



# PARENT-STUDENT HANDBOOK

**Muslim American Youth Academy  
of the Islamic Center of America**

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## **INTRODUCTION**

### **MISSION:**

The mission of the Muslim American Youth Academy is to provide a high quality education for our students by nurturing cognitive skills for academic and positive character growth as well as instilling in them deeply rooted Islamic values that will help them achieve success.

### **VISION:**

The vision of the Muslim American Youth Academy is to promote intellectual, spiritual, social, and physical growth of our students through an Islamic based education. The active involvement of dedicated teachers, parents, and community members at MAYA will inspire its students to become devout, independent, creative, and compassionate Muslims who are enthusiastic about learning.

### **PHILOSOPHY and BELIEF:**

Muslim American Youth Academy is a privileged place for those who wish to receive the best possible education in a setting in which they are immersed in Islam. The Academy's philosophy is to afford an environment in which students will be nurtured and raised to become young, upright, responsible adults, with academic excellence and a strong Muslim character devoted to Allah (swt). With the support of our administration, staff, family, and the community, students will mature into adults who contribute to the betterment of society living under the jurisdiction of Islamic principles. Parents are the first teachers of their children. They will continue to be a vital unit throughout the educational process. All research supports the notion that parental involvement in their child's learning will promote higher achievement and success. We persistently encourage parents to participate in our programs and their child's education. MAYA strives to provide the student with the following beliefs:

- 1) We believe in providing a quality education with high academic standards.
- 2) We believe in the importance of a comprehensive, integrated and interactive curriculum for our students.
- 3) We believe in the importance of having an outstanding faculty and a sound student-teacher ratio.
- 4) We believe in maintaining a healthy and nourishing Islamic environment where children will learn, grow and develop to their maximum potential.
- 5) We believe that quality Islamic education strengthens student's faith, and enhances mental, physical and emotional abilities.
- 6) We believe in the importance of integrating Islamic principles and values into our academic program.
- 7) We believe in promoting teamwork, collaboration and shared decision-making among staff, students and parents.
- 8) We believe that relevant and ongoing professional development will enhance MAYA staff's professional growth.
- 9) We believe that a student's code of conduct is built around the core values of "honesty, respect for self and others, responsibility, courtesy, and citizenship."

## **GOAL**

The Academy's goal is to supplement a carefully planned Michigan core curriculum (Common Core State Standards) with a special component, including Arabic (the language of the Holy Quran) and the teachings of the holy Quran, Prophet Muhammad (pbuh) and his righteous followers (as). Students at the academy will develop proficiency in the English and Arabic languages, analytical and problem solving skills, becoming independent learners, competent leaders, citizens of their respective American communities, and the world.

## **CODE OF CONDUCT**

### **WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES**

The Student Code of Conduct applies "at school". The term "at school" is defined by local, state, and federal authorities.

- "At school" means: in a classroom, on school premises, on a school-related bus or other school-related vehicles, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or staff; and
- When a student is using school phones, computers, networks, accounts, or other school services.

### **DISCIPLINE POLICY:**

The staff will use a positive approach to discipline in an Islamic environment that develops self-control, self-direction, self-esteem and a spirit of cooperation within the student. The staff will be prohibited from using any forms of corporal punishment, depriving or confining a child. The staff may use non-severe discipline or restraint, when necessary to prevent a student from harming himself or other persons or property.

Students are entitled to a pleasant and harmonious atmosphere. They need to feel safe and secure in the school environment. Chronic disruptive behavior exhibited by a student will not be allowed. The school has set rules and regulations to help students develop appropriate Islamic behavior. Below are some of the guidelines and standards followed by the Muslim American Youth Academy.

### **Discipline Violations**

1. Cheating/Academic Misconduct
2. Defacement/Destruction of property
3. Disruptive conduct
4. Inappropriate Display of Affection

5. Violating dress or grooming standards
6. Disobeying school rules/ Insubordination/Unruly Conduct
7. Truancy (Attendance)
8. Cell Phones
9. Profanity and/or Obscenity toward student
10. Harassment/bullying/intimidation
11. Technology Abuse
12. Fighting
13. Forgery
14. Failure to serve assigned detention and/or In-School-Suspension
15. Theft
16. Inappropriate/un-Islamic Conduct including inappropriate contact between students.

### **Consequences/Administrative Responses**

1. Oral correction (teacher-student)
2. Telephone call/note to parent
3. Loss of privileges
4. Teacher/student/parent conference
5. Confiscation of inappropriate item
6. Administrator-student conference or reprimand
7. Detention (before and/or after-school)
8. Suspension (in-school, out-of-school; short term, long-term)
9. Expulsion

**NOTE:** Fighting poses an immediate threat to student safety; Out-of-school suspension is imposed, even for a first offense for fighting. The length of suspension will depend on severity or repetition. Expulsion may be imposed in severe cases.

