

*In the Name of Allah, the Compassionate, the Merciful.
Praise be to Allah, Lord of the Universe, and Master of the Day of Judgment*

**GUIDELINE & REGULATIONS
of
AMDA Academy
Michigan, United States of America**

ACADEMIC YEAR: 2015 - 2016

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AMDA Academy Guidelines and Regulations

A. General Description

The AMDA Academy is a **structured weekly school** placing its emphasis on teaching **Islam as a Religion** rather than a set of cultural practices. The academy is run as a community service by volunteers and **is administered by the Representative Boards (Board of Trustee & Board of Representative) along with Educational Activity Standing Committee of AMDA**. It is open to all **Muslim** students. The staff and students come from **diverse ethnic and cultural** backgrounds. The primary objectives of the AMDA Academy are:

1. To introduce and instill the main teachings of Islam into the students by the time they graduate from the academy.
2. To provide an environment in which the students can interact with other Muslim children/families.

The following modules, based on traditions of **Ahl-Sunnah wul Jamaa**, are taught:

1. Recitation/ Reading of Quran
2. Memorization of Surahs & Duas
3. Salah
4. Teachings of Quran
5. Islamic Morals & Manners
6. Faith & Worship
7. Introductory Fiqh
8. Seerah
9. Introduction to Hadith
10. Lives of the Prophets
11. Muslim History
12. Current events

For further details, see the School Curriculum.

B. Registration

Registration requires the completion of the following steps.

1. Submit registration form
 - Accept/decline inclusion in School Directory.
 - Specify whether pictures can be taken of your child(ren).
2. Read School guidelines; sign and abide by them.
3. Sign Liability Release form.
4. Sign up for volunteer activities.
5. Make appropriate amount of donation.

Continuing students must pre-register during the month of May in the second semester for the following year. All *continuing* students are guaranteed enrollment if they pre-register.

New students may pre-register for the Fall during the month of May (2nd semester of prior academic year) - if there are any vacancies.

Registration will remain open for the first 2 weeks of the year beginning in the school academic session. **Registration will be closed after the first 2 weeks - except in cases where class size meets the class limit, in which case the registration will be closed earlier.** After first 2 weeks of academic session, only new students will be considered for admission and determination of admission will be made on a case by case basis.

Registration is kept open throughout the year for the Youth Group (High-School Students) and the AMDA Academy teacher's dependent.

An annual donation is expected per child. Full or partial financial assistance is available upon request. Such information is kept strictly confidential.

The school guarantees admission irrespective of anybody's ability to pay, as long as it's done before the registration deadline.

C. Placement

Children are placed according to their competency and knowledge on Islam. Every effort will be made in keeping children of the same age together to provide a more conducive environment for learning as well as a very favorable atmosphere for building relationships. This effort will include active participation of parent's of the student and directed studies as defined by the academy.

The Academy clusters students based on the grade level they attend in weekday school system. When placing students academy will adhere to the following guideline: Group A – Grade 1 & 2; Group B – Grade 3 & 4; Group C – Grade 5 & 6; Group D – Grade 7 & 8; Group E – Grade 9 & above. In some cases, the academy may decide to place students in a lower group if they do not have the required background. However, this is the exception. If a student is placed in a lower age group a directed study will be required by the student to make up the deficiency.

To be admitted into Academy, a child must be at least 5 years of age and has training on personal hygiene.

D. Schedule

The academic year starts in early to mid-September and ends in late May. The school is in session for 25-30 days and is divided into two semesters: Fall (September to December) and Winter (January to May).

The academy will be in session for 3 hours each school day. The school day is divided as follows:

- 10:30am – 11:10am – 1st Period
- 11:10am – 11:50am – 2nd Period
- 11:50am – 12:30pm – 3rd Period
- 12:30pm – 1:00pm – Recess
- 1:00pm – 1:40pm – 4th Period
- 1:45pm – 2:00pm – Salah

The school is closed on over 3-day weekends as well as Sundays that immediately follow or precede Eid-ul-Fitr and Eid-ul-Adha. The following holidays/breaks are observed (Check school calendar for detail)

- Mid-winter break
- Winter break
- Mid-spring break
- Spring break
- Eid-ul-Fitr holiday
- Eid-ul-Adha holiday
- Lailatul Qadar holiday
- Milad-un-Nabi holiday

E. General School Rules

Students (and Parents) need to arrive on time every school day.

