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# MDQ Academy Parent & Student Handbook

## 2026–2027

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*"Allah (SWT) will exalt in degree those of you who believe, and those who have been granted knowledge." (Surah Al-Mujadilah: 11)*

**MDQ Academy** 40 Kings Park Road, Commack, NY 11725 Phone: 631-665-5036 | Fax: 631-521-7718 Email: administration@mdqacademy.org | Web: www.mdqacademy.org

School Hours: 7:45 a.m. – 2:58 p.m. | Office Hours: 7:35 a.m. – 4:00 p.m.

*"Excellence in academic and Islamic education"*

## Part 1: Welcome & About MDQ Academy

Dear Parent,

This handbook explains the procedures and regulations of MDQ Academy that will help your child get the best of his or her education. The Board of Education believes that the policies outlined herein will enhance the individual personalities of your children as good Muslims in an Islamic environment. This handbook defines an acceptable code of conduct for your child and the appropriate consequences of non-compliance with this code. We strongly urge you to go over the contents with your child, then sign and return the Acknowledgement Page found at the end of this handbook.

May Allah (SWT) reward our efforts and always keep us on the right path. We appreciate your cooperation and continued support.

### Mission Statement

MDQ Academy strives for excellence in both academic and Islamic education. We believe that every child can learn - and that we have the ability to help every child learn. We are committed to creating a learning environment that is nurturing, supportive, and accepting; one in which we regard one another positively and communicate feelings of respect and appreciation. As a diverse, collaborative school community, we are dedicated to achieving high standards for all our students through a child-centered curriculum that grows out of teachers' ongoing observation and assessment.

The staff at MDQ Academy strives to educate students in the best of Islamic manners so that these manners are practiced in daily life. Our focus is to enhance our Islamic knowledge and practice, and to support our children in increasing their understanding of Islam. MDQ Academy's teaching methods are based upon the Qur'anic principles and the Sunnah of our beloved Prophet Muhammad (PBUH).

With the help of Allah (SWT), MDQ Academy is committed to the following principles:

1. Prepare our children to become Muslim role models, exemplary citizens in their communities, and to excel in their professional careers.
2. Inculcate in our children Islamic values, habits, attitudes, high moral and ethical standards, tolerance, and patience that are characteristics of a good Muslim.
3. Teach our children to read and understand the message of the Qur'an and the Sunnah of Prophet Muhammad (PBUH), and to apply these in every facet of their personal and professional lives.
4. Help students exit with academic skills at or above their grade level.
5. Engage students in a rich curriculum to acquire the skills and love of effective learning.
6. Encourage faculty and staff to communicate high expectations of, and respect to, every student.
7. Extend to the greater community, through partnership with parents, a genuine appreciation of the value of excellence in education.
8. Empower faculty and staff through mutual respect, ongoing training, strong leadership, and sufficient resources to implement an educational program of high excellence.

## Our Objective

MDQ Academy Eagles aspire to lead by inculcating the noblest of virtues. We strive to prepare today's students for tomorrow's challenges through an enhanced curriculum and rigorous assessments which nurture holistic development. Our love for the Creator compels us to serve as dynamic American Muslim global citizens. We believe that producing strong leaders with high morals and character is the root system of a successful community for all humanity.

## Philosophy

The Holy Qur'an and the Sunnah of the Prophet Muhammad (PBUH) guide our policies. Islam is an integral part of our daily lives; therefore, it pervades the atmosphere of the school. MDQ Academy was established to impart Islamic spiritual training ("Tarbiyah") along with the educational tools to achieve academic excellence.

Our Islamic environment helps children develop a healthy and authentic Muslim identity. Islamic values are practiced and learned through experience and example. The curriculum includes all core subjects, with all of the required directives of the Next Generation Learning Standards as determined by the NY State Department of Education. In addition to the regular academic subjects taught in public and private schools in America, the school's curriculum includes Arabic, Qur'an, and Islamic Studies as separate, independent subjects.

