

PARENT HANDBOOK



MUSLIM ACADEMY

440 REALTY DRIVE
GRETNA, LA 70056
504-433-1960 FAX 504-433-7875
EMAIL: PRINCIPAL@MUSLIMACADEMYLA.COM
WEBSITE: muslimacademyla.org

August 2018

Dear Parents, Brothers & Sisters:

السلام عليكم ورحمة الله وبركاته. Asalamu Alaikum.

We at Muslim Academy are pleased that you have decided to enroll your child at our school.

May Allah ﷻ help all of us to provide the best possible education to our students.

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of Muslim Academy. Please take time to read the handbook and become acquainted with the information. Insha'Allah *إن شاء الله*, you will find this information useful and it will serve as a convenient reference.

Any subject not covered by the content of this handbook should be addressed to the Principal. You should not operate under assumptions. This handbook will be amended as necessary.

We look forward to a great year and to working closely with you in the education of our children.

Oh Allah, make our year easy and successful, Amen.

Sincerely,

Nabil A. Abukhader, Principal

Table of Contents	محتويات هذا الكتاب	Page
Philosophy of Muslim Academy	سياسة وفلسفة الأكاديمية	1
Admission Policies	نظام ألقبول في الأكاديمية	2
Tuition	ألقساط الشهرية	4
Communication	ألقصالات بين طاقم ألقدريس وألقهالي	5
Academic Policies	ألقياسات ألقليمية	6
Homework	ألقابيات	6
Promotion and Retention	ألقناح وألقسوب	9
Grading	ألقلامات	10
Homework/Test Make-up	عدم اءاء إمتحان/ واجب	10
Lunches and Snacks	ألقءاء /ألقأكولات	10
Student Records	سجلات الطالب	11
Health Issues and Policies	أمور صحية	12
Head Lice/Communicable Diseases	ألقمل والأمراض المعدية	12
Distribution of Medication	توزيع وتناول ألقوية	12
Emergencies	ألقوارية	12
Accidents	ألقواءث	12
Fire Drills and Inclement Weather	ألقأوال ألقوية وألقريق	13
Discipline Policy	نظام ألقلوك	14
Kindergarten – 4 th Grades	ألقصف ألقتمهيدية-ألقرابع	14
5 th – 10 th Grades	ألقصف ألقامس-ألقأامن	15
Detention	عقوبة قبل وبعد ألقوام	25
Suspension	نظام ألقصل	25
Grievance Procedure	ألقشكاري	25
Disciplinary Probation	إنذار طرد	25
Expulsion Procedures	نظام ألقطرد	26
Attendance Policy	قانون ألقصور الطالب	26
Drop Off and Pick Up	إأصار وأأذ الطالب	29
Tardiness/Absences	ألقأير وغباب الطالب	29
Early Dismissal	ألقنصراف ألقمبكر	30
Student Welfare/Child Abuse Policy	ألقالة الطالب ألقأماعية وسلامته	30
Uniform Policy	زي الأكاديمية	31
Field Trips	ألقرألات	32
Parent Teacher Conferences	ألقأماعاء ألقهالي وألقدرسات/ألقدرسين	32
Parent Organization/Volunteers	ألقأطوعين	33

PHILOSOPHY OF MUSLIM ACADEMY

As parents, it is important that you know our school's Philosophy:

*We are here to worship Allah (Subhanahu Wa Ta'ala) by providing Muslim children with a quality education which meets or exceeds established standards and requirements on both the state and national levels. Our platform is based upon the **Quran** and the **Sunnah** of the Prophet Muhammad (peace and blessings upon him).*

The objective in establishing Muslim Academy is to educate children both religiously and worldly. The Muslim Academy Board of Trustees (the Board) has determined that the curriculum must include the standards and benchmarks required by the Louisiana State Board of Education, the Jefferson Parish School Board, and national standards in absence of state and local ones. A team of qualified Muslim administrators and teachers has been hired to enhance this mission. Most of these professionals are not only excellent educators, but also practice Islam in their lives. At times, the Muslim staff may be supplemented with qualified teachers of other faiths; this practice is effective in developing understanding and bridging the inter-religious gap.

Muslim Academy, Insha'Allah **إن شاء الله**, will safeguard our children from corrupt influences, evils and temptations. Muslim Academy will provide students the opportunity to preserve their Islamic culture and enhance their religious behavior while adhering to high academic standards. The Muslim Academy curriculum is designed to prepare the children as Muslims in America with positive attitudes and global perspectives.

MUSLIM ACADEMY Objectives Include: أهداف الأكاديمية

1. Developing an Islamic personality through knowledge that is theoretically valid and practically useful.
2. Promoting a keen love and respect for Islam, its meaning, and purpose.

3. Motivating our students to strive for excellence in all they do throughout their lives.
4. Making use of man's history as documented in the Holy Books and integrating education with power and progress.
5. Enhancing the lives of our students through the practical application of Islamic education, academic character development and social awareness with a deep respect for intellectual and moral values appropriate to Muslims.

NON-DISCRIMINATION POLICY

Muslim Academy does not discriminate in enrollment on the basis of race, sex, religion, or national/ethnic origin, or disability in administration of its admissions or educational policies, other school-administered programs, or in employment.

ADMISSIONS POLICY نظام ألقبول

Muslim Academy welcomes all students and does not discriminate in enrollment on the basis of race, sex, religion, or national origin.