### **DESCRIPTION OF VIOLATIONS**

#### **Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials and/or records.

#### **Defacement/Destruction of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. These acts include, but are not limited to: writing in school textbooks, writing on desks or walls, carving into desks or tables, ruining bulletin boards, clogging the sinks/toilets, breaking light bulbs or fixtures, and damaging school equipment to the point of repair/replacement is necessary.

#### **Disruptive Conduct**

A student will not misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting others constitutes disruptive conduct. Behavior is considered disruptive if a teacher has to stop instruction to address it.

**Inappropriate Display of Affection**

Students will not engage in inappropriate displays of affection. This includes, but is not limited to, the passing of notes or meeting the opposite gender in a secluded area.

**Violating Dress or Grooming Standards**

Students will dress in school uniform on a daily basis except on color day. During a color day, a student must respect and adhere to the Islamic dress code. Students must always be alert to cleanliness and personal hygiene.

**Disobeying School Rules/Insubordination/Unruly Conduct**

A student will not refuse or ignore to comply with directions or instructions given by school authorities. The following refusals are examples: refuse to open a book, write an assignment, work with another student or in a group, take a test, leave a hallway or any other location, talk back to the teacher, and running away from a school official.

**Truancy (Attendance)**

Regular and prompt attendance is crucial for students' success at school. Students will report to their assigned classes on time. A student will not leave the school building, classroom, cafeteria, assigned area without permission from authorized personnel. Tardiness, skipping, and/or failure to attend school in a manner consistent with school rules constitutes truancy.

**Cell Phones**

Students in grades 6-8 are ONLY allowed to use cell phones before the start of the school day (before 8:15 am) or after dismissal (after 3:45 pm). Students in all other grades are not allowed to have cell phones in school.

**Profanity and/or Obscenity toward Others**

A student will not use or direct profanity, insult, or use obscene gestures toward anyone either orally, in writing, with drawings, electronically, or in any other manner.

**Harassment/Bullying/Intimidation**

Students will not tease, bully, taunt, or name-call another student or staff member. Any threat or actual physical harm, un-welcomed physical contact, verbal or written threat, taking money or property, blocking a student's movement, or ethnic/racial intimidations are warrant for disciplinary action.

**Technology Abuse**

A student will not use any of the school technology equipment without permission and/or supervision of a staff member. This includes, but not limited to, Wi-Fi access, computers, copy machines, and printers.

**Fighting**

A student will not physically fight with another person. Once a student decides to put his/her hands on another (even if someone else starts it), both parties are liable for immediate suspension.

**Forgery**

A student will not sign the name of another person, especially a parent signature, or misrepresent any documents for the purpose of defrauding the school staff.

### **Failure to Serve Assigned Detention and /or In-School-Suspension**

A student will not fail to serve an assigned detention or in-school suspension of which students and/or parents have been notified. Failure to serve will result in multiple detentions/suspensions.

### **Theft**

A student will not touch or take the property of others from their desk, locker, backpack, etc. without the permission of the owner.

### **Inappropriate/Un-Islamic Conduct**

A students' Akhlaaq is critical at MAYA. A student is expected to respect themselves as well as others (especially visitors/speakers), make positive choices, and behave according to Islamic Shari'aa. Contact between students shall always be based on Islamic Shari'aa and inappropriate contact will be grounds for disciplinary action.

## **DETENTION**

1. Any student may be detained before or after school for violation of any school rule, classroom rule, or any general disciplinary infraction that interferes with the learning process. The classroom teacher may assign a detention if the negative behavior does not stop after the student has been given a warning and/or has had a one on one conference with the classroom teacher about the behavior.
2. Detentions may be assigned by teachers or the Principal.
3. Detention will be held either before school from 7:30 - 8:15 am, or after school from 3:55 -4:45p.m.
4. Students must complete an assignment by their supervising teacher. Students may not work on their homework.
5. Parents will be notified by the staff member who assigned detention by telephone and/or via email the day of infraction.
6. Detention must be served within two days after the infraction happened.
7. Detentions must be served in full; students who are tardy to their detention will be assigned another day to serve.

## **IN-SCHOOL (ISS), OUT-OF-SCHOOL (OSS) SUSPENSION**

An in-school suspension occurs when a student is suspended for one school day. The student remains on school premises under the supervision of a school official at all times. That student continues to do excessive school work assigned by his/her teachers and is prevented from having contact with any other students. Only the principal has the authority to suspend.