We are committed to instilling in students the Islamic values, habits, attitudes, ethical standards, patience, and tolerance that are the characteristics of a good Muslim. We disregard secularism, materialism, nationalism, sexism, or anything else that counters the principles of Islam.

Our curriculum and philosophy are child-centered. We strive to meet the needs of the whole child by providing a rich, warm, and inviting environment with a wide range of opportunities for individual growth and development. Our primary function is to provide the environment and encouragement that allow children to become good Muslims — confident, competent, self-directed learners and thinkers, capable of working together as a community. We promote respect for self and others, a sense of responsibility for our environment, and an atmosphere of inclusion and appreciation of diversity within and outside of the school.

## Goals of MDQ Academy

- To provide our children with an atmosphere close to the Islamic ideal in which they can grow and learn as whole individuals: intellectually, spiritually, emotionally, socially, and physically.
- To strengthen and prepare them to effectively navigate the challenges of living in modern American society.
- To nurture learning from an Islamic worldview and with a global perspective.
- To prepare them for active leadership roles in the world in which they live.
- To foster lasting friendships among classmates.
- To encourage proficiency in the Arabic language so that they may access the sources of Islamic knowledge.
- To continue to meet Adequate Yearly Progress (AYP); consolidate, evaluate, and prioritize interventions for at-risk students; and provide opportunities for all students to exceed state and national standards.
- To review the curriculum on an ongoing basis for potential improvements in order to enhance standardized test scores.
- To provide staff development and support to teachers geared toward enhancing their pedagogical skills.
- To continue to implement and deploy technology in the school and classroom.
- To continue renovations of school facilities and investment in resources in a timely manner to accommodate the expected increase in student population.
- To maintain a college-readiness environment through College Board, SpringBoard, Pre-AP, and AP programs.

## About MDQ Academy

Through the tireless efforts of a few devoted Muslims and with the leadership of dedicated board members, programs committed to the spiritual and intellectual education of Muslims have grown along with the size and the demand of the community. The vision of the founders has resulted in a child-centered school with an integrated curriculum where each child is encouraged to reach his or her potential as an American Muslim.

MDQ Academy participates in many enrichment programs, including:

- Enrichment programs: MIST, Qur'an competitions, academic competitions, sports, and more.
- Islamic studies: Qur'an, Arabic, and Islamic ethics.
- Community involvement: Hajj, Eid, and Ramadan celebrations.

### Equal Education Opportunity & Religious Mission

MDQ Academy admits students of any race, color, sex, and national or ethnic origin, and does not unlawfully discriminate in the administration of its educational policies, admissions policies, financial aid, or other school-administered programs. MDQ Academy is a private Islamic school. Its programs, policies, and decisions are guided by the school's Islamic mission, and the provisions of this handbook are interpreted and applied consistent with that mission. Where questions arise regarding religious standards or practice, the determination of the Heads of School and the Board is final within the school community.

### Handbook Status & Changes

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of every school procedure, nor is it a contract. It is incorporated by reference into the enrollment agreement. The School Board may review, modify, or amend this handbook at any time; when changes are made during the school year, families will be notified with reasonable notice and the current version will be posted on the school website.

## Part 2: Admissions & Enrollment

### Admission Policy

- Enrollment is open to any child, provided the school can meet the needs of that child.
- Enrollment in the school is granted without discrimination in regard to sex, race, color, religion, creed, or political belief.
- Our enrollment is limited and we may not be able to accept all who apply. MDQ Academy reserves the right to deny registration or to place conditions upon enrollment.
- The enrollment deadline for the forthcoming year is at the end of June, although we continue to accept students on a space-available basis. Preference is given to students and siblings of students already enrolled in the school, and to children of employees.

### Enrollment Procedure

For all children:

- Enrollment form
- Birth certificate, proof of address, and passport-size photo
- Immunization documentation and the latest physical from the child's pediatrician

- An interview with the parents and the child
- Application and registration fee payment
- An assessment of the child — to schedule a test, contact the main office

For the Montessori/Pre-K programs:

- All children must be potty-trained.
- Pre-K students must be 4 by December 1st.