Muslim Academy is equipped and staffed for teaching average and above average children. Enrolled students must not have any special learning, speech, physical or behavioral problems. All new students are on probation for the first 4 weeks. Those children showing special needs or problems will not be able to continue at the school. Children entering grades other than pre-Kindergarten and Kindergarten must have successfully completed the previous grade for entry into Muslim Academy. Transferring students from other schools to Muslim Academy are not automatically accepted; they are subjected to an evaluation process and entrance examination, which will determine their

enrollment or not. Grade cut-off date is September 30th of each year as set by the State. **Ex: to enter pre-K, student must be four (4) years old by September 30th of current school year.**

Muslim Academy reserves the right to decline admission to students for the following reasons (which are not considered inclusive of all reasons justifying denial of admission):

- If a student requires special educational instruction beyond the school's capability or capacity
- if a student requires English as a Second Language (ESL) beyond the school's capability or capacity
- if a student is academically weak or has had serious discipline problems at a previous school

The admissions process usually opens during the month of February (or when announced) and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

1. Students already enrolled at Muslim Academy
2. Children of staff members
3. Siblings of students already enrolled at Muslim Academy
4. All others

The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms, or during the interview.

In order for a **new student** to be considered fully registered at Muslim Academy the following steps **must be completed**:

1. Submit a registration form to the office
2. Pay the registration and book fees as well as the first tuition installment
3. Provide up-dated health records, including immunizations
4. Provide copies of birth certificate or passport
5. Provide copy of social security card, if applicable
6. Provide copies of grade reports from previous school, if applicable.
7. Provide a copy of the student's health insurance card

A new student applying for a grade other than Pre-Kindergarten must present copies of report cards from the previous years, the most current report card, a copy of the LEAP score report, and a copy of standardized test scores. A review of the academic and behavioral information by the administration will determine whether or not the student will be admitted to Muslim Academy. Students may be asked to take an entrance exam.

Due to the limited number of seats available and the desire of many families to join Muslim Academy, parents of returning students must fill out and sign a Pre-Registration form by the yearly published deadline. **Failure to do so may result in loss of enrollment privileges for the family for the following school year.** The signing of the Pre-Registration form does not constitute full registration. Parents must fully register a returning student by the deadline set by the school. Registration fees cannot be added to the monthly tuition payments.

In order for a **returning student** to be fully registered, the following must be completed:

1. Complete, sign and return the short registration form
2. Parents must have no outstanding balance with the school
3. Pay registration, and book fees to the office
4. Update health record

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees, book fees, and will also be responsible for tuition until the end of the month in which the withdrawal occurs.

TUITION الأقساط الشهرية

Muslim Academy is dependent on the funding it receives from tuition; full payment of tuition fees is vital to the school’s operation. Tuition is due by the 5th of the month (**please make tuition payments with personal checks or money orders**). Tuition payments are to be made directly to Muslim Academy at 440 Realty Drive, Gretna LA 70056. Parents are required to pay the full monthly tuition even if the child attends only one day of school. By registering your children at Muslim Academy, you are committed to paying the entire year’s tuition, even if you withdraw your children prior to the end of the year.

Tuition rates are shown here:

Pre-K to 8th	Per month/per child
1 Child	\$350
2 Children	\$650
3 Children	\$900
4 Children	\$1,150

Additional Fees:

Parents are required to pay the following fees at the time of registration (unless otherwise noted). If it is convenient for you to pay these charges in installments, please make arrangements with the school board.

- Registration Fees \$150.00 returning/ \$200 new
- Text Books \$300.00* (grades 1st to 12th)
- Text Books \$200.00* (grades Pre-K & K)

Yearbook	\$35
Supplies	\$60 (grades Pre-K – 5 th)

General Notes:

Failure to pay monthly tuition on time could lead to your child being dismissed from the school.

Chronic delinquency of tuition payments will cause payment for the entire semester to become immediately due.

No transcript or any other documents will be released to any person or any institution where an account carries an overdue balance.

All tuition and fees, including damage or replacement charges, must be paid in full by the end of the academic year before the student's report cards are issued. Report cards will be withheld if accounts are not current.

COMMUNICATION

Muslim Academy's success in providing quality education in an Islamic environment relies heavily on the interaction between the school and home. **Parents are expected to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read all memos, letters, notes and publications which come home with their child.**

Parent-Teacher Communication: Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. **Teachers are not allowed to confer with parents during class time under any circumstances.** All classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to someone in the administrative offices so that the item may be **delivered to the child as soon as possible without disrupting the**

educational process. Please respect our teachers' right to privacy and refrain from contacting them at home or while they are off duty.

Parent-Principal Communication: Parents may request a meeting with the principal regarding any matter. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet the Principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the Principal directly. If you believe that your concern was not addressed by the staff and administration, you may submit your concern to the Board in writing. The Board may request further information, in writing or a meeting before addressing your concerns.

Court Orders/Child Custody Arrangements: The school will abide by court decisions regarding communication with non custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. Unless otherwise required by the parents, the school will consider any communications, agreements, conferences, or notifications of one parent regarding school matters sufficient.

The Board of Directors, administration, teachers, support staff, Muslim Academy families and many members of the community work hard to make Muslim Academy a success. Anyone who openly defames or threatens the well being of the school and any of its staff may be asked to withdraw from the school.