A short-term OSS suspension is when a student is suspended for one (1) to ten (10) school days. During this suspension period, the student loses all rights and privileges of attending school, including extracurricular activities. Only the principal has the authority to suspend.



A long-term OSS suspension is when a student is suspended for more than ten (10) school days. Again, during this suspension period, the student loses all rights and privileges of attending school, including extracurricular activities. Only the ICA Board of Education has the authority to extend or alter this suspension.

### **STUDENT SECLUSION AND RESTRAINT:**

A staff member may need to restrain and/or seclude a student under certain emergency situations as a last resort that student poses a threat to themselves or others.

### **SEARCH AND SEIZURE:**

MAYA is responsible for the safety and well-being of our students while in our care. With this said, school officials may search school property, such as lockers and desks, as well as the students and/or their belongings (backpacks, purses, etc.) under reasonable suspicion.

### **CLASSROOM RULES:**

Every student is expected to follow the rules of conduct, which support a good learning/teaching environment. They are expected to come to school prepared and follow school and classroom rules at all times. The child's behavioral pattern should be free of disrespect, defiance, profanity, repeated and willful breaking of rules and fighting. Students who choose to break those rules will be subject to disciplinary action.

Students will:

1. Be in their classes when the bell rings.
2. Bring materials (pencils, books, papers, assignments) to class every day.
3. Follow instructions.
4. Listen while the teacher is talking.
5. Distract or disturb no one.
6. Care for one another and for other's property.
7. Always ask permission when addressing the class or leaving the classroom.
8. Respect the property of the school and classroom, including books and materials.

### **LUNCH ROOM RULES:**

- Walk slowly and orderly into and out of cafeteria.
- Line-up in an orderly and quiet fashion in the serving line.
- Clean up your area before leaving the eating area.
- Keep food off of the floor.
- Stay seated until you are dismissed.
- Do not leave the lunch room at any time without permission.
- Talk quietly and only with those students at your table.

### **PRAYER TIME:**

Prayer is an essential obligation (*wajib*) that all practicing Muslims participate in. It is the foundation of religious and spiritual growth. All M.A.Y.A. students in grades 2-8 are expected to participate in group prayer (*salat jama'ah*) once they have mastered the *salat* practices and are ready. Students that pray together are given a rewarding experience spiritually, socially, emotionally, and most importantly, will be rewarded by Allah (swt) Inshallah. Students in grade one will gradually participate in the daily prayer the second part of the school year, joining two times a week.

During *salat*, girls are expected to purchase/wear formal prayer clothes (long white skirt and head dress) to cover their hair and body. All prayer sets should be labeled with student names.

### **PRAYER RULES (in and out of *salat* room)**

- All students are expected to make *wudu* and go to the prayer room quietly and in an orderly fashion.
- While in the *salat* room, students are expected not to talk, play or disturb others before, during or after *salat*.
- Students are not to leave the *salat* room during prayer without permission.
- Students are to pray consistently with the Imam.
- Students are expected to pray faithfully and thank Allah (swt). When *salat* is over, students stay seated until a staff member dismisses them.
- When dismissed from *salat*, students are expected to line up quietly in a straight line and return immediately to class with their classroom teachers.

\*If at any time a student becomes a distraction to his/herself or anyone else, they will be asked to leave (this includes *wudu* area, entering/exiting the mosque, and during *salat*). Thus, the student will pray in the office separate from the group.

### **BATHROOM RULES:**

- Students must have permission before going to bathroom (carry a pass).
- No splashing or flooding of water in sinks or toilets; no horseplay
- Tissues must be placed in garbage bins
- Hands must be washed after using bathroom
- Yelling and screaming is prohibited
- No turning off of bathroom lights
- Students will be held accountable and must pay for any damages to property

## **RESPONSIBILITIES:**

### **Student's Responsibilities**

- Think, talk and act in an ISLAMIC MANNER
- Accept responsibility for their own behavior
- Have a positive attitude toward learning
- Attend class regularly
- Have appropriate materials in class
- Arrive at school prepared to learn (sufficient sleep, nutritious breakfast), etc.
- Participate in class discussions and activities
- Speak clearly when called upon
- Follow directions
- Keep desk and materials clean and orderly
- Recognize and respect the rights of others: Individual rights (privacy, property, right to education, etc.)
- Assist in communication between school and home. Help develop a sense of community within the school

### **Teacher's Responsibilities**

- Differentiate instructions and utilize alternative learning activities within the classroom to ensure higher achievement for ALL students
- Utilize variety of techniques in dealing with behavior within the classroom.
- Confer with parents at all time and make sure that problems are solved in a professional manner
- Inform and involve an administrator when appropriate.
- Safeguard the rights of students from violations by other students.
- Be aware of and enforce school rules inside and outside the classroom whether or not student is assigned to him/her
- Be aware of and follow MAYA's School policies and administrative regulations pertaining to discipline
- Be with the students for the full duration the specified class time: Not leaving the students unattended.