While at school (*and everywhere else too*), students are expected to exhibit good moral character. This includes:

- Being respectful to all Teachers, Staff members and fellow students.
- Being courteous and helpful, especially towards younger students
- Refraining from the use of bad or inappropriate language.

Students must be dressed in compliance with the School Dress Code (see below)

Use of skate boards, roller blades and roller shoes is prohibited.

The AMDA Academy operates on a **CLOSED CAMPUS** policy. School permission is required by the parents/guardians to visit the classroom or to pull the students out. Students are not allowed to leave the school premises during school hours, without school consent and proper authorization. **NO EXCEPTIONS.**

Students must not damage the property of the Larson Middle School.

Intoxicants, Weapons and sharp objects are **ABSOLUTELY** prohibited.

Student Cell phones MUST be TURNED OFF during school hours. Students caught talking or 'messaging' on their phones will have the devices confiscated, and may be subject to disciplinary action.

Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. Sony Walkman) and Electronic Games (such as Gameboys) are not allowed at School. If such a radio/game is accidentally brought to school, it should either be left in the student's backpack or at the Registrar's desk until the end of the school day.

Students need to pay close attention to school announcements. All announcements are made during the Assembly and are also posted on the Notice Board outside the school.

- Handouts and Sign-Up sheets are also available at the Registration Desk.
- Handouts containing important announcements are sent home with the students; parents should look for them every week

Students should be picked up promptly after Salah. **The School is not responsible for children after they are dismissed after Salah.**

NO PARENTS or GUESTS ARE ALLOWED IN THE CLASSROOMS.

F. Attendance

Regular attendance is very important as it enables students to fully benefit from the Academy. Attending school every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is at least as important as the other activities in his/her life, and therefore, should be taken seriously.

- Student attendance is taken each school day in class sessions.
- For Leave of Absence teachers should be notified.
- All the missed activities (for example homework, notes, etc) should be made up before returning to the class.
- The attendance record of each student will be included on his/her final Report Card.
- The names and telephone numbers of a student's teacher will be made available to parents so they can provide proper notification about necessary absences.

G. Dress Code

While the AMDA Academy does not enforce a formal dress code, it is important that **students, parents and teachers alike wear modest attire** when attending the Academy.

Their clothing/grooming should not disrupt the learning process.

- Students should be neat and clean.
- Students are not allowed to wear any **tight or transparent** clothing.
- Girls are required to wear loose pants and tops or long skirts and dresses (down to the ankles). **Tops must be long, extending to the mid-thigh and have full sleeves.**
- Boys 10 years and older are not allowed to wear shorts.
- Girls 10 and older must be in Hijab.
- **Clothing should be appropriate for prayers. *If you are uncertain about what this means, please talk with a teacher or member of the administrative staff.***
- Clothing and/or hats with offensive or racist lyrics and/or pictures are not allowed.

H. Homework

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach a particular level of achievement by the end of the school year. If it is not completed regularly, the student will fall behind.

- All students will receive a "Homework Assignment Sheet", which needs to be kept neatly in a folder intended for AMDA Academy.
- Students record assignments and homework every school day on this sheet. Parents need to sign the Assignment sheet to communicate to the teacher that their child's HW was completed.
- All young students (age group 5 to 7 years) enjoy a Reward System for the completion of assignments.

I. Prayers (Salah)

Salah is a part of the school day. **Every student MUST participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.

- Parents are not allowed to take students home before the prayers.
- Furthermore, parents are encouraged to join the prayers with the rest of the school as it provides a strong sense of community spirit.
- There should be no talking, discussion or any other kinds of distractions during the prayer.

Please show appropriate adab and manners while the Salah is in progress.