ACADEMIC POLICIES

Homework

Each student in grades 2 through 12 will be provided with a Student Planner for the academic year. The planner is organized week-by-week and provides the student, the parent, and the teacher an organized format for indicating assignments and their completion. **The planner must be brought home with your child each day and returned to school with the assigned homework completed.** Parents should initial the planner daily to indicate their review of the assignment. PreKindergarten, Kindergarten, and 1st grade teachers send home weekly homework sheets which should be reviewed nightly for the assignments. In all grades, points will be deducted from the student's grade each time a homework assignment is missed.

It is important for each child to complete the given homework assignments to foster the development of independence and responsibility. Students who fail to complete homework assignments often have difficulty proceeding to the next lesson. Students will not be allowed to complete unfinished homework during class time.

Purpose:

Muslim Academy considers homework to be an important part of a child's education and an integral component of the learning process based on the following goals:

- To provide extra practice for specific fundamental skills.
- To improve academic skills by reinforcing and extending classroom learning.
- To promote independent work-study habits.
- To establish regular homework routines and organizational skills.
- To increase communication between parents and the school.
- To inform parents of the school's curriculum and to provide a means to make ongoing evaluation of their child's progress.

- To develop responsibility, accountability, self-confidence, and time management.

Amount of Homework:

Homework is an important facet of your child's education. As parents, you must make every effort to see that homework is being completed in an organized, neat, and timely manner. If you are unable to help your child(ren) with their assignments, then it is your responsibility to find someone to help your children.

Research indicates that schools in which homework is routinely assigned and graded tend to have higher achieving students. There is also general agreement that the amount of homework assigned increases significantly as a student progresses through school, be appropriate to the maturity and ability level of the students, and vary according to individual abilities and the speed at which children work and manage their time. As a general guideline, the amount of time spent doing homework should be approximately 10 minutes, multiplied by the child's grade level. It is important to remember that this is uninterrupted time, free from the interference of television, playing, eating, etc. Please note in some classes, daily reading may also be assigned for an additional 10-15 minutes.

Kindergarten	10-15 minutes
1st-2nd	10-30 minutes
3rd-4th	30-50 minutes
5th-6th	50-70 minutes
7th-8th	70-90 minutes
High School	90-120 minutes

Homework Specifics

- If your child is not bringing homework home on a regular basis or is excessively exceeding the time guidelines, please contact his/her teacher.
- Homework assignments should be listed daily in your child's Student Planner.
- Unfinished class work or work missed due to excused absences, although accomplished outside of school, is not part of the regularly assigned homework.
- Weekend homework may be given to students in order to update class work and/or homework, to reinforce skills taught or to work on long-range projects.
- When no homework is assigned, it is recommended that the students do individual reading, practice math facts, review spelling words, etc.

Parent Responsibilities: مسؤولية الأهالي

- To provide an environment that is conducive to uninterrupted study time.
- To make sure the child has the necessary materials to do the assignments. This includes access to a computer and a printer. If you do not have a working computer/printer in your home, you are responsible for seeing that your child accesses one at the local library.
- To encourage the child to be neat and organized.
- To make school the number one priority during the academic school year.
- To model self-discipline, organization, time management and a positive attitude.
- To provide support and encouragement of the child's efforts.
- To ask the child to share his/her assignments with you and to ask for specific help.
- To contact the classroom teacher in the event of questions or concerns.
- To assist the child, if needed, without doing their work for them.

Student Responsibilities مسؤولية الطلاب

- To understand what the assignments are and when they are due.
- To ask questions when instructions, assignments, or deadlines aren't clear.
- To organize time and other resources in order to complete assignments on time.
- To give homework your best effort before asking parents for help.
- To utilize the daily planners, folders and/or homework assignment sheets
- To take homework home along with any required materials.
- To turn assignments in by the specific due date. You will not be allowed to use the computers or printers at school on the day an assignment is due.
- To makeup any work missed due to excused absences from class.

PROMOTION AND RETENTION الترفيع والترسيب

Pre-Kindergarte - Not applicable.

Kindergarten- There may be retention in kindergarten with significant documentation and input from the teaching staff. Retention requires approval of the Principal. Promotion to 1st grade is determined by student achievement of a set of recognized standards.

Grades 1,2,3- Promotional subjects are Language Arts, Reading and Mathematics. If a student fails any of these subjects he/she is not eligible for promotion to the next grade. A student failing two (2) or more of the **other** subjects (Soc. Studies, Science, etc.) may not be eligible for promotion pending review by the teacher(s) and Principal and following a conference with the student's parents. In Grades 1-3, Summer School is not offered for promotion.

- Grades 4,5,6- Promotional subjects are Language Arts, Reading, Mathematics, Science and Social Studies. If a student fails any two (2) of these subjects he/she is not eligible for promotion to the next grade. In Grades 4-6, Summer School may be offered for promotion; however, the failing students will share all the costs associated with providing the summer school.
- Grades 7-8 To be promoted to the next grade, a student must pass all five promotional subjects: Literature, Language Arts, Mathematics, Science, and History. In Grades 7-8, Summer School may be offered for promotion; however, the failing students will share all the costs associated with providing the summer school.
- High School Students who fail a subject will not receive a Carnegie unit for that class and must attend Summer School to recover the missing credit.