### **Parent's Responsibilities**

- Being aware of and understanding school policies and regulations
- Helping promote in the student a positive attitude about school
- Helping the student to be self-disciplined in regard to attendance rules, having supplies, studying, and respecting the rights of others
- Becoming familiar with student's teacher and school
- Sharing relevant information about student with school personnel.
- Becoming involved with school activities
- Helping in classrooms or assisting school personnel in activities when possible
- Conferencing with teacher when desired or requested
- Taking student home or providing an alternative place when removal from school becomes necessary (a cooperative effort between parent and school)

## **DRESS CODE:**

### **Visitor Dress Policy:**

To encourage an Islamic and respectful environment, we ask that all parents and visitors dress modestly. No shorts or sleeveless shirts are permitted. Any classroom volunteers will be asked to wear a head scarf while there.

### **Student Uniform Policy:**

As a private, Islamic school we encourage and expect all of our students to observe our school code of dress. The school has an established uniform for MAYA students. Students are expected to wear their proper uniform attire at all times while on school premises (and during school trips), except on color days. Below is the allowed dress code for all students. Please pay attention to the grade level notes included.

### **Girls (K-8) Regular Uniform:**

Required regular uniform includes:

- Jumper, black shirt, and black pants...Absolutely NO LEGGINGS (grades 3-8)
- Jumper, black shirt, and socks/tights/leggings (grades K-2). 2<sup>nd</sup> grade girls must wear leggings/pants (no socks or tights only).
- White or black scarves at all times (grades 3-8)
- Black casual dress shoes (no heels, no converse)
- Long socks or tights must be worn (no ankle socks)
- No make-up or nail polish is allowed
- Hair, neck and ears must be covered at all times

### **Boys (K-8) Regular Uniform:**

Required regular uniform includes:

- Black dress pants and gray polo shirt
- Black casual dress shoes (all black converse or vans permitted; not gym shoes)
- Comfortable gym shoes (optional for K only)
- Plain white or black undershirts only
- Rolled up sleeves are NOT allowed; purchase short-sleeve if desired
- No excessive jewelry or chains
- Black belt is highly recommended to be worn at all times
- Black ties and vests for boys are optional.
- No gym zip-ups allowed on regular uniform days.

Dress sweaters/vests must be uniform; no colored jackets/sweaters can be worn in class. Boots, slippers, flip-flops, and sandals are not allowed (not even on color days).

## **Gym Uniform (all students):**

Required gym uniform includes:

- Black sweatpants with the school emblem
- Gray gym t-shirt with school emblem (boys- short or long sleeve; girls K-2- short or long sleeve; girls 3-8- long sleeve only)
- Gym shoes (no converse, they do not have good ankle support)
- Gym sweatshirts or zip-up sweaters with school emblem are optional

**Gym shoes are only to be worn on gym days (except for kindergarten students).** Gym uniforms may be worn on scheduled gym days and the school emblem must be on both garments.

## **Pre-school:**

- Girls can either wear the baby doll dress with a white top, or the black gym pants with the gray or black polo (shorts/leggings must be worn underneath the dress)
- Boys can wear the black pants/sweatpants with the gray or black top
- Gym shoes or black dress shoes

If, for any reason, a student is out of uniform, s/he must report to the School Office before 8:45 a.m. with a note of explanation from home providing a valid excuse. If a student fails to come dressed in the proper uniform, that student will be sent to the office to call home for proper clothing. If a parent is unable to bring the proper attire to school immediately, the student will be given school clothes (girls) or a piece of uniform clothing from the office staff to wear for the day. The student will make sure to get it washed that night and return it to the front office the next morning. If a student repeatedly comes to school without the proper uniform attire, further disciplinary action will follow.

## **COLOR DAYS:**

Color Days are non-uniform days mostly used when we have a special occasion. During these days, an Islamic code of dress must be observed to reserve this privilege. This requires baggy and long clothes for girls with no additives, and long appropriate pants and shorts for boys. No ripped and tight fitted jeans are permitted; no skinny jeans or leggings. Boots are not to be worn over pants; no open-toed shoes. Girls in grades 3-8 must wear loose clothing and mid-thigh length shirts. Once a student chooses not to comply with the dress code, they will lose their color day privileges for the year.