J. Assembly

The school will start with the Assembly - an integral part of the school's daily schedule. It is a valuable tool for conveying information about the school, starting the day with a brief Islamic lesson and putting the children in a learning mindset. Therefore, it is essential for parents to bring their children to the school in time to listen to and participate in the Assembly.

K. Testing & Evaluation

The school sends 2 Evaluation Reports home during the course of the year in order to keep parents informed of their child's progress. The first of these reports is sent out at the end of the first semester in December; the second report is sent at the end of the school year.

The school also holds **Parent/Teacher Conferences in November (for all students) and towards the end of 2nd Semester (April/May) for students who might be facing issues and difficulties in the classroom.** The children are evaluated on their academic progress, attendance, homework, class participation, discipline, behavior and frequent tests (at least one or two times per semester).

Students who show an overall exceptional performance are placed on the Honor Roll and are publicly acknowledged during our Teachers Appreciation Event.

Lack of performance (i.e. failing 2 consecutive tests) is grounds for expulsion from school. Student's expulsion will only be effective after Principal meets the guardian/s for discussion and evaluates the situation.

Students will not be allowed to move to new set of modules if they do not pass the test in assigned set of modules.

L. Honor Roll

Honor Roll selection is an **academic** award **to reward outstanding performance on homework assignments and tests**. It is not meant to recognize effort or good character.

The following is the Honor Roll policy.

1. Within the 1st semester, teachers should outline – **in writing** - the requirements and grade percentage levels to achieve Honor Roll placement.
2. Nominally, a 90% cumulative score for all homework and tests is required. Individual teachers may set the minimum percentage to be above 90%.
3. All students meeting the 90% academic requirement and/or the teacher's specific academic requirement(s) - in all classes - will receive Honor Roll recognition.
4. Teachers will maintain up-to-date Grade sheets for each student and be able to justify why a student is / is not receiving Honor Roll recognition.
5. ***A student must achieve Honor Roll status in at least 2 classes in order to be given an Honor Roll Award at the Appreciation Dinner.***
6. The aforementioned policies apply to all students of the academy.

M. Snacks

The AMDA Academy will have a small snack available (usually consisting of cookies and juice) during the recess break between classes.

One school family acts as the Snack Host Family for one week. The Snack Parents are responsible to:

1. Bring the snacks and any needed supplies (e.g. napkins) assigned week.
2. Set up and distribute snacks to the students.
3. Help with cafeteria duty during the Break
4. Clean up after the Break.

No food is allowed in the classrooms. Snacks should be eaten in the cafeteria of the school or, in the designated area for eating snacks.

Wrappers, napkins and other garbage should be thrown only in trash receptacles.

The Host family is reimbursed for all their snack expenditures.

During Ramadaan:

- No Snacks are provided by the school during Ramadan.
- Parents may bring snacks for younger children (5 to 8 years of age) during Ramadan, but must take the children away from the main school area when they eat (i.e. in their cars).
- Children are not allowed to eat openly in Ramadan.

N. Location & Building Care

The AMDA Academy is held at AMDA Masjid.

- It is extremely important that we maintain a respect for the paperwork, books, projects, art supplies, etc, that are normally in the classrooms. **These things belong to SOMEONE ELSE.**
- If any property belonging to the Masjid is damaged by a member of the AMDA Academy, that person (or his/her parents in the case of a student) will be held financially responsible.

The following rules regarding the building must be observed at all times.

- Do NOT Write/Mark on school property (walls, doors, bathrooms, lockers, notice boards, inside classrooms).
- Do NOT remove material posted in the classrooms or in the hallways.
- Do NOT write on anything posted.
- **Put back any furniture moved during the class to its original location.**
- Do NOT write on or erase the board in the class (teachers can write but they should erase at the end of class).
- Do NOT take, mishandle or destroy any of the materials within the classrooms.
- Do NOT touch or move anything in the class.
- Do NOT borrow (pencils, tissues, etc) anything from the class.
- Do NOT remove or move anything from the students' desks.
- Stay away from the Teacher's desk. Nothing on the Teacher's desk should be touched or moved.
- Do NOT turn on the TV or VCR or Radio (only teachers are allowed to do this)
- Do NOT use the phone.
- Do NOT touch the computers.
- Do NOT eat or drink in the class.
- **Students are not allowed in the classroom at any time (including break) without an adult being present. No Parents/Guests are allowed in the classroom.**

O. Parent's Responsibilities

Parents' responsibilities include the following.

