M.A.Y.A

MUSLIM AMERICAN YOUTH ACADEMY

# Parent / Student Handbook

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## INTRODUCTION

**Prayer**

*"We ask that M.A.Y.A. be in your constant prayers and that Allah (swt) blesses this school and its occupants. Without the help of Allah's mercy, our efforts will be in vain. With Allah's guidance, M.A.Y.A will continue to be a staple in our community and continue to root the youth in their Muslim identity."*

**Mission and Vision**

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 the intellectual, spiritual, social, and physical growth of our students through an Islamically based education. The active involvement of dedicated teachers, parents, and community members at M.A.Y.A. 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 provide 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, our 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. M.A.Y.A. 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 a 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."

## RESPONSIBILITIES & EXPECTATIONS

**School Responsibilities**

Muslim American Youth Academy will provide a high-quality educational choice to the families of its community, rooted in Islamic morals and values. We will treat all students, parents, and staff with dignity and respect, and we will do all that we can to ensure that students reach their highest potential both academically and in character. The Academy will maintain a safe and healthy environment for its students and staff. It will actively involve parents, businesses, and the broader community in its programs so that students have access to the most significant possible resources and support throughout their educational journey.

**Staff Responsibilities**

At Muslim American Youth Academy, teachers and staff will treat all students, parents, and colleagues with respect and dignity at all times, guided by Islamic morals and values. They will be prepared to perform their job functions with excellence and provide the highest level of service to our students and families. Teachers will ensure that all students are given the best opportunities to succeed in meeting Grade Level Expectations and Common Core Standards while fostering strong character rooted in Islamic principles. Staff will communicate regularly with parents and stakeholders, maintain a safe and healthy environment that promotes learning, and contribute to a positive school culture. All staff will take pride in their profession and remain committed to continuous growth through active participation in professional development opportunities offered by the Academy.

**Parent Expectations**

At Muslim American Youth Academy, parents are expected to partner with the school in supporting their child's academic and personal growth. This includes maintaining open and respectful communication with teachers and staff, volunteering time when possible, and actively participating in school activities and events. Parents are encouraged to monitor and support their child's academic progress at home to ensure they are meeting grade-level expectations. In addition, parents are expected to adhere to Islamic principles in their dress and conduct when on school grounds, and to model respectful and positive communication with staff, students, and other parents. By working together in this partnership, we can create a strong, supportive, and faith-based environment where every student thrives.

**Student Expectations**

Appropriate behavior is expected at all times—within classrooms, throughout the school building, and during off-site school activities. Students are responsible and accountable for their actions, and appropriate disciplinary measures will be taken when misbehavior occurs. In keeping with Islamic morals and values, students are expected to demonstrate honesty, respect, and responsibility in all situations. Personal accountability is shown when a student:

- Regularly and punctually attends all classes.
- Comes prepared with the necessary books, supplies, and materials.
- Bring appropriate clothing, shoes, and equipment for all activities.
- Actively participates in class and completes all assignments on time.
- Maintains a positive and responsible attitude toward learning.
- Demonstrates maturity by seeking solutions rather than creating problems.
- Strives to achieve personal and exemplary educational goals.
- Shows respect for themselves, others, and school property.
- Follows classroom and school rules consistently.
- Adheres to the school dress code following Islamic guidelines.
- Refrains from bringing toys or other non-educational items to school.

## COMMUNICATION

**Chain of Command**

At Muslim American Youth Academy, we value transparent and respectful communication. To ensure that concerns are addressed effectively, parents are expected to follow the proper chain of command regarding any matter involving their child.

1. **Teacher** – Any concern regarding a student should first be discussed directly with the child's teacher. Most issues can and should be resolved at this level.
2. **Principal** – If the matter is not resolved with the teacher, it should then be escalated to the principal, who will work with all parties to reach a resolution.
3. **Board of Education**– The Board is responsible for governance and long-term strategy, not daily operations. If a matter requires board attention, the principal—together with the parent—will formally escalate it by submitting a written request via email to the Board Chair. The Chair may then assign the matter to the appropriate board member if necessary.

Any parent who reaches out to a board member before following the established chain of command will be redirected back to the teacher and/or principal. Adhering to this structure ensures fairness, clarity, and respect for the roles within our school community. Bypassing the chain of command may delay the resolution of concerns.

**Other Communication**

Academics

Muslim American Youth Academy uses MiStar as the primary source of communication for academic information to students and parents. We ask that all parents and students activate their MiStar account and check MiStar account regularly to keep informed of academic standing and progress in courses.

Monthly Newsletter

Important communication also goes out monthly by email in the Monthly Newsletter publication.

ClassDojo

Daily announcements and reminders are sent through the ClassDojo app. Parents must ensure they are signed up and connected to their child's classroom and school announcements.

School Closing

Official announcements concerning emergency closing because of inclement weather are made on ClassDojo and through email.

## SCHEDULE

**Daily Schedule**

School begins promptly at 8:15 AM Monday - Friday. The daily lunches are assigned by grade level. School ends at 3:15 PM on weekdays for PreK and 3:30 PM for Kg - 8th grade students on weekdays. On half days, school ends at 11:15 AM for PreK students and 11:30 PM for Kg - 8th grade students.