GRADING أَلْعَلَمَات

Muslim Academy utilizes an online grade reporting system called *Gradelink*. Each student has a unique login ID. Parents can view their student's homework, quiz/test grades, participation and behavior comments via the *Gradelink* website. Teachers will use *Gradelink* to inform parents of missing assignments or academic issues. Parents should review their child's progress at the mid-point of each quarter.

Students receive report cards each nine weeks. Nine-week grades are based on daily class grades, which include class participation, test scores, exams, homework and projects.

The Grading Scale:

A=92-100

B=83-91

C=75-82

D=65-74

F = Below 65 DID NOT MEET THE MINIMUM REQUIREMENTS

Pre-Kindergarten and Kindergarten have their own detailed methods of reporting student progress; please contact the teachers for more details.

THE HONOR ROLLS

At the end of each academic quarter, the school office compiles the list of students who have achieved the honor rolls. The honor rolls identify those students who, through hard work and dedication to study, have shown themselves to have the greatest potential for academic success. To be on the 'A' Honor Roll a student must have all A's with only 1 'B' allowed. To be on the 'B' Honor Roll a student must have only A's and B's with no C's. At the end of the school year, the final averages are used to determine the Honor Rolls. At this time, any student who has maintained straight A's for all 4 quarters will be on the 'Principal's Honor Roll', Muslim Academy's highest award for Academic Excellence.

GRADUATING CLASS VALEDICTORIAN AND SALUTATORIAN

At graduation each Spring, the top 2 students of the Senior class in regards to grade point average (GPA) are honored by delivering a speech and receiving special awards. In order to be named either Valedictorian or Salutatorian, the student must have been a Muslim Academy student for a minimum of the previous 4 semesters (Junior and Senior years).

THE NATIONAL HONOR SOCIETY

The Muslim Academy Chapter of the National Honor Society was established in 2010 and remains an active chapter of the national organization. Each Spring, following the release of 3rd quarter grades, the members of the Sophomore class (10th grade) having a cumulative grade point average of at least 3.0 are considered for membership by the Faculty Council. Those students deemed worthy are then invited to be inducted into the Society.



HOMework/TEST MAKE-UP

Students with **excused** absences will be allowed to make-up class work, homework and tests assigned during the absence. The parent/student should make arrangements with the teacher(s) involved to schedule the test. In general, make-up tests will be different from those given to the class. For assignments missed due to suspension, see the Discipline Policy.

LUNCHES AND SNACKS

There is no cafeteria at Muslim Academy; however, students in grades 5-12 have the option of ordering hot sandwiches from a neighboring restaurant Monday-Friday. On Fridays, delivery pizza is also for sale at \$1 per slice to every student in grades PK-12. In addition, the campus does have a concession area selling chips, cookies, snacks, and muffins as well as a wide assortment of beverages.

Otherwise, parents are responsible for supplying their child's daily lunch and snack (PreSchool). If you are not a Muslim, and your child attends Muslim Academy, we must ask that you send only pork-free meals to school with your child. Meals and snacks should be balanced and nutritious; do not send candy or soda to school. Snacks should consist of fruits, crackers, etc. Potato or corn chips are not healthy morning snacks.

Canned drinks, glass bottles or snack packs with metal tops are not allowed in lunches for safety reasons. **Students eat at their desks or at tables outside; do not send food that requires heating or other preparation.**

STUDENT RECORDS

Muslim Academy shall keep records on each student's registration, attendance, personal data and progress through school.

Muslim Academy will maintain a health record for each student enrolled in grades pre-K through 12th grade. The health record will contain, at a minimum, a vaccination record indicating that the student's vaccinations are current. The health record may include vision and/or hearing screening results as related to student performance.

Muslim Academy shall not reveal any student's confidential records without parental (or guardian) consent unless so ordered by a court.

Student records shall be reasonably accessible to the parents or guardians of students. Other than the parents, only authorized school personnel, the student, and authorized government officials may access the student's educational records without the approval or the notification of the student's parents. Cumulative Records include information of importance in helping the students and are reviewed periodically, particularly when the student transfers into or out of the school. The main office is responsible for requesting and forwarding student records promptly. These cumulative records may include general and observational data:

1. Health information
2. Family background data
3. Standardized aptitude and achievement scores
4. Report of support services
5. Discipline data

Official permanent records constitute personal data necessary for operation of the school system and important for student needs. Permanent records shall be maintained in perpetuity and include the following items:

1. Identification Data
2. Academic record
3. Attendance data
4. Record of transcripts sent out

HEALTH ISSUES AND POLICIES

Muslim Academy will maintain a health record for each student enrolled. The health record will contain, at a minimum, a vaccination record indicating that the student's vaccinations are current. The health record may include vision and/or hearing screening results as related to student performance.

Head Lice/Communicable Diseases Policy

It is the policy of Muslim Academy that any child present at school with head lice infestation shall be excluded from school until that student is found to be free of active infestation and all louse nits (eggs). The student will be allowed to return to school upon visual inspections by the parent and teacher/principal that indicate no active lice or nits. The parent must submit written certification that the child and household were treated for lice as per instructions. *Information regarding head lice (Pediculosis) and their treatment is available in the administration office.*

Distribution of Medication

Students will not be permitted to keep medications with them at school. If a parent would like Muslim Academy staff to administer medication, the parent must provide the Principal with written authorization and instructions. Medication brought to the school must be provided in the original container and accompanied by the doctor's instructions for its use.