## **PARENT/VOLUNTEER DRESS CODE:**

All parents entering and exiting the building at any time must be dressed modestly. A head scarf is required only for those parents who spend time in the front office or in the classrooms. Please avoid wearing tight pants, shorts, tank tops, or halter tops.

## **HYGIENE:**

All M.A.Y.A. students are expected to keep good hygiene, including, but not limited to, clean hands, nails, ears, hair and clothes. The uniforms must be clean and washed on a regular basis.

## **ATTENDANCE POLICY**

### **DROP OFF:**

1. Drop off for all students **Pre-K - 8th** is between 8:15 to 8:30 a.m. All parents are asked to drop off their child(ren) outside to one of the staff members on duty and not walk them into the building. Only PK parents need to enter with their child to sign them into class (by State regulations). **DO NOT PARK YOUR CAR ALONG THE SIDE OF THE SCHOOL BUILDING AT ANY TIME THROUGHOUT THE DAY.**
2. Drop off procedure for these students is as follows:
  - a. All parents will follow the one-way route and not cut through the line.
  - b. At 8:15 a.m., the vehicles will pull up to the side entrance where they will be met by MAYA staff.
  - c. All students will exit from the passenger side only.
  - d. Please make sure that your children have their belongings and are ready to exit your vehicle.
  - e. Once your child leaves, we ask that you proceed in a timely manner so others will be able to pull forward.
3. Any student who is dropped off before 8:00 am will automatically be signed into the latchkey program.
4. To avoid receiving a tardy slip, all students must be in class by 8:30 a.m.
5. Parents violating any of the Drop-Off or parking rules are endangering students, parents, and staff and will be subject to appropriate action that may affect their child's status at MAYA.

### **PICK UP:**

1. Dismissal time for all students is at 3:45 p.m., not earlier for convenience.
2. Early dismissal students (for emergency reasons only) can **ONLY** be picked up from the front office. Parents **MUST** come to the office, sign the child out, and wait for their child to come to them. The office will request dismissal of a student either in person or in writing a memo.
3. Any student that is not picked up on time will automatically be signed into the latchkey program.
4. The maximum speed limit in the parking lot is 10 miles per hour and we ask that you adhere to this rule for the safety of all students and staff.

5. Parents violating any of the Pick Up or parking rules are endangering students, parents and staff and will be subject to appropriate action that may affect their child's status at MAYA.

In both drop off and pick up time periods, there shall be no parking/standing along the fence and/or the building. We kindly ask that you abide by this rule to avoid injury to any of our children.

### **LATCHKEY PROGRAM:**

The Latchkey program is designed to provide a safe and nurturing environment to children enrolled at MAYA. The Latchkey Program begins a week after school, and there is an hourly rate of \$7 per child per hour. Any interested families may request a registration form and inquire about payment details. Any student who is dropped off early (before 8:00 am) or is not picked up on time (by 4:00 pm), s/he will automatically be signed into the program.

### **ABSENCES:**

It is necessary that a student be in attendance throughout the school day in order to fully benefit from an educational aspect. Please notify the office before 9:00 am if your child is going to be absent. Communicable diseases must be reported to the school office.

### **LATE ARRIVAL, EARLY DISMISSAL:**

Students are expected to arrive at school by 8:15 am to ensure they are not late to class (tardy bell rings at 8:30 am). Any late student must be signed in by a parent in the front office. Keep in mind, repeated and/or unexcused tardiness will result in a disciplinary referral.

When it becomes necessary for a child to be released early, arrangements should be made with the school office. A parent or designated adult who is listed on the emergency card must come to the office and sign the child out. **DO NOT GO DIRECTLY TO THE CLASSROOM. PLEASE ONLY TAKE YOUR CHILD OUT EARLY IN THE CASE OF AN EMERGENCY.** If possible, try to arrange doctor/dentist appointments after school hours. It is very important that your child remains in school so they do not miss an important information or cause any disruption to the classroom.

### **CUSTODY OF CHILD**

If one parent has been awarded custody of the student by the courts, that parent shall provide the school with a copy of the custody order. Otherwise, the school will presume that the student may be released into the care of either parent.

### **EARLY VACATIONS:**

Parents who plan to travel and need to take their child(ren) out of school early must notify the MAYA front office as well as the classroom teacher so that we can coordinate together. We need to make sure that student(s) do not miss any work.

### **EMERGENCY SCHOOL CLOSING:**

During inclement weather and or emergency situations, the school might be closed. You may inquire about school closing by listening to one of the following television stations: Channel 2 (FOX), Channel 4 (WDIV), Channel 7 (ABC). You will also receive a mass email and/or text message to the email address and cell phone number provided to the school in the beginning of the year.