Middle School Bell Schedule

| | |
|---|---|
| 1st Hr | 8:15 AM - 9:05 AM |
| 2nd Hr | 9:10 AM - 10:00 AM |
| 3rd Hr | 10:05 AM - 10:55 AM |
| 4th Hr | 11:00 AM - 11:50 AM |
| LUNCH | 11:50 PM - 12:20 PM |
| 5th Hr | 12:25 PM - 1:15 PM |
| 6th Hr | 1:20 PM - 2:10 PM |
| PRAYER | 2:15 PM - 2:35 PM |
| 7th Hr | 2:40 PM - 3:30 PM |

Lunch Times

PreK: 10:50 AM

Kg - 2nd: 10:50 AM

3rd - 5th: 11:20 AM

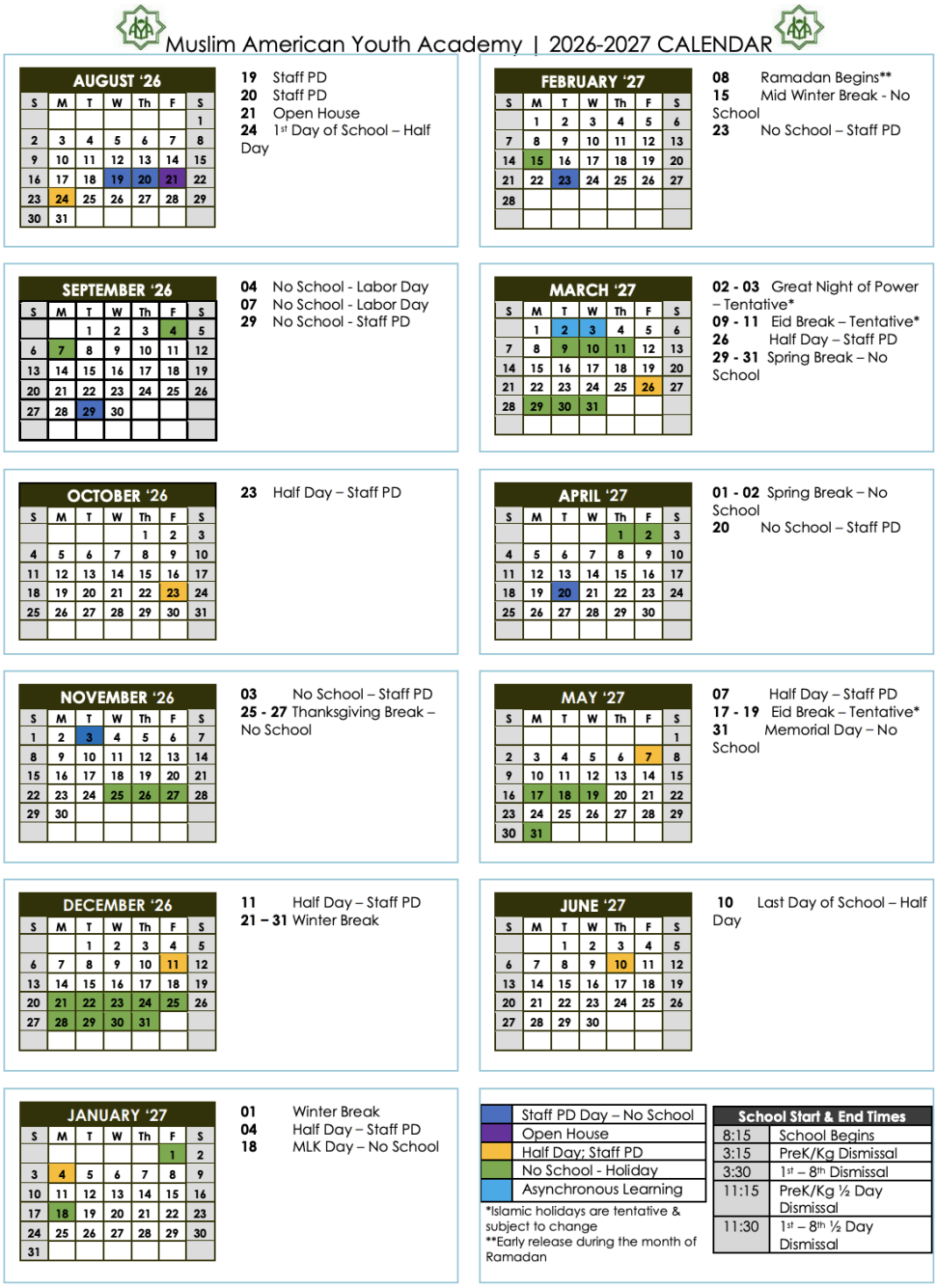
6th - 8th: 11:50 AM

Prayer Times

Middle School: 2:15pm (M - TH), 3:10pm (F)

Elementary: 3:10pm (M-F)

**Academic Calendar**



**Drop Off & Pick Up Procedures**

Arrival

Students in PreK - 5th grade enter from the SIDE DOORS (marked in blue). PreK students will walk in through their classroom doors. Kg - 5th will walk in and head to the gym for morning assembly. ***Please note: There will be no morning assembly on the first day of school, instead students will walk to their classrooms. The building will open for arrivals at 8:15 am. Middle school students will use the MAIN DOORS (marked in red) and head straight up to class.