For Kindergarten and up:

- Register with your home school district.
- Request transportation from your home school district (see Transportation).
- Request books from your home school district (see Books).
- Kindergarten students must be 5 by December 1st.

**Elementary school transcript and most recent report card:** a transcript (report card, progress report, or evaluation report that is printed, written, or signed by school personnel to designate grade level) is required. It is the responsibility of the parents to secure this information.

MDQ Academy reserves the right to expel a student at any time (due to safety, behavioral, or academic reasons).

## Enrollment Forms

Parents will be provided with an enrollment link including the following:

- Financial agreement
- Student enrollment form
- Parent authorization for student pick-up
- Medical and emergency contacts form
- Photo/media release election (see Photo, Video & Media Release)

By law, these forms and documents must be on file. Forms must be submitted within 2 weeks of registration or on the first day of attendance, whichever is later. Children with incomplete immunization records will be suspended from school after due notice in order to comply with Public Health Law Section 2164, until the necessary records are filed. It is the responsibility of each parent to keep enrollment information current. Please let us know of any changes as soon as possible.

## Waiting List

Parents whose child(ren) is/are on a waiting list are responsible for the non-refundable application fee. If the child is accepted, the parents have two days to pay the registration fee and first month's tuition. Failure to do so will result in the child losing the seat. The registration fee will not be refunded if the parent changes his or her mind. Waiting lists are

on a first-come, first-served basis — seats are limited. Waitlists do not carry over to the following year. Application or registration fees do not carry over to the following year.

### Other Enrollment

After-school, Hifz, weekend, and summer programs require separate agreements.

### Students with Additional Needs

MDQ Academy welcomes learners of varied abilities and works with families to support each child within the scope of our program. Students in K and up may be eligible for special education services (such as speech, OT/PT, or resource support) through our local public school district pending evaluation by the district. As a small private school, MDQ Academy cannot provide every professional special-needs service. Where the school determines that it cannot meet a student's needs, it may request that parents enroll the student at another facility so the student can receive the professional services MDQ Academy cannot provide.

**ESL STUDENTS** Students for whom English is a foreign language will be assessed on an individual basis. MDQ Academy does not offer an ESL program, so ESL students may be advised to seek other schools, which may be in the better academic interest of the student. MDQ Academy reserves the right to dismiss a student based on the student's inability to benefit from the program of studies.

### Withdrawal & Re-Enrollment

**Withdrawal.** Parents withdrawing a student must give written notice to the front office at least [10] school days in advance and complete a withdrawal form. Report cards, transcripts, and records letters are released once the family's account is settled in full. Withdrawal during the school year does not cancel the family's tuition obligation as set out in the Financial Agreement. Upon withdrawal, all outstanding payments must be made in cash or money order (no personal checks).

**Re-enrollment.** Re-enrollment for the following year opens early spring. Current families have priority for 2 weeks, after which open seats are offered to new applicants and the waitlist. To re-register, all previous accounts must be paid in full.

## Part 3: Tuition & Financial Policies

### Financial Agreement

A tuition contract between the parent and MDQ Academy must be signed. If the parent reneges on the financial obligation, MDQ Academy reserves the right to withhold academic records, grades, and official letters until payment is received. If the family goes on early vacation, they must still pay the school fee for the year and on time.

## Tuition Policy

The current tuition schedule is available on the school website or at the administrative office. Tuition is non-refundable and non-transferable. Tuition is not refunded, transferred, or credited for suspensions, expulsions, or school closings. Tuition is paid yearly, quarterly, or monthly. Quarterly payments start in September and end in April. There are 4 quarterly payments or 10 monthly payments per year.