### **ADDITIONAL POLICIES**

#### **FIRE, TORNADO, LOCKDOWN, & EVACUATION DRILLS:**

The school will conduct a minimum of five fire drills, two tornado drills, and three lockdown drills annually. The drills will be conducted unannounced at different times throughout the year. Our intention is to provide ongoing procedures that will ensure safe measures in case of an emergency.

#### **STUDENT ACCIDENTS:**

In case of an accident that occur during school hours, the administration of first aid practices will be extended to those trained to do so. All accidents, even minor ones, must be documented and parents will be notified. The person responsible for said student during the time of the accident will be the one responsible to report the incident in detail to the administrator in charge.

#### **ENTRANCE AGE:**

The Islamic Center Board of Education will establish student entrance age requirements that are consistent with Michigan Law and sound educational practice.

- A. **Kindergarten** – A child may be enrolled in kindergarten if s/he is at least 5 years of age by September 1<sup>st</sup>.

#### **PROMOTION, PLACEMENT, AND RETENTION:**

MAYA recognizes that the overall growth of children varies and that they should be placed in the educational setting most appropriate to their needs. Each student will be moved forward in such continuous patterns of achievement that coincide with the system of grade levels established by the State of Michigan and the MAYA School Board and the instructional objectives aligned with each grade level.

A student will only be promoted to the following grade level if and when s/he has completed the course requirements or achieved the objectives set for the present



grade. The student must also show social, emotional, and physical maturation necessary to make such a promotion successful.

The building principal, along with the MAYA Board will have the final say in determining the promotion, placement, or retention of each student.

**CONFERENCES:**

Parents are the most significant people in a student’s life. The only scheduled parent/teacher conference is held in November, after the first marking period. However, a parent is always welcome to call the school to speak with the teacher or schedule an individual conference as needed.

Please avoid conferencing with teachers while dropping off or picking up your child. The responsibility of the teacher during the school hours is to teach. Unscheduled conferences with teachers are not to be held at the expense of other students. Please leave a message in the office, and your child’s teacher will contact you to set up a convenient appointment time during their prep time.

**GRADUATION REQUIREMENTS**

Science	Social Studies	Math	English	Grade
Earth and Life I	Geography of the Western Hemisphere	Pre-Algebra	English Literature 6	6
Earth and Life II	Geography of the Eastern Hemisphere	Pre-Algebra	English Literature 7	7
Physical and Earth	American History	Algebra	English Literature 8	8

Any student who fails three of the four core classes (English, Math, Science, Social Studies) in the 7<sup>th</sup> or 8<sup>th</sup> grade must repeat the grade.

Electives:

- Arabic
- Computer/Technology Literacy
- Islamic Studies
- Physical Education
- Recitation of Quran (Tajweed)
- Enrichment Classes for Math, Language Arts, Science, and Social Studies

**Extra-Curricular Activities**

Student Council meets during the lunch period and requires active	<b>Student Council</b>
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participation. The students will be involved in improving the school environment, working within the community, participating in fund raisers, organizing fun field trips for Middle School and serving as the representatives between staff and students.	
The team practices after school and plays games throughout the basketball season. A 3.0 GPA or better is required for participation.	<b>Boys/Girls Basketball</b> <b>6<sup>th</sup>-8<sup>th</sup> grades</b>
The team practices after school and plays games throughout the soccer season. A 3.0 GPA or better is required for participation.	<b>Boys/Girls Soccer</b> <b>6<sup>th</sup>-8<sup>th</sup> grades</b>

## Core Class Descriptions-Middle School

### 6<sup>th</sup> Grade

<b>Earth and Life I</b>	<b>Geography of the Western Hemisphere</b>	<b>Pre-Algebra</b>	<b>English Literature 6</b>
This course is designed to follow the Michigan Benchmarks to give the students information in each subject area. In Earth Science students will study rocks, climate, and geographical changes. Life Science will be the study of life and living things, microorganisms, and Environmental Science. Students will be introduced to motion and energy. This course includes hands-on activities, labs, and projects. Science fair is a requirement.	This class includes the study of the geography of North and South America with the incorporation of history.	Students will cover algebraic expressions, integers, equations, inequalities, decimals, factors, fractions, exponents, ratios, proportions, and percent.	The class will focus on the continuation of grammatical skills, and further development and growth of reading and writing skills. Students will learn to use the writing process to write multiple paragraphs and compositions. Reading strategies will be enhanced with the use of fiction and non-fiction texts.