Dismissal

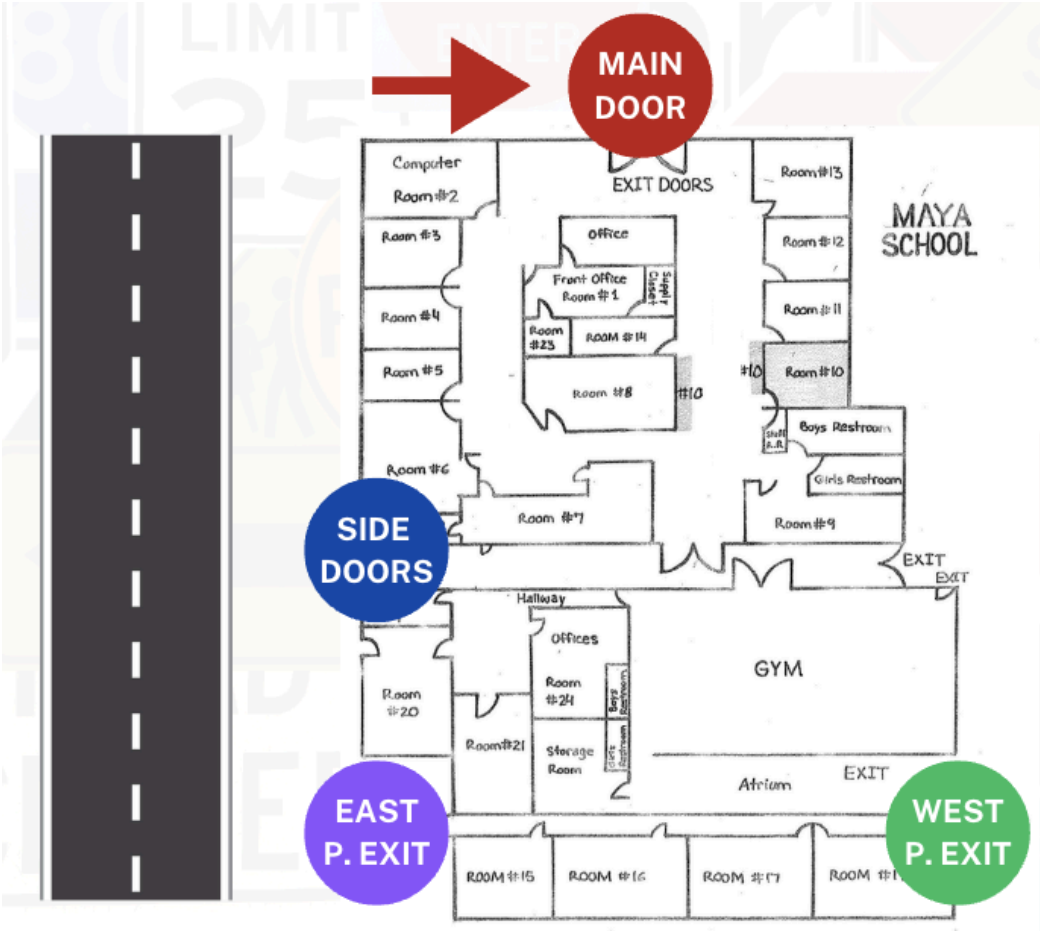
All students will be dismissed outside. Parents are asked to wait patiently outside the building for students to be released.

Preschool, Kg, 1st: SIDE DOORS

2nd, 3rd & MS: MAIN DOORS

5th: WEST PORTABLE EXIT

4th: EAST PORTABLE EXIT



## SCHOOL SERVICES & POLICIES

**Tuition and Fees**

Tuition and fees vary from year to year and are released during registration. Refer to the 2026 - 2027 tuition policy below.

M.A.Y.A
MUSLIM AMERICAN YOUTH ACADEMY

**2026-2027 Tuition Fees & Policies**

| BASE TUITION | Current |
|---|---|
| Full Time Pre-School: | $ 9,995.00 |
| Kindergarten thru 8th Grade: | $ 9,295.00 |
| Registration Fee: New Student | $ 175.00 |
| Material Fee: | $ 350.00 |
| Volunteer Fee (per family): | $ 100.00 |
| Technology Fee: | $ 300.00 |

All student registrants are required to put down a first month deposit per child (non-refundable) after signing the contract), which will be applied toward tuition

**METHODS OF PAYMENT**

Plan A: Save 3% on your base tuition if paid in full upon enrollment only
Plan B: 50% upon enrollment 50% August 2026
Plan C: 6 monthly ACH payments June- December 31, 2026

**Auto Pay**

Your payments will be automatically transferred from your checking/savings account using an ACH transfer. Credit Card month set-up will include a 3.5% service charge.
Returned drafts/checks are subject to a $35.00 fee.

Payments are accepted by check, money order, electronic "Pay Bill" option from your bank or ACH to MAYA. No monthly cash payments will be accepted.

**Delinquent Accounts**

Accounts not paid within thirty (30) days of the due date are considered to be delinquent. If payment is not received, children will be allowed to attend school for up to thirty (30) days from the due date. If payment is still not received, or specific payment arrangements are not provided in writing, children will not be allowed to continue attending school until their tuition account is paid. Absence during this period is considered unexcused. It is the responsibility of the parents to notify the school's billing department in writing of any difficulty in meeting these obligations. In accordance with Board policy, all report cards, transcripts, test scores, and health records will be withheld until all tuition and fees are paid in full. All delinquent accounts from a previous year must be paid in full before a student will be permitted to register for the following school year.

**Returned Checks**

Checks returned by the bank due to insufficient funds (NSF), account closed, etc., are expected to be replaced immediately. Failure to replace returned checks within five (5) working days will result in a $35 service charge, and all remaining payments for the year will be required by money order or cashier's check.

**Admission Policy**

Admission to Muslim American Youth Academy is based on both an academic and behavioral review for all applicants, including former and new students. Admission is also contingent on space availability and the student's ability to meet grade-level expectations. The Academy is committed to providing a safe, supportive, and academically rigorous learning environment. At this time, we do not provide specialized services for students with academic or behavioral disabilities. It is the financial responsibility of the parent or guardian to secure and provide any necessary services for their child.

If a child's disability is not adequately supported and it negatively impacts the learning environment or safety of other students, the Academy reserves the right to dismiss that student from enrollment. Additionally, all students are subject to annual re-enrollment review, including evaluation of academic performance and behavior, to ensure they continue to thrive in the Academy's environment.

**Good Faith Policy**

Acting in good faith, Muslim American Youth Academy will accept students from other schools based on the information provided by parents and students during interviews with the School's administration. If it is later determined that any of this information was false, incomplete, or misleading, the Academy reserves the right to withdraw the student's enrollment.

## ATTENDANCE

**Arrival**

Drop off for all students Pre-K - 8th is between 8:00 to 8:15 a.m. DO NOT PARK YOUR CAR ALONG THE SIDE OF THE SCHOOL BUILDING AT ANY TIME THROUGHOUT THE DAY. Safety is our number one priority and we ask that you make every effort to ensure that.

1. Drop off procedure for students are 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.
2. Any student who is dropped off before 8:00 am will automatically be signed into the latchkey program.
3. To avoid receiving a tardy slip, all students must be in class by 8:25 a.m.
4. Any student arriving after 8:25 a.m. requires a parent to sign them in.