Students wanting over the counter pain medication/fever reducer may come to the front office where they will be evaluated for its necessity.

EMERGENCIES

Accidents

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The office staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent. An accident report will be completed and filed.

Fire Drills, Inclement Weather, Emergency School Closures

Fire Drills -

Fire drills shall be conducted twice yearly. One of the drills must be conducted during the first 3 weeks of school. The second drill will be unannounced in order to gauge readiness of both staff and students. Teachers shall post fire drill instructions in class and shall go over them with their students in preparation for the drill and for an actual fire emergency.

Inclement Weather –

When it is raining, morning drop-off and/or afternoon dismissal will take place under the covered portico at the Main Building for all grades.

Weather conditions will be monitored by the principal using available radio and/or television broadcasts. School closures due to ice storms, freezing temperatures, severe thunderstorms/hail, flooding or pending hurricane conditions are possible. Decisions about such closures will be made by the school board and will generally be made as early as possible (i.e. the night before or very early morning). When the metro area is under threat for such weather events, staff and parents should listen for Muslim Academy's name on

broadcasted lists of local school closures (specifically WWL-870 AM radio and WWL-TV). In the event that inclement weather will require Muslim Academy to shut down during normal school hours, parents will be notified immediately to pick up their children (unless authorities recommend that the children are safer in the school).

DISCIPLINE POLICY

The detailed discipline policy that is documented below are guidelines for determining the consequences of a student's misbehavior. The final determination is at the discretion of the principal.

A. ELEMENTARY (Grades PreK-4th)

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately.

In'sha'Allah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior. The system to be used is as follows:

A four color system will be used for monitoring behavior in and out of the classroom.



GREEN



YELLOW



RED



BLUE

All students start the day on Green; If students do their homework, follow rules, stay on task in class, etc., then they will remain on green. However, with each infraction, students will move their cards to Yellow, to Red and then to Blue. Consequences, such as warnings, time out, missing half or an entire recess to serving a lunch detention, will be utilized for every color change and may vary from grade to grade depending on the particular grade level and/or students.

A **behavior report** is written when a child's card is turned to Blue.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the Principal for immediate suspension and placed on Disciplinary Probation.

Each pre-K through 4th grade student will begin each day with a "fresh slate". Please ask your child each day about his/her behavior. In'sha'Allah, these disciplinary procedures will help your child assume responsibility for his/her own conduct.

B. 5th – 12th Grade DISCIPLINE POLICY (or 'CODE OF CONDUCT')

The Prophet (P.B.U.H.) said: **“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about”** *narrated by MUSLIM*

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet.

The Muslim Academy Discipline Code applies in the following situations:

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at Muslim Academy.
2. During regular school hours.
3. On the school bus or other transportation sanctioned by the school.

4. During school sponsored events.
5. When going to and from school.
6. During events and activities associated with the school.
7. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, and poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process. Any student whose conduct may warrant action by the administration will be provided the following due process.

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.

PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot complete the school day.

RIGHTS & RESPONSIBILITIES OF MUSLIM ACADEMY STUDENTS

STUDENTS HAVE THE RIGHT TO:	STUDENTS ARE RESPONSIBLE TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undo interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment Not interfere with the orderly conduct of
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct	Read and abide by the Code of Conduct
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

LEVEL 1 INFRACTIONS→CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school Principal until the classroom teacher has taken at least three (3) documented, progressive level one disciplinary actions **and** has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the Principal through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION أحدث	DEFINITION تعريف الحدث	LEVEL 1 DISCIPLINE العقوبة
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Verbal reprimand, or oral or written notification to parent(s); teacher conference with student/parent(s); separation from peers, denial of class privileges, Principal referral, detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	“ “ “
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	“ “ “
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	“ “ “
5. Violating classroom rules	Not following the classroom rules	“ “ “
6. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property	Detention and conference with Principal. Device will be confiscated until the end of the school year.
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardiness is recorded in attendance folder, verbal reprimand, detention given every third tardy.

LEVEL 2 INFRACTIONS → ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. **This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.**

INFRACTION أحدث	DEFINITION تعريف الحدث	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
9. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
11. Altering official documents	Forging, falsifying, or unauthorized alteration of a	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private	Restitution & 1 day suspension	Restitution & 1-2 days suspension	Restitution & 2-3 days suspension
13. Misuse of equipment	students using school online services for illegal, inappropriate, or obscene purposes	Detention, or 1 day Suspension	1-2 days suspension	1-10 days suspension

14. Insubordination	Refusing to comply, either verbally or non verbally with a reasonable request or directive	detention, 1 day suspension	1-2 days suspension	2-3 days suspension
15. Loitering	Being present in or about a school under one or more of the following circumstances: 1. after a reasonable request to leave 2. without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify oneself.	detention, 1 day suspension	1-2 days suspension	2-3 days suspension
16. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	1 day detention, suspension	1-2 days suspension	2-3 days suspension, & police notified

17. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check - out and absence procedures, skipping classes or school	1 day suspension, No make-up work will be acc. for classes missed as a result of truancy	1-2 days suspension, No make-up work will be acc. for classes missed as a result of truancy	2-3 days suspension
18. Fighting	Verbal	1-day suspension	1-2 day suspension	2-3 days suspension
	Physical: Pushing, hitting, slapping, punching, or any other kind of physical altercation, whether initiating or retaliating. Action taken will depend on the seriousness of the altercation. High School (grades 9-12) will be disciplined more harshly for this offense.	At least 1-day suspension	At least 2-day suspension	At least 3-day suspension (recommend for expulsion)
19. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Detention, conference with the Principal, written warning, parents notified	1-2 days suspension	2-3 days suspension

20. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day suspension, Detention and conference with Principal.	1-2 days Suspension.	2-3 days Suspension.
-----------------------	---	--	----------------------	----------------------

Note: Any student charged with a subsequent level 2 violation can be referred to the Principal for expulsion.