### 7<sup>th</sup> Grade

<p><b>Physical Science Life Science II</b></p> <p>This course is designed to follow the Michigan Benchmarks to focus on cells, life processes, heredity, ecosystems and evolution over the course of two years. Life Science will be the study of the life and living things. Students will use physical concepts to be covered are energy and motion, waves and vibrations, sound and light. Students will study the properties of matter, classify substances, elements of compounds, and periodic table. This course includes hands-on activities, labs, and projects. Science fair is a requirement.</p>	<p><b>Geography of the Eastern Hemisphere</b></p> <p>This class includes the study of the geography of Europe, Asia and Africa with the incorporation of history.</p>	<p><b>Pre-Algebra</b></p> <p>Students will cover equations, inequalities, linear functions, graphing, spatial thinking, area and volume, data analysis, probability, nonlinear functions, polynomials, and right triangles in Algebra.</p>	<p><b>English Literature 7</b></p> <p>This class will continue to focus on grammatical skills in preparation for high school. The students will be challenged to use the writing process by doing reports, and compositions. They will also continue to enhance their reading abilities through the study of fiction of non-fiction.</p>
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**8<sup>th</sup> Grade**

<p><b>Physical and Earth</b></p> <p>The Earth Science segments of this course include the study of minerals, rocks, maps, erosion, earthquakes, volcanoes, atmosphere, weather, climate, water, environmental issues, and exploring space. The Physics concepts to be covered are waves and vibrations. This course includes hands-on activities, labs, and projects. Science fair is a requirement.</p>	<p><b>American History</b></p> <p>Students will learn history of the United States from the meetings of three worlds (1620) to the Civil War and Reconstruction Era (1850-1877). The class will demonstrate their level of knowledge through skits, discussions, persuasive reports, graphic organizers, journal entries, charts and maps.</p>	<p><b>Algebra</b></p> <p>Students will cover graphs, functions, linear equations, graphs, systems of equations and inequalities, exponents and exponential functions, polynomials and factoring.</p>	<p><b>English Literature 8</b></p> <p>This class will focus on grammatical skills in preparation for high school. The students will continue to be challenged with the use of fictional stories. The writing process will be incorporated extensively across the curriculum.</p>
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**Electives**

<p>Students will learn how to read, write, understand, speak and articulate the language. This intensive program will prepare students for high school, college, or the job market and will enable them to function in an Arabic speaking society. This course will assist students in learning how to read the Qur'an</p>	<p><b>Arabic</b></p>
<p>This is a basic computer class in which students learn how to utilize Microsoft Excel, Word, and principles of keyboarding.</p>	<p><b>Computer/Technology</b></p>
<p>Students will learn Islamic history, Islamic creed (aqaa'id), Islamic laws (fiqh), Islamic moral behavior (akhlaaq), Qur'an, and hadith.</p>	<p><b>Islamic Studies</b></p>
<p>Students will learn cooperation, safety, fairness and respect for fellow teammates and at the same time will have the opportunity to achieve athletic skills in a wide variety of sports.</p>	<p><b>Physical Education</b></p>
<p>PK – 2<sup>nd</sup> grade students memorize several suras (chapters of the Qur'an). 3<sup>rd</sup> – 8<sup>th</sup> grade students recite sections from the Qur'an and memorize important hadiths (narrations of the prophet).</p>	<p><b>Recitation/Memorization of Quran</b></p>
<p>Students will have excess time to further enrich their minds in all core subjects (math, language arts, science, social studies). This will provide them with supplemental lab time and/or activity time.</p>	<p><b>Enrichment Classes</b></p>

**REPORT CARDS:**

Report Cards reflect teacher's evaluation of student's efforts each marking period in each of the academic areas. During the first marking period, parents are expected to pick up their child(ren)'s report cards during the Parent-Teacher Conference. The subsequent three report cards will be sent home with the child after the end of the marking period. The report cards for K-5 will be standard based to align with the new Common Core State Standards; no letter grades will be given.

### **CONFIDENTIALITY (Transcripts, Data, and Student Affairs)**

Confidentiality at MAYA is practiced regarding the release of transcripts, sharing of data and student affairs. Transcripts and student files are released to school agencies once we receive a Release of Records form. Student and staff data is stored and kept confidential. When discussing student affairs, confidential information is released only to the teachers and parties involved.

### **COPYRIGHT:**

It is the policy of the MAYA NOT to infringe upon any copyrighted material, intellectual property or international restrictions that may violate any copyright laws. This includes MAYA staff being prohibited from duplicating any written literature, digital, electronic, graphic, computer programs, software or sound media or other media that are protected by copyright laws.

### **SUPPLIES AND MATERIALS:**

MAYA will provide all basic supplies for each classroom. Students will only be asked to bring in a few specified items.

### **ANIMALS/PETS:**

Pets can only be brought to school and returned home after a short visit, ONLY if satisfactory arrangements are made with the teacher and principal beforehand.