**Dismissal**

Dismissal time for all students 1st-8th is at 3:30 p.m., not earlier for convenience. Preschool and Kg is dismissed between 3:15 and 3:30 from the classroom doors.

1. Dismissal Procedures for students are as follows:
    a. Early dismissal students (for emergency reasons) 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 from their teacher.
    b. Any student that is not picked up on time will automatically be signed into the latchkey program.
    c. 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.
    d. The front and back parking lots must be used if you are exiting your vehicle.

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.

**Absences/Truancy**

It is necessary that a student be in attendance throughout the school day in order to fully benefit from an educational aspect. The State of Michigan requires students (until the age of 16) to be in school daily. The allotted days of absence a semester (half of the school year) is 9 days; a total of 18 absences a year. In the case of an emergency or illness, documentation must be provided to the school. 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. EXCUSED ABSENCES ARE ACCEPTABLE WITH DOCTOR'S NOTE.

**Reporting an Extended School Absence**

Parents who plan to travel and need to take their child(ren) out of school for an extended period of time must notify the MAYA front office as well as the classroom teacher so that coordination efforts

take place. It is crucial that students do not miss out on class time and class work. Vacations outside the scheduled days off are not recommended and require approval by the principal.

## STUDENT SERVICES & POLICIES

**Textbooks**

Student textbooks are the property of Muslim American Youth Academy. At the beginning of the school year, teachers will keep good records of textbook distribution, collection, and needs. At the end of the school year, teachers will reassess the conditions of the books as they are collected. Students will be held responsible if these books are lost or damaged beyond usual wear and tear.

**Chromebooks**

Every classroom at Muslim American Youth Academy is equipped with Chromebooks for student use. Chromebooks will be assigned to individual students, and each student is responsible for the proper care and use of the device during class. Students are expected to use Chromebooks for educational purposes only, as directed by their teacher. Misuse of the device, including accessing inappropriate content, damaging the Chromebook, or using it for non-academic purposes, may result in loss of Chromebook privileges and/or disciplinary action. Students are also expected to handle devices with care, ensuring they are returned in good condition at the end of each class or school year.

**Hot Lunch**

The hot lunch program offers lunch five days a week. An online program is used to choose, order, and pay for the day(s) your child(ren) want lunch. A monthly calendar will be available for orders. We cannot take orders once the track has closed, especially not on the day of. Lunch is $5 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, an emergency school closing will result in credit being applied to your account for that day.

**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 $10 per child. 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) will automatically be signed into the program.

**Hearing and Vision Screening**

The County Health Department provides yearly hearing and vision tests for students at the school. This service is free of charge to parents.

**Special Services**

Act 269 of the Public Acts of 1955 requires that local public school districts provide non-public school students with the following services: speech correction, teacher-consultant services, and school social & psychological services. The following services are available to students attending M.A.Y.A:

- A school psychologist is assigned for screening and testing, as requested by the school faculty or parents.
- Teacher consultant services for the learning disabled, for children who meet the guidelines established for such services.
- Social worker consultant services are provided to the teacher or administrator for the children who meet the guidelines.
- Speech and language therapy services for eligible students.
- Hearing and vision screening.

**Teacher Requests**

Parent requests for specific teachers will not be honored. Classroom placement is determined solely by the school and is based on a variety of criteria, including academic performance, social and behavioral needs, classroom balance, and teacher recommendations. At the end of each school year, teachers complete a comprehensive placement form to help guide these decisions. This process ensures fairness and supports the best possible learning environment for all students. All placement decisions are final.

**Promotion and Retention**

M.A.Y.A. 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, 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 and 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 M.A.Y.A. Board, will have the final say in determining the promotion, placement, or retention of each student.

## HEALTH & SAFETY

**Illness**

Due to the high concentration of students in a school, specific measures must be taken to safeguard their health and safety. The school's professional staff has the authority to remove or isolate students who are ill or have been exposed to a communicable disease. For more information on this matter, please refer to the Communicable Disease section of this handbook.

If your child falls ill or an accident of sufficient severity necessitates their home departure, you will be notified. If we are unable to reach you, we will contact the person you designated on your Emergency Medical Authorization form. Please ensure that you have assigned an alternate who can promptly get to the school.

The school administration is responsible for excluding sick children from school, while parents or their designated alternate are responsible for transporting them home.
The Registration/Emergency Medical Authorization form that parents completed and returned to the school is retained on file for each child. Please provide two different contact numbers where you or a designated person can be reached. Keep the school informed of any changes to the information on your child's form, such as their address, phone numbers, contact people, etc.

Please keep your child home if they exhibit symptoms of illness, including:

- A fever over 100 degrees Fahrenheit
- Vomiting two or more times
- Diarrhea
- A cough producing sputum
- Difficulty breathing or drainage from the nose or eyes
- A spreading rash

**Communicable Disease**
Students known to be infected with a contagious or infectious disease or coming from a family where such a disease prevails shall not be admitted to or continued in school until a certified statement from the child's physician or the public Health Department is received. Upon presentation of a release by their physician or the public Health Department, the student shall be admitted to or readmitted to school.

**Medication**
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.

**Lice**
Up to 12 million children contract head lice per year. Unfortunately that is an outstanding number and a circumstance that no parent wants to deal with. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. While we cannot prevent all infestations, we are very vigilant when it comes to signs of lice. If we feel that a child has an infestation, we will examine the child. If the child is found with a case, the entire grade level will be checked due to the contagious nature. The child will be sent home immediately and the class will be thoroughly sanitized. Our school holds a 'no

nit' return policy meaning that the child must be nit-free before returning to school. A completed form ensuring that all measures have been taken must be signed. A note will be sent home anytime there is a case within that grade level.

**Door Security & Visitors**

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.