LEVEL 3 INFRACTIONS → CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

Muslim Academy considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school board and/or legal action. Students expelled from Muslim Academy due to level three infraction may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
21. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension	3-5 days suspen-sion, rec. for expulsion	open suspen-sion, rec. for expulsion
22. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	3- 14 days suspension, rec. for expulsion, authorities notified	N/A	N/A
23. Assault/Felonio us	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, rec. for expulsion, authorities notified	N/A	N/A
24. Bomb Threats or False Alarms	Making knowingly false statement re. the poss. or loc. of explosive mat., activ. the alarm system, or making false 911 calls.	3-14 days suspension, rec. for expulsion, authorities	N/A	N/A

25. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space	3-14 days susp., rec. for expulsion, auth. notified	N/A	N/A
26. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	3-14 days suspension, rec. for expulsion, authorities notified	N/A	N/A
27 Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, rec. for expulsion, authorities	N/A	N/A
28. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, rec. for expulsion	N/A	N/A
29. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of	3-14 days suspension, rec. for expulsion	N/A	N/A

	injury, or results in the damage destruction, or defacement of school or private property			
30. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, rec. for expulsion, authorities notified	N/A	N/A

31. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, rec. for expulsion	N/A	N/A
32. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, rec. for expulsion	N/A	N/A

<p>33. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances (including vaping devices)</p>	<p>Using, selling, purchasing, distributing, possessing or attempting to possess, tobacco/vapes, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events</p>	<p>3-14 days suspension, rec. for expulsion, authorities notified</p>	<p>Expulsion</p>	<p>N/A</p>
<p>34. Theft</p>	<p>Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property</p>	<p>3-14 days suspension, rec. for expulsion, authorities notified</p>	<p>N/A</p>	<p>N/A</p>

<p>35. Possession or concealment of weapon or dangerous instrument</p>	<p>Using, possessing, brandishing or conceal. any weapon, device, materials, replicas, or anything deemed to be dangerous. The def. of a knife includes, but is not limited to, a cutting instr. consisting of a sharp blade fastened to a handle.</p>	<p>3-14 days suspension, rec. for expulsion, authorities notified</p>	<p>N/A</p>	<p>N/A</p>
<p>36. Obscenities, Verbal abuse, vulgarity towards school or school personnel</p>	<p>Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others</p>	<p>3-14 days suspension, rec. for expulsion</p>	<p>N/A</p>	<p>N/A</p>

<p>37. Gender fraternization Promiscuous behavior</p>	<p>Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamicly immoral behavior or communication, written or otherwise.</p>	<p>3-14 days suspension, rec. for expulsion</p>	<p>N/A</p>	<p>N/A</p>
---	--	---	------------	------------

All suspensions will be recorded on student transcripts.

DETENTION

Detentions are given for level 1 infractions, and some minor level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to the Principal. The Principal then makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve a one hour detention, before or after school depending on availability of staff. On occasion, lunch detentions may be assigned if supervisory staff is available. Every 3rd lunch detention is also converted into a morning/afternoon detention, which the student serves for one hour. Upon receiving, the 4th regular detention, the student is suspended for 1 day (may be IN SCHOOL or OUT OF SCHOOL at the discretion of the principal).

SUSPENSION

Students are responsible for securing assignments from their teachers the day before the suspension and will receive credit for the work completed. Suspension days do not count as student absences. With respect to suspensions, students will start a clean slate each year. However, the number of suspensions will be cumulative during High School.

A student may receive a suspension for committing an offense or other severe disruption of the education process. For the duration of the suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the suspension. Students will not be permitted to make up quizzes and tests. However, no make-up work is permitted for subsequent suspensions.

GRIEVANCE PROCEDURE

Parents may, **in writing**, submit any grievances concerning the disciplinary action taken by the teacher or the school administration or any other matter to the principal. The principal will review the grievance and will respond in writing or any other appropriate way. Parents may request a meeting to present their grievance to the principal directly. However, the principal may choose the manner of their response. If the parents not satisfied with the principal decision, then they may submit their complaint to the school board who will proceed accordingly.

DISCIPLINARY PROBATION

If a student earns three suspensions, he/she will be placed on **disciplinary probation**. He/she also may be placed on probation by the administration or the school board for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted by the Principal to the school board for possible expulsion. The board will make the final decision to readmit the student or not for the following school year.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of the 4th quarter; **Muslim Academy reserves the right to refuse readmission for the next year to students with poor discipline records.**

EXPULSION PROCEDURES

A student may be referred for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is recommended for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The Board will review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal **in writing** to present their case to the Board.
4. The Board will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the Board is final.