- Full quarter tuition is required even if the child is enrolled late. Parents who withdraw their child from school at any time during the school year are responsible for the full tuition.
- Returned/bounced checks due to insufficient funds will incur the bank fee plus a school handling charge of $30 per check.
- We currently accept cash or money orders. Website payments are processed through PayPal and incur a fee of approximately 3%.
- Failure to make payment by the 10th of the month will result in late fees.
- After the 10th day, the school office will send a reminder stating your past-due notice through the Rediker online school system or a phone call.
- If all attempts have failed and no contact or payment has been made, the parent(s)/legal guardian(s) will have a mandatory meeting with the School Board/Heads of School on the 3rd Friday of the month. Failure to attend that meeting will result in the student being removed from the school. Failure to make payments by the 15th of the month may lead to suspension/expulsion of your child. Re-registration will be required thereafter.

## Fees & Collection of Annual and Past Dues

- A one-time application fee of $50 applies to each new student.
- Graduating classes are: Montessori, Kindergarten, Grade 5, Grade 8, and Grade 12.
- Supply, activity, field trip, and other fees may be re-evaluated and charged throughout the school year. Some are mandatory while others may be based on participation. Parents/students are always notified in advance.
- All annual dues such as book fees, lab fees, technology fees, etc., should be paid in full by the first day of school.
- Any adjustment to tuition must be approved by the president of the Board or the financial assistance committee.
- All annual/late dues should be paid in full by the first day back to school in January. If any amount is still pending past the first day of school in January, the parent(s)/legal guardian(s) will meet with the Board, and the Board's decision will be final. Failure to attend that meeting will result in the student being removed from the school.

## Financial Aid

Masjid Darul Qur'an sponsors the Financial Aid program at MDQ Academy from its Zakat Fund. Financial aid is available to students enrolled at MDQ Academy for at least one school year. Financial aid forms are available in the main office. Please inquire at the office for

financial aid deadlines for the current school year; normally, the deadlines are set at the beginning of summer. Financial aid applications must be renewed every school year with the most recent documents submitted. Applications are reviewed by the assigned Education Committee members. Funds are distributed based on fund availability and on need, demonstrated through the application and supporting documents. No discounts can be given without a complete application on file.

## Part 4: The School Day

### School Hours

- K–12: Monday – Friday, 7:45 AM – 2:58 PM. Morning adkhar at 7:45. 1st period at 8:00.
- Montessori (Full Day) and Pre-K: Monday – Friday, 9:30 AM – 2:30 PM
- Montessori Half Day - Monday-Friday, 8:00 AM- 11:30 AM
- Office Hours: Monday – Friday, 7:35 AM – 4:00 PM

### Arrival & Dismissal

**Drop-off.** Students should not arrive before 7:35 AM. The school is not responsible for unsupervised students before this time. Any student arriving after 8:00 AM must be accompanied by a parent/guardian to the front office, where the child must be signed in.

**Pick-up.** Parents must pick up children from the designated area. To maintain a safe and smooth dismissal process, please adhere to the following guidelines:

- **Designated pick-up area:** All students must be picked up from the school's designated pick-up area.
- **Early pick-up:** If you need to pick up your child early, please check in at the front office first — do not go directly to the classroom. The office must be notified no later than 1:00 PM for any early pick-up. For safety and logistical reasons, early pick-ups are not allowed after 2:15 PM.
- **Authorized pick-ups:** Only individuals listed on the child's Pick-Up Authorization Form will be allowed to pick up your child. If someone not listed on the form needs to pick up your child, written notification must be provided to the school in advance. In emergencies, you may call the school. Proper identification will be required for any individual the staff does not recognize.
- **Late pick-up:** All students must be picked up by 3:15 PM. Any child picked up after this time must be signed out from the front office, and a late fee may be charged at the time of pick-up. Parents will receive two written warnings for late pick-ups; upon the third late pick-up, all applicable late fees will be enforced moving forward.
- **Dismissal changes:** For any change in the routine of your child's dismissal procedure (e.g., bus or no bus), the office must be notified by 1:30 PM. If changes are made after 1:30 PM, the school cannot be held responsible for not following the parent's instructions.