- **Make sure that the student arrives at school prior to assembly time.**
- Make sure that the gets to his/her classroom safely.
- Pick up their children promptly after Salah. The school is not responsible for the safety of children left alone after Salah.
- Advise and encourage their child to respect and obey the rules.
- Be sure that their child attends school regularly and on time.
- **Make sure that the child has all necessary books, tapes, stationary and supplies.**
- Participate in all parent-teacher conferences to ensure their child's success in school.
- Discuss report cards with the child.
- **Ensure homework assignments are completed.**
- Remain informed of their child's performance, activities and lessons in the school
- Ensure child is dressed modestly (i.e. clothing should be appropriate for prayers).
- **Dress appropriately yourself when entering the school premises. Please refer to the "Dress Code" guidelines specified earlier.**
- Pay donations on time.
- Check school notice board and look out for handouts brought by their children every school day.
- Participate actively in school functions (Iftar, Teacher Appreciation, Year-End Picnic) and activities (guest speaker assemblies, parent conferences, Eid Gifts, Ramadan Toy Drive, TV-Free Ramadan, Eid Celebrations).

- **Signup as volunteers for helping the school with various activities and functions.**

Additionally:

- Parents are not allowed in the classrooms.
- **Any Parent who disrupts the operation of school and creates conflicts will have their registration cancelled.**
- Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, **please verify the information with the teacher directly** instead of spreading the misinformation.

P. Student Responsibilities

The students have the responsibility to:

- Attend all classes, every school day, on time.
- Be prepared for each class with appropriate supplies and assignments.
- **Do all the assigned reading, homework and test preparation.**
- **Be properly dressed.**
- Show respect towards others, both students and teachers.
- Obey all School Rules.
- **Do not move, change or damage material in school or classroom.**
- **Students are not allowed in the classroom without an adult being present.**
- In case of an absence from school, gather all the missed assignments and make arrangements for taking makeup/missed tests.
- Inform parents about announcements and memos.

Q. Volunteers & their Responsibilities

The AMDA Academy is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. **The activities and the responsibilities are determined by the school.**

It is important for all parents to take a pro-active roll in the success of the school by volunteering for one or more of these duties. Most of them are simple and require a minimal amount of time.

Few, if any, of these tasks require the volunteer to spend money. In such a case, the school fully reimburses all expenses incurred.

Signup sheets are available at registration time during the beginning of the year. Look for school announcements (notice board, morning assembly and handouts) to find out where the school needs your help. Please sign-up generously.

Parents who signup for various tasks such as: Event Co-coordinators, Snack Parents and Phone-Tree Captains, MUST honor their commitments. Please think carefully before signing up for a volunteer function.

R. Room Parents & Teacher Assistants

Room Parents and Teacher Assistants are selected by the school administration. Volunteers who are best suited for a class are selected solely at the discretion of the administration. Students in higher mastery level are generally hired as Teacher Assistants.

Teacher Assistants are responsible for working with the teacher. The responsibilities include:

- Completing their own academic assignments
- Maintain high academic grade in their own mastery level
- Be a roll model for younger students of the academy
- Passing out announcements
- Collecting/grading homework
- Working with small group of students

Future potential teachers will be given a preference for appointment as a Teacher Assistant.

Room Parents are responsible for acting as a liaison between the school and the parents of the class. There responsibilities include:

- Passing school information to the parents of students in the class
- Acting as phone-tree captain for their class
- Helping the school administration in organizing various school functions and activities
- Coordinating meetings between teacher and parents.