**Safety 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**

If a serious injury occurs on school grounds, the parents/guardians will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents/guardians will be promptly notified of all injuries not considered minor. In the event that the parents/guardians cannot be reached, the student will be discharged to the person named on the student's Emergency Card under Emergency Contact. If your child is severely hurt, injured or feeling extremely ill, the school will contact Emergency Medical Services.

**Parking Lot Safety**

Parents are held accountable for their actions in the school parking lot. There are often small children and other pedestrians outside, and their safety is of the utmost priority to the school. Reckless driving and speeding will be reported to authorities, and the parent will also lose privileges to pick up and/or drop off student(s) in the parking lot. For the safety of your child do not stop your car in the passing lane to drop off or pick up your child. The speed limit is 10 MPH on school grounds.

## CODE OF CONDUCT

**Student Code of Conduct**

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.

Every student attending Muslim American Youth Academy is expected to adhere to the code of conduct in an effort to provide an environment that is conducive to Islamic morale. The Code of Conduct is built around honesty, integrity, respect for self and others, responsibility, courtesy and citizenship. Code of Conduct compliance is essential in assuring that we are providing a safe and nurturing Islamic environment.

**Prayer Room**

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 3-8 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 and two 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.

1. Make Wudu and go to the prayer hall quietly.
2. Sit quietly in the prayer hall and don't disturb others before, during, and after salat.
3. Pray consistently with the Imam.
4. Do not leave the prayer hall during prayer without permission.
5. After salat, stay seated until a staff member dismissed
6. Line up quietly and return to class with the classroom teacher.

If student disruption is due to not knowing how to pray (4th grade and up), then the student will be given two weeks to learn how to pray, and then tested before being allowed in the masjid again. If the disruption is not due to a lack of knowledge, redirective measures will be taken.

**Uniform**

Growth in personal grooming habits is an important part of an Islamic education. Experience has demonstrated that proper school dress fosters scholarship and self-esteem, promotes good conduct and encourages respect for the property of others.

Parents and students are expected to ensure appropriate dress and grooming habits at all times. All students attending M.A.Y.A are required to wear the school uniform, which is part of the school code of conduct. Uniforms must be ordered and supplied by the first week of school. Students who do not adhere to the dress code will be removed from class until parents supply the appropriate clothing.

Teachers are responsible for monitoring and enforcing the dress code requirements. The school administration reserves the right to decide if any clothing, hairstyle, makeup or other matters of physical appearance are appropriate for an Islamic school and will take appropriate action.

**Uniform Requirements**

| Boys (Grades PreK-8) | Girls (Grades PreK-2) | Girls (Grades 3-8) |
|---|---|---|
| **DAILY**<br>**Pants:** black, twill or flannel<br><br>**Dress Shirt:** grey, polo shirt untucked, long or short sleeve<br><br>**Sweater:** Black, cardigan/pullover<br><br>**Shoes:** black shoes<br><br>**Socks:** white or black, cotton/acrylic<br><br>**Belt:** black (Middle School ONLY)<br><br>**Hair**: must be combed and styled. Hair must not obstruct the eyes | **DAILY**<br>**Jumper:** mid-thigh<br><br>**Pants:** black, twill / polyester, socks/tights/leggings<br>**1st and 2nd grade must wear leggings/pants (NO SHORTS, SOCKS, OR TIGHTS)**<br><br>**Blouse:** black, broadcloth, long or short sleeves<br><br>**Headband:** black (optional)<br><br>**Shoes:** black shoes<br><br>**Hair:** must be combed, styled, and tied back. Hair must not obstruct the eyes. | **DAILY**<br>**Jumper:** length must be to the knee<br><br>**Pants:** black, twill/polyester<br>**NO LEGGINGS**<br><br>**Blouse:** white (not thin or see through) or black, long sleeves<br><br>**Scarf:** white or black, must be long enough so the neck and chest remain covered at all times.<br><br>**Shoes:** black shoes<br><br>**Socks:** white or black, cable knit/opaque, |
| **GYM DAY**<br>**Pants:** black, sweatpants with school emblem<br><br>**Shirts:** grey, gym t-shirt with school emblem, short or long sleeve<br><br>**Shoes:** gym shoes<br><br>**Sweatshirt:** Optional gym sweatshirt or zip-up sweater with school emblem | **GYM DAY**<br>**Pants:** black, sweatpants with school emblem<br>**1st and 2nd grade NO SHORTS**<br><br>**Shirts:** grey, gym t-shirt with school emblem, long sleeve, mid-thigh length<br><br>**Shoes:** gym shoes<br><br>**Sweatshirt:** Optional gym sweatshirt or zip-up sweater with school emblem | **GYM DAY**<br>**Pants:** black, sweatpants with school emblem<br><br>**Shirts:** grey, gym t-shirt with school emblem, long sleeve, mid-thigh length<br><br>**Shoes:** gym shoes<br><br>**Sweatshirt:** Optional gym sweatshirt or zip-up sweater with school emblem |

<u>General Guidelines</u>

The following general guidelines for dress must be followed throughout the entire school day:

- Clothing must be in accordance with the dress requirements prescribed by Islam for boys and girls—long & loose, neat & presentable.
- All Girls in grades 3-8 are required to wear hijab as part of the uniform and dress code.
- Clothing must be in good condition, neat, clean and properly ironed.
- T-shirts and jackets with images, decals, messages or insignia are not permitted.
- Hair must be combed, styled, and well kept. Hair must remain at a reasonable length without obstructing the eyes. Excessive jewelry or hair ornaments are not allowed, as these distract the child from their learning.

- Special care must be taken to dress suitably on field trips and on special program days such as Awards Assembly, Graduation, Fundraising Dinners, and other special events.

Field Trip & School Event Dress Code Guidelines

Students are required to wear the school uniform and adhere to all school dress code guidelines (including hijab) during all field trips and school-sponsored events, unless alternate attire is specifically approved and communicated by the school. This ensures that students represent the school appropriately and maintain a consistent standard of appearance.