Students on open suspensions may not return to school without a decision from the Board. They may not be on school premises or participate in **any school activity** or function including field trips or after school events.

ATTENDANCE

Louisiana law mandates that children from their seventh to their seventeenth birthdays shall attend a public school or private day school, or participate in an approved home study program.

Muslim Academy, a private day school, shall be responsible for enforcing the following requirements:

1. Students are expected to be in attendance at every student activity scheduled by the school's administration.
2. Muslim Academy shall administer attendance regulations in accordance with State and locally adopted policies.

3. In order to be eligible to receive credit for courses passed, high school students shall be in attendance a minimum of 80 days per semester. Elementary students shall be in attendance a minimum of 175 days a school year.
4. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent from school. This is used for attendance records only.
5. Days of absence for elementary and secondary school students shall include excused absences, unexcused absences and suspensions.
6. Students shall be excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week) or for recognized religious holidays of the student's own faith; and they shall be given the opportunity for makeup work.
7. Students shall not be excused for any absence other than those listed and shall be given failing grades in all subjects for those days missed, with no makeup work allowed.
8. Students shall not be excused from school to work on any job, including agriculture and domestic service, even in their own homes or for the parents or tutors.
9. Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for those days suspended, with no makeup allowed. Students completing an alternative assignment may be permitted to make up work missed, under the conditions of the program.
10. Students participating in school approved activities, which necessitate their being away from school, shall be considered to be present and shall be given the opportunity for makeup work.
11. The only exception to the attendance regulations shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. The following are those circumstances:
 - a. Extended personal, physical or emotional illnesses verified by a physician or dentist;

- b. Extended hospital stay as verified by a physician or dentist;
 - c. Extended recuperation from an accident as verified by a physician or dentist;
 - d. Extended contagious disease within a family as verified by a physician or dentist;
 - e. Prior principal-approved travel for education;
 - f. Death in the family (not to exceed one (1) week);
 - g. Natural catastrophe and/or disaster;
 - h. For any other extenuating circumstance, parents must make a formal appeal to the Muslim Academy Principal.
13. Students who are verified as meeting extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

Procedure:

1. **Excuses for absences must be presented in writing to the school principal or designee within two (2) days of day or days missed.** The note shall include: (1) student's full name; (2) the day(s) the student was absent; (3) the reason for the absence(s); (4) parent or guardian's signature; (5) date. Failure to send the note will result in the student not being able to make up work. (Zeros will be given.) Excuses will not be accepted after two (2) days of the student's return to school.
2. Upon returning to school, it is the student's responsibility to work out a schedule with the teachers for making up work missed during the authorized absence(s).
3. Notification for excused and unexcused school absence(s) will be given at five (5) days for high school students and at ten (10) days for elementary and junior high students to the parent. Absences will be noted on a period-by-period basis. A second notice letter will be sent to the students in grades 9-12 at nine (9) days and elementary grades at eighteen (18) days.
4. At the end of the semester, or at the end of the year, parents must verify a student's absences within a period of ten (10) school days. Any

student above the compulsory attendance age who has excessive absences that are unexcused may be dropped from the rolls for the remainder of the school term, with the principal's recommendation.

5. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition, after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established. (Ref.: LA, R.S. 17:233)

DROP OFF AND PICK UP PROCEDURE

Students must be dropped off and picked up ON TIME!

A **pick-up authorization form/Emergency Card** must be completed by the parent/guardian. Your child will not be released at dismissal to anyone other than the parent/guardian or those listed on this form.

If the parents are separated or divorced, the school must have a written statement explaining the specific custody arrangements, indicating whether the non-custody parent can or cannot pick up your child. This form will be kept on file in the school office.

TARDIES/ABSENCES

Students who arrive at school after 7:40 A.M. will be considered **tardy**. Any student arriving to any class after the bell will also be marked as tardy. Students who arrive late to class not only disturb other students and teacher, but also miss the beginning of the prepared lessons for that day. **Any student**

who is tardy three times will be given a detention. Detention will be given for every subsequent third tardy. This tardiness is indicated on the student's report cards and will become part of the student's permanent record.

Medical and other appointments should be scheduled during school hours ONLY when no other option is available. If a student is being checked out regularly and excessively, the parents MUST provide a valid excuse to the Principal. Any student checked out during the day is responsible for the material covered in missed classes that day; students checked out regularly and excessively during the same class(es) will not be allowed to make up missed work without a valid excuse that has been authorized by the Principal.

Your child's **absence** for reasons other than illness or an emergency from school will automatically be considered unexcused. A total of 5 days may be excused per year for unusual cause. The students at the elementary level are required by the State to be in attendance for at least 175 days during the year to be promoted. The school reserves the right to refuse promotion of a student who has been absent more than 10 days in one semester. **If your child is going to be absent, please call the school at 433-1960 before 8:30 A.M.** You may request assignments, which may be picked up in the Office at 3:00 P.M. Students are responsible for making up all work missed during an absence.

In case of a *communicable disease*, a doctor's certificate of recovery must be furnished to the Office before the child will be re-admitted to the classroom. **Sick students should not be sent to school.**

EARLY DISMISSAL

Occasionally, Muslim Academy students will be dismissed early as indicated on the yearly calendar or by other notifications. Additional early dismissal days may be announced so please read any announcements sent home with your child. **It is imperative that parents make arrangements pick up their**

child at the earlier dismissal time. Administration and staff will be busy with other responsibilities and cannot provide after-school care.