### **LOST & FOUND:**

Articles found in classrooms and hallways are returned to the office and placed in the lost and found box located in the front lobby area. Any unclaimed item, after a month, will be donated to a charitable cause.

### **VISITORS:**

ALL VISITORS MUST REGISTER IN THE OFFICE. ALL OTHER DOORS WILL BE LOCKED TO SECURE THE SAFETY OF ALL STUDENTS.

### **DOOR SECURITY**

All doors to the building will remain locked after the students enter the building during morning drop-off. You will need to be buzzed into the school thereafter. All visitors and personnel must use the front door when entering or exiting during the school day. Visitors must report to the office immediately to sign in.

### **VOLUNTEERS AND SERVICE POLICY:**

Volunteer parents are always welcome to assist at MAYA. They may volunteer by contacting the front office or classroom teacher to provide services such as:

- assisting the teacher in the classroom
- assisting office staff
- reading to children
- tutoring children
- monitoring students during lunch

All parents who volunteer a total of ten hours during the school year will be rewarded with a \$100 reimbursement check paid in the following summer. Please note that attending field trips does NOT apply towards your volunteer hours.

### **LUNCH PROGRAM:**

Our hot lunch program offers lunch five days a week. An online program is used to choose, order, and pay for day(s) your child(ren) want lunch. A monthly calendar will be available for orders 1-2 weeks in advance. We cannot take orders once the track has closed, especially not the day of. Lunches are \$3.50 per person, per day. If you choose not to order hot lunch for your child, please prepare a healthy lunch for them daily. We will not reimburse any orders for field trips and or other unexpected events; however, emergency school closing will result in credit being applied to your account for that day.

### **MEDICATION POLICY:**

Administering (prescribed) medication will only be permitted when failure to do so would affect the child to be able to attend school or hinder their ability to benefit from his/her educational programs. Any prescribed medication cannot be dispensed at school unless a medication form is completed by your child's physician. Forms are available upon request through the front office. A new medication authorization form must be completed each school year. The school will not dispense any over the counter medication such as Tylenol, aspirin, cough drops, etc. to your child.

### **FIELD TRIPS:**

Field trips are educational experiences intended to enrich students' education. Written permission will be obtained from parents prior to each planned field trip. Staff will notify parents at least one week prior to each trip. Transportation will be coordinated for each field trip. If you choose not to have your child participate in the field trip and stay home, s/he will be considered absent.

## **BOOKS INVENTORY**

Student textbooks are the property of Muslim American Youth Academy. At the beginning of the school year, teachers will keep good records of textbooks distribution, collection, and needs using a School Textbook Inventory Form. At the end of the school year, teachers will reuse these forms upon collection of the textbooks from the students. Condition of the textbook will be noted on the form for each student.

Children will be held responsible for the condition of all textbooks and library books checked out to them during the school year. A charge will be assessed if these books are lost or damaged beyond usual wear and tear. Also, fines that are not paid by the end of the school year will result in the “holding” of the student’s report card.

## **FREEDOM OF SPEECH:**

MAYA recognizes that freedom of speech is a right of every American. However, it must be understood that the student’s freedom of expression is not absolute and is limited in the following ways:

- Respect for the rights of others: A student does not have the right to violate the rights of others or encourage the breaking of existing policies.
- Violence is to be avoided: Physical aggression or threats against persons or their property is unacceptable and will be grounds for disciplinary action
- Decency is expected at all times: A student’s printed material, oral language, or physical acts cannot be obscene or un-Islamic

## **CONCLUSION**

Muslim American Youth Academy would like to thank you for reviewing our Parent and Student Handbook and hope that it has provided you with a clearer concept of our guidelines and policies that are set forth to ensure a safe and healthy learning environment for our Muslim children.

We sincerely ask that you keep this handbook handy for reference concerning inquiries that may arise during the calendar year. However, if there is an inquiry that is not addressed in the handbook, or if you need information about any specific topic, please feel free to call the office or your child's teacher during school hours.

We encourage you to take advantage of every opportunity to get to know your child's teacher so that you can work closely together and become involved with school activities.

Finally, if you have any suggestions or advice to offer concerning any topic in this handbook, please feel free to contact us. We are eager to work closely with you in educating your child.

Muslim American Youth Academy is a non-profit, tax exempt organization. Funding of your child's school is based mainly on tuition and contributions. To help us preserve and enhance our quality based educational program, we urge parents and friends of the school to send their generous donations to:

Muslim American Youth Academy  
19500 Ford Road  
Dearborn, MI 48128  
(313) 436-3300  
(313) 436-7909 Fax

May Allah (SWT) Bless You Graciously!!