, colored nail polish or perfume is permitted during school hours. Undergarments must not be visible. Excessive use of jewellery is not allowed. Care should be taken that materials are not see through and only low-heeled shoes may be worn. Girls are expected to wear a simple dark colored abaya on a daily basis with a hijab.

Muneer Boys hair shall be neatly groomed and trimmed. Extreme hairstyles or cuts are not acceptable. No headbands, wristbands, hats or caps are to be worn on the playground or indoors. No tattoos are permitted. Boys are expected to wear a topi/kufi and ironed thobe/kurta with shalwar (the shalwar must be above the ankles) on a daily basis.

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.

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-a-likes, 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 responsibilities 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 code of conduct may result in punishment. The most common punishment is "detention," where a student is kept 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

- 1st Offense: Student will receive a verbal warning and a call to parents noting violation of school code. Parent will be instructed to provide appropriate dress for student or arrange for accommodations to ensure student has the necessary attire for school.
 - 2nd Offense: Student will be pulled from class and isolated from other students. A call home will be warranted with a after school detention.
 - 3rd Offense: Student will be subject to an immediate three-days out of school suspension following a mandatory meeting with the Muneer Academy administration.
-

VIOLATION OF CELLPHONE/ELECTRONICS

- 1st Offense: Cellphone/electronic device will be surrendered, and student will receive a call home noting violation of school code. Parent must pick up the phone and/or electronic device from the attendance office after school. Cellphone or electronic device will not be returned to student under no circumstances. It is advised that parents make arrangements with the office to pick up their child's electronic device. Cell phone and electronic device policy will be given to the parent indicating that any further infraction will result in out of school suspension.
- 2nd Offense: Personal electronic devices will be confiscated as a result of further violations of school code. Cellphone/electronic device will not be returned, and student will be subject to an immediate three-days out of school suspension following a mandatory meeting with the Muneer Academy administration.
- 3rd Offense: Student will be permanently suspended from Muneer Academy without any further hearing or warnings. Parents will be notified to pick up student from school and wait for official notice from Muneer Academy.

CHRONIC DISRUPTION

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

CHRONIC TARDINESS

- 3rd Offense: Parents will receive a call home noting excess tardiness to school.
 - 4th – 5th Offense: A call home will be warranted with a office email sent to guardians. Student will meet with administrator to discuss preventative actions.
 - 6th Offense: Student will be subject to an immediate one-day in-school suspension following a mandatory meeting with the Muneer Academy administration.
-

MORNING PRAYERS AND DUAS

As a private Islamic school, Muneer Academy adheres to the Prophetic teachings of Islam. Muneer Academy requires every 1st Hour 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 select one student to recite them aloud every morning.

CELLPHONE/ELECTRONICS POLICY

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. 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.

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 26 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 district's 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 school district 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 be cause for the academic Principal to refuse to grant credits for failed courses and withhold the diploma. In addition, please note that if any senior fails any course(s) for the fourth quarter, the student may not be granted a diploma. Further, the student will need to meet with the Principal to coordinate a plan to make-up the schoolwork to satisfy the requirements.

CHEATING/ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test, is 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. Students found engaging in academic dishonesty will be subject to disciplinary penalties as stated in the Student Code of Conduct.

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 and 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.

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. On the last day of each year, all lost and found articles will be donated to a goodwill/charity organization or disposed.

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.
- Lockdown/Shelter in Place 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. Once a year we have a lockdown drill under the supervision of members of the Warren Police Department.

SCHOOL VISITORS

All school 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.

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.

REGISTRATION FEES

Registration fees of \$350 must be paid for each student 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 of every month for 12 months. Tuition fees are paid for the full year, i.e. 12 months, regardless of extended breaks or holidays.

YEARLY BOOK FEES

Books fees of \$150 are due at the beginning of the school term. 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 the 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. Student 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 before September 1st, registration fees and tuition cost for August will not be refunded. If the student is withdrawn after September 1st, 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.



11200 EAST 11 MILE | WARREN, MI 48089
586.999.9581 | MUNEERACADEMY.ORG