Additional Dress Code Guidelines

- Sandals, flip-flops, high heels and platform shoes are not allowed.
- Coats and hats (other than approved on Special Days may not be worn during class time.)
- Hair may not be cut or dyed in a drastic style as determined at the discretion of school officials.
- No tattoos/henna may be displayed.
- No colored contacts
- No nail polish or false fingernails.
- No lipstick, blush, eye shadow, mascara, glitter or other makeup may be worn, with the exception of skin-toned acne medication or concealer.

Color Day

On color day, students are not required to wear the school uniform. Students are permitted to dress in any color and style of clothing provided it follows the Islamic guidelines for proper dress—long & loose, neat & presentable.

**Philosophy on Discipline**

Discipline is the foundation of a successful and conducive education. The purpose of establishing disciplinary procedures is to acquire the skills and habits required for shaping a student's character. The expectation of a Muslim is to remain on the straight path or ‘sirat al mustakeem.’ We aim to enforce policy to establish the proper Islamic guidance and direction.

A high standard of Islamic conduct is the expectation for all students attending Muslim American Youth Academy. A positive approach to discipline is always the aim. Our educational community aims to provide a system that will support students’ efforts to manage their behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote prosocial behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age.

We expect complete uniformity with all disciplinary decisions. The School and families must work alongside each other in order to establish the ideal outcomes for our students. The school expects

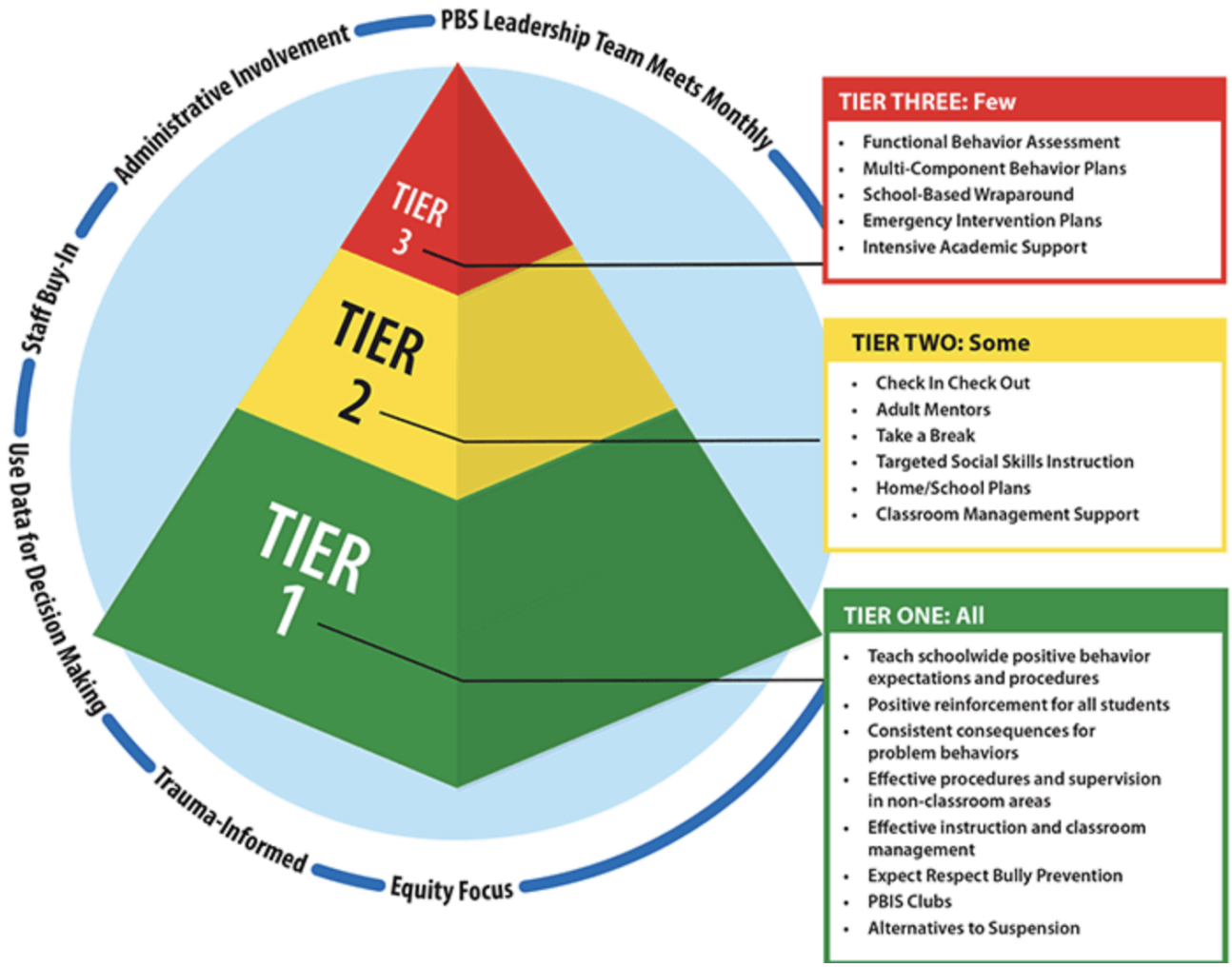
parents to take corrective measures when behavior is not compliant with the standards set for M.A.Y.A. Families are expected to take the proper corrective action when consulted for behavioral misconduct.

Factoring in the well-being of all students is a prime focus when taking disciplinary measures. Discipline at the Muslim American Youth Academy is carried out with a holistic approach. All facets will be thoroughly investigated before any official rulings are made.

**PBIS - Positive Behavior Intervention Support**

Through the implementation of PBIS, Muslim American Youth Academy aims to structure the learning environment in a way that is systematic, fair, preventative and creates a maximum efficiency for instructional time. Through the unified application of PBIS, a sense of community is gained leading to a productive and engaging flow of learning. Transparency and redundancy of expectations is a driving force behind PBIS.