**Minimizing disruptions.** Children are expected to be present for the full school day. Early pick-ups should be limited to emergencies or unavoidable circumstances; please schedule medical and dental appointments after school hours or on weekends whenever possible. A maximum of 3 early pick-ups per marking period are allowed. After the third occurrence, parents will be contacted for a meeting; continued issues may result in further administrative action.

**Office sign-in/sign-out.** For both early pick-ups and late arrivals, a parent/guardian must sign the student in or out at the front office. Failure to follow this procedure will result in the student being marked unexcused for the full day.

**Illness during the day.** Leaving due to illness will be noted and recorded at the office. Teachers are trained to detect symptoms and will notify the administration and the nurse if a student becomes ill. It is very important that addresses and phone numbers are always current on our emergency cards; please notify the office of any changes. In case of an emergency, we will first try to notify the student's parents; if they cannot be contacted, the emergency contact list will be used. Children are picked up from the office.

## Bus, Carline, Parking & Student Drivers

- Parents in the carline must remain in their vehicles, follow the marked traffic loop and staff directions, and refrain from cell phone use while in the line.
- Parents who park and walk in must use the designated visitor parking area - never the fire lane or bus zone.
- High school students who drive to school must register their vehicle with the front office, park only in the designated student area, observe a campus speed limit of [5] mph, and may not return to their vehicle or leave campus during the school day without administrative permission. Driving to school is a privilege that may be revoked for unsafe driving or policy violations.
- Bus (district bus service): arrive on time for the bus before and after school; no eating or drinking on the bus; respect and listen to the bus driver; remain seated for the entire trip, in your assigned seat; keep seats free of damage and graffiti; do not open windows; keep your head, hands, and arms inside the bus; keep the bus clean. All school policies in this handbook apply on the bus, and students who violate them may be disqualified from bus service.

## Attendance Policy

MDQ Academy recognizes that regular attendance is a key factor in student success. It is the responsibility of both parents and students to ensure that students attend school every day as required by New York State law. This policy outlines the school's procedures for attendance, excused and unexcused absences, grading implications, and consequences for excessive absenteeism.

**School calendar.** The school calendar, which includes the first and last days of school, holidays, and half days, will be provided to all students and is available upon request from the main office. Students are expected to arrive on time and attend all scheduled days.

Students left in the school building before or after school hours are not the responsibility of the school.

**Excused and unexcused absences.** Parents/guardians are required to notify the school on the first day of a student's absence by telephone or in writing. Failure to provide a note or communication may result in the absence being marked as unexcused.

Excused absences include but are not limited to:

- **Sickness:** *Day 1* — parents must email administration to excuse the absence. *Day 2* and beyond — a doctor's note is REQUIRED for absences to be excused.
- Family illness or death, on a case-by-case basis, up to 7 school days.
- Hajj observance.
- Legal obligations.
- Medical appointments that cannot be scheduled outside school hours.
- Quarantine or extreme weather conditions.

Unexcused absences are those that do not meet the above criteria. Vacations during the school year are strongly discouraged and will not be considered excused. Umrah is not considered an excused absence, since it can be performed at any time of the year.

**Vacation absences.** Parents are encouraged to avoid scheduling vacations during the school year. In unavoidable circumstances, parents must submit a written request to the administration at least one month in advance. Approval of absences for travel is based on the student's prior attendance and academic standing. Approved travel absences are not excused, and students are responsible for completing all missed assignments.

**Chronic absenteeism.** Chronic absenteeism is defined as missing 10% or more of the school year (18 days or more). The school will implement intervention strategies to address chronic absenteeism, including meetings with parents/guardians to address attendance concerns and develop improvement plans.

**Grading and absences.** For excused absences, including excused illness, students may be allowed to make up missed work according to teacher discretion. Attendance, class participation, and homework are factored into overall grades. Unexcused absences may affect the student's ability to make up missed assignments, quizzes, or test or receive credit for the quarter.

**Yearly absence maximums.** Exceeding