S. Special Tasks, Projects and Events

- Parent/ Teacher Conferences (September, December and May)
- Annual Ramadan Iftar Dinner
- Ramadan Toy Drive
- Arranging Eid Gifts for children
- Sacrifice in the name of Allah & Eid-ul-Adha Potluck
- Teacher Appreciation Day (April)
- Annual Year-End Picnic (May)
- Snack Parent for one month
- Room Parent
- Substitute Teacher
- After-School Lunches
- School T-Shirt Contest
- Phone-Tree Parents
- Children Safety & Supervision during school hours and during Salah.
- Helping with School Assembly
- Maintaining School Web Site
- Graduation Ceremony
- School Newsletter

T. Mutual Respect

We strive to make the AMDA Academy positive place which students and teachers enjoy attending, in order to learn and build friendships. We try our very best to operate on a principle of mutual respect - between students, between teacher and student, between students and staff.

The families who make up the staff and administrative body of the Academy are volunteers and give their energy and time to teach and learn because of a genuine interest in serving Allah (SWT) and helping the community. Most of the time, this commitment itself is enough to ensure that students, teachers and parents are all treated with the respect that they deserve. However, we recognize that in any large group of people, occasionally disagreements and/or frustrations between parties can arise. In such cases:

1. In the case of a student who is consistently misbehaving and has become a significant distraction to the

teacher and fellow classmates, the AMDA Academy reserves the right to impose one or more of the following consequences.

- a. Removal from the class for the day.
- b. Parent notification and/or conference.
- c. Levy a fine on the parents of a student.
- d. In extreme cases, removal from the school for the remainder of the year.

2. In the case of a student who feels that he/she has been treated unfairly (or in a manner inconsistent with Islamic Adab) by a teacher or member of the administrative staff, the student should bring the matter to the attention of the Principal immediately. The student may also have his/her parents present if he/she desires.

U. Disciplinary Action

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of school administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging school property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the school premises without permission.
- Fighting with or insulting other students.

Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action, even resulting in expulsion from the school.

Teachers will follow the steps below in escalating disciplinary issues:

- Talk with the student directly.
- Call parents at home or setup a meeting with them at the school.
- If the first two steps fail to produce any results, the parent will be required to sit in the classroom as long as the school feels it is necessary.

V. Lost & Found

Lost & Found items - such as clothing, books or stationary - that are left behind at the school can be placed in the Lost & Found box.

- Items in this box will be saved for 1 month. Any item not claimed within that time period will be donated to charity.
- AMDA Academy is not responsible for belongings left at the school.

Although we will try to be on the lookout for items that have been left behind by our students/staff, it is often difficult to distinguish them from things that belong to the Larson classrooms.

- Writing the student's name on all of his/her books and belongings will make it easier to identify a misplaced item.
- Once we leave the premises, a TSD custodian locks the buildings and we do not have access to the rooms until the following week.

W. School Directory

The school publishes a directory that includes contact information (name, address, phone number) for the teachers, staff, students and their families. The patron's who does not want their address/phone number to be included in the directory must indicate so on the **Registration Form** at the time of registration. The directory will include names of all children in the class. Only the information about home address and phone number can be omitted at parent's request.

Y. Liability

Parental Liability

The parents of the child who causes damage to any property or causes injury to another person on the school premises will be held responsible for all damages and liabilities.

Liability of the School

The Academy is committed on providing a safe and caring environment. Every effort is made to ensure the safety of children, parents and staff (and their property). Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after school.

IN CASE OF ANY UNFORSEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE SCHOOL - INCLUDING PARENTS, STUDENTS, STAFF AND THEIR BELONGINGS - THE SCHOOL WILL NOT BE HELD RESPONSIBLE.

All persons registering at the school hereby consent to the Rules and Guidelines above.

All persons teaching at the school hereby consent to the Rules and Guidelines above.

Z. Document Change History

10/1/2008 – Placement policy (C) & Schedule (D)

9/3/2014 – Updated Schedule (D)

9/14/2015 – Updated Schedule (D) & Location & Building Care (N)