According to The Michigan Board of Education, a positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct.




**Focus Card**

Misconduct will be monitored through the use of focus cards which track infractions. The focus card is a tool to help redirect student behavior through a systematic approach in hopes to have more desirable behavioral outcomes. One of the main intents behind the focus card is to allow for student reflection on patterns in misbehavior and to allow the students to take ownership and responsibility of their actions. The focus card serves as a great two way communication between home and school. Focus cards are located in student planners that are transitioning to and from school daily. At the end of each month and card marking, all student focus cards will be reviewed and students will be rewarded accordingly. Students who have 3 infractions or less will earn the monthly incentive. Students with five infractions or less will be allowed to partake in the quarter incentive. The focus card holds up to ten infractions. Three infractions result in a Level I Disciplinary response.

**Expectations and Behavior Matrix**

| | Hallway | Playground | Cafeteria | Classroom | Bathroom | Prayer Room | Assembly | Arrival/ Dismissal | Main Office |
|---|---|---|---|---|---|---|---|---|---|
| **Be Safe** | Stay to the right<br>Walk at a safe pace<br>Stay in one orderly line<br>Keep hallway clear of backpacks and bags<br>Allow younger students to pass safetly | Playground rubber must remain on the ground<br>No rough housing<br>Use equipment appropriately<br>No soccer on the concrete | Sit at your assigned table<br>Eat your own food<br>Line up quietly<br>Queit voices<br>Stay orderly | Stay in your personal space<br>Use the equipment and materials appropriately<br>Use peaceful solutions | Wash your hands<br>Report any problems to an adult<br>Practice good hygiene & tahara | Remain in designated area<br>Refrain from horseplay<br>Wait quietly for salat to begin<br>Follow directions for dismissal<br>Enter and exit in an orderly manner | Enter and exit in an orderly manner<br>Ask for permission to leave the area for any reason<br>Follow directions for large group dismissal<br>Stay in your assigned designated area | Watch for traffic. Never walk in front of or behind cars.<br>Only cross with an adult present.<br>Only exit car at sidewalk or in parking lot. | Sit in one place while waiting<br>Follow staff directions |
| **Be Responsible** | Go directly to where you need to be<br>Follow directions<br>Wait patiently for doors to unlock<br>Get to class on time | Dress for the weather<br>Tell an adult if you see an unsafe situation<br>Line up when signal is given<br>Follow directions<br>Put equipment back in place | Be on time<br>Bring all required materials<br>Sit in assigned area<br>Eat your entire lunch<br>Pick up and throw away your own lunch | Follow classroom expectations<br>Listen attentively<br>Support others<br>Complete and turn in all assignments on time<br>Try your best<br>Be Honest | Be prompt<br>Practice good hygiene and tahara<br>Clean up after yourself<br>Report all problems or disturbances to a staff member | Do wudu and promptly enter prayer room<br>Follow salat leaders actions<br>Return turbahs to the basket before leaving<br>Bring salah clothing with you everyday | Be quiet and ready to listen<br>Keep hands, feet, and belongings out of aisles<br>Use positive language and responses<br>Keep food or drink in your backpack or lunch box | Report to designated areas<br>Follow grade level procedures<br>Enter through assigned doors<br>Bring equipment, clothing, and items for the activities of the day. | Take care of personal business before or after school<br>Arrive with a hallpass signed by a teacher |
| **Be Respectful** | Follow directions<br>Respect classes in session<br>Refrain from horseplay<br>Quiet voices | Show good sportsmanship<br>Keep hands and feet to self<br>Maintain self control<br>Share equipment<br>Wait your turn | Wait patiently for adult attention<br>Keep area clean<br>Use appropriate volutme, tone, and language<br>Use polite language<br>Respect the food | Use appropriate and positive language<br>Participate and remain attentive<br>Follow directions<br>Reflect a positive attitude | Respect the privacy of others<br>Clean your area<br>Get in and out quickly<br>Use appropriate volutme, tone, and language | Complete prayer as expected<br>Remain quiet in the mosque | Be attentive to the presenter<br>Applaud or say salawat at appropriate times and in an appropriate manner<br>Refrain from talking during the presentation | Follow staff directions<br>Make sure you are in uniform<br>Use appropriate volume, tone and language. | Use inside, polite voices and appropriate language<br>State your business calmly<br>Use polite language<br>Wait patiently until addressed by a staff member |

**Behavior and Discipline Grid**

| BEHAVIOR VIOLATIONS | DISCIPLINE |
|---|---|
| **LEVEL 1** | |
| Cheating/Academic Misconduct<br>Disruptive Conduct<br>Misrepresentation<br>Inappropriate Dress or Grooming<br>Insubordination<br>Truancy<br>Profanity<br>Harassment/Bullying/Intimidation<br>Minor Verbal Disputes<br>Unkind Remarks<br>Technology Abuse<br>Forgery | • Discussion with student<br>• Restorative conversation (how to repair the relationship and move on)<br>• Communication with parent or guardian Classroom consequence or exclusion/loss of privilege<br>• Detention (ex. lunch, recess, before or after school)<br>• Exclusion from extracurriculars/field trips<br>• Student contract with specific goals and consequences<br>• Official warning of future consequences for similar repeated behavior<br>• Special assignment (ex. Participate in a group to build awareness/knowledge and skills to handle things differently in the future)<br>• Peer to peer conflict resolution |
| **LEVEL 2** | |
| Physical Aggression<br>Defacement of Property/Vandalism<br>Insubordination that leads to major disruption in the classroom or school<br>Theft<br>Exclusionary Behavior<br>Ongoing Name Calling<br>Repeated Bullying<br>Technology Abuse (harassing student/staff, un-Islamic seraches)<br>Unauthorized Sales<br>Disrespectful to Staff | • Consequences are cumulative and may include one or more consequences of the previous level<br>• Out of School Suspension 1- 3 Days with contract upon return<br>• Restorative circle or group conferencing<br>• Islamic values and respectful behavior lesson<br>• Financial repayment or service hours<br>• Probation, may be linked with behavior contract<br>• Can include School Police Resource Officer<br>• Behavior contract |
| **LEVEL 3** | |
| All violations in Levels One and Two that students continue to repeat without resolution | • Consequences are cumulative and may include one or more consequences of the previous level<br>• Level one and two consequences can be repeated<br>• 4-10 Day Suspension<br>• Outside agency referral (if needed)<br>• In school suspension |