STUDENT WELFARE-CHILD ABUSE POLICY

According to Louisiana law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the Principal that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect as defined by Louisiana law may generally be understood as follows:

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

UNIFORM POLICY FOR STUDENTS

Muslim Academy expects all of its students to abide by its dress code. This includes hair, jewelry, shoes, make up, and clothing.

Hair: Students must have regular haircuts. No designs or layer haircuts will be allowed. Also students must have natural hair color. No bleaching or "off" colors are allowed. Girls 5th grade and up are expected to wear the Islamic headscarf.

Shoes: Students must wear socks and closed toe/closed heel shoes. No sandals or slippers are allowed.

Jewelry: The wearing of excessive amounts of jewelry is not allowed by Any student. Boys are not allowed to wear earrings, or have any body piercing.

Make up: Students may not wear make-up during school. Students may not wear nail polish or have fake nails.

Clothing: The school has specific uniform specifications shown in the table below. Students are expected to wear the complete uniform when entering the school building. If a student is not in complete compliance with the uniform code, he/she will be sent home. Students will not be permitted to change into uniforms in the bathrooms.

UNIFORM SPECIFICATIONS FOR MUSLIM ACADEMY STUDENTS

*Muslim Academy logo shirts, sweaters, jackets and Dickies brand pants are available only at LogoExpress (109 Wall Blvd, Gretna and 649 Yetta Ave, Harvey)

GIRLS (PreK-4th Grade)	BOYS
<p>Long khaki uniform pants (must be Dickies brand) and Official Muslim Academy logo shirt (short or long sleeves)</p>	<p>Long khaki uniform pants (must be Dickies brand). Pants must not touch the floor in bare feet to prevent dragging on the floor, particularly of the bathrooms. The pants may not be rolled and must be hemmed to the proper length.</p>
GIRLS (5th – 12th Grade)	
<p>Black, closed-front, abaya. No belt-ties, buttons or snaps; abaya must remain closed at all times. Abaya shape and sleeves must be simple and it should have minimum colors and decorations.</p> <p>Headscarves must be the “Amira” or 2-piece style. Only white, khaki, forest green or black are permitted. The scarf must be worn so that none of the hair, including bangs, is showing. No part of the ears, including earrings, may show.</p> <p>No student may wear make-up of any kind. This includes Mascara, Fake Eyelashes, Nail Polish and Fake Nails.</p> <p>No Air-Pods, Apple watches or ANY smart device may be worn by any student at any time. Leave these items at home.</p>	<p>Boys in grades 5th – 12th must wear a belt.</p> <p>Official Muslim Academy logo shirt (short or long sleeves)</p> <p>Boys must have regular, routine haircuts. No designs or layer haircuts will be allowed. Hair must not be colored with "off" colors.</p> <p>No Air-Pods, Apple watches or ANY smart device may be worn by any student at any time. Leave these items at home.</p>
<p>For cold weather, Muslim Academy logo sweatshirts, sweaters and jackets in several styles are available for order at LogoExpress. <u>Logo jackets are the required outerwear; no other jackets/sweaters will be allowed.</u> Occasionally, if the morning temperatures are below 45 degrees, students are permitted to wear heavier* coats as necessary.</p> <p>Field trip shirts will be available for purchase through the school office.</p> <p>Spirit Shirts must be purchased new each year and can only be worn on designated days during THAT YEAR.</p> <p>*Heavier – cold weather is not an opportunity to make a fashion statement. Non-logo outerwear is ONLY permissible if it is noticeably thicker/heavier than logo outerwear.</p>	

FIELD TRIPS

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Field trip day is a regular school day and students are expected to report to school and go on the field trip. Students will be expected to do work related to the field trip such as an essay or a report following the trip. Students who do not report to school on the field trip day will be considered unexcused. These students will not be able to make up the missed work. Students who miss the field trip due to illness or emergency will be assigned comparable work to make up for the missed one.

Students must complete and return the permission slip to the teacher responsible for the field trip by the deadline date. The school also may request the presence of the parent on the field trip in order for their child to be allowed to participate in the trip. Students must pay all required fees by the deadline date. The school may deny a student the privilege of a field trip due to previous behavior issues.

School personnel will provide the best possible supervision for your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences (PTCs) may be held throughout the academic year. You are strongly encouraged to make additional arrangements with your child's teacher to meet and discuss his/her progress. This is also the appropriate time to address any specific concerns or questions you may have. You should come to the meeting well-prepared to ask and answer questions about your child's school and home activities.

PARENT ORGANIZATION

A parent organization is welcome at Muslim Academy. If you are interested in forming such a group, please see the Principal.

VOLUNTEERS

Parent volunteers are always welcomed in a variety of ways. Parents will be asked to volunteer in different activities as needs arise. You may be asked to chaperone a field trip or help set up a school fair. You may be asked to help some effort by donating time or food. We need your close cooperation and feedback in this school program and will appreciate your patience with us to make the education at Muslim Academy the best that it can be. Please ask your child's teacher or the school office if you are interested in volunteering in some capacity. Parent volunteers are not engaged as teachers or teaching assistants.

May Allah reward our sincere efforts and lead us in the right path.