| | |
|---|---|
| Possession of Inappropriate Personal Property, i.e. weapons or items considered a weapon<br>Arson<br>False Fire Alarm<br>Threats<br>Hate Speech<br>Persistent Bullying<br>Indecent Exposure<br>Fighting | ● Mandatory parent conference<br>● Long-term behavioral intervention plan |
| **LEVEL 4** | |
| All violations in Levels One,Two and Three that students continue to repeat without resolution<br>Group Verbal/Physical Harassment<br>Habitual Offenders of the Code of Conduct | ● Consequences are cumulative and may include one or more consequences of the previous level<br>● Level 1-3 consequences can be repeated<br>● 11 or more days of suspension with referral to a Hearing with the School Board<br>○ Student receives a Due Process Hearing<br>■ Possible Outcomes<br>● Up to 30 days total for suspension<br>● Contract upon return<br>● Refer to School Board for Expulsion |

**Behavior Violation Descriptions**

Academic Misconduct

A student will not partake in any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage. A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials and/or records that result in gaining an unfair academic advantage.

Defacement/Destruction of Property

A student will not willfully change or alter any property of the school causing defacement of, or damage to the property. Actions such as, but not exclusive to, writing in school textbooks or library books, writing on desks or walls, or carving into woodwork, desks, or tables are acts of defacement. A student will not intentionally cause destruction of property of the school or others. These acts include, but are not limited to, 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/Misbehavior

A student will not misbehave in a manner that causes disruption or obstruction to the educational process. Behavior is considered disruptive if a teacher has to stop instruction to address it. Any act of disorder to the learning process or school culture is forbidden. Misbehavior can include but not limited to horseplay, inappropriate display of affection, purposely misplacing a focus card and the breaking of any of the school/classroom rules.

Fighting

Two or more students engaged in physical contact with the intent to cause physical harm including kicking, hitting, punching, choking, slapping, shoving, scratching, spitting, biting, blocking passage of, or throwing objects at another person in an aggressive, confrontational, or dangerous manner

Physical Aggression

One individual being aggressive towards another including pushing, horseplay, shoving, charging, throwing objects, or any forceful action intended to dominate.

Insubordination

A student will not refuse or ignore to comply with directions or instructions given by school authorities. The following examples are refusals: refusal 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, and running away from a school official.

Dress Code/Grooming Violation

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: 'long and loose', neat and presentable. Students must always be alert to cleanliness and personal hygiene. If a student does not abide by the Islamic dress code, the result will be a tier one consequence. Refer to the dress code chart below for detailed expectations.

Truancy

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. Excessive tardiness, or skipping constitutes a Level I truancy. Habitual tardiness, skipping, and/or failure to attend school in a manner consistent with school rules constitutes a Level II truancy. Two unexcused tardies equal one absence. Absences beyond the allotted number (9 per semester) will violate truancy standards and subsequently result in a Level II violation. A PBIS truancy plan will be in place for any student that has reached 6 absences or tardies.

Profanity/Foul Language

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

Bullying

Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (pda), or wireless hand-held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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, wifi access, computers, copy machines, and printers. A student will follow the technology guidelines presented in computer class.

Forgery

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

Theft or Possession of Stolen Property

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 M.A.Y.A . A student is expected to respect themselves as well as others, 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.

**Student Seclusion and Restraint**

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

**Search and Seizure**

M.A.Y.A 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.

## ADDITIONAL POLICIES & PROCEDURES

**Video Surveillance**

The interior and exterior of the Academy are under surveillance by video equipment. The surveillance system is in place to ensure the safety of the Academy's students, staff, and visitors. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.

**Birthday Celebrations**

At Muslim American Youth Academy, we strive to create a healthy learning environment that minimizes unnecessary distractions and supports student well-being. For this reason, bringing in cupcakes, cakes, donuts, cookies, or other sugary treats for student birthday celebrations is not permitted. Such items contribute to excess sugar consumption and can disrupt our goal of maintaining a healthier school community. In addition, many of our students have allergies to dairy, nuts, sesame, and other ingredients commonly found in baked goods, which can create serious health risks.

Birthday celebrations during the school day also become a distraction and take away from valuable instructional time. Teachers will provide parents with alternative ways to recognize and celebrate their child's birthday in a manner that is meaningful, fun, and safe for all students. These alternatives ensure that every student feels special on their birthday while keeping our focus on health, safety, and academics.

**Confidentiality**

Confidentiality at M.A.Y.A is exercised 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 M.A.YA. not to infringe upon any copyrighted material, intellectual property or international restrictions that may violate any copyright laws. This includes M.A.Y.A 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

**Lost and 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.

**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

**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.

**Parent Modesty Dress Code**

Muslim American Youth Academy is committed to upholding Islamic values and maintaining an environment of modesty and respect on school grounds. All parents and visitors are expected to adhere to a modest dress code while on campus, including when waiting outside school doors for their child.

Clothing should be loose-fitting and not revealing. Low-cut shirts, tank tops, crop tops, shorts, skirts, or dresses above the knee are not permitted. In accordance with our Islamic values, all women are required to wear a hijab upon entering the building. For those who arrive without one, a box of hijabs will be available at the main entrance to borrow.

Men are also expected to dress in a manner that aligns with Islamic standards of modesty. Cut-off shirts and sleeveless tops are not permitted.

We ask all parents to model appropriate dress as an example for our students and to help preserve the school's faith-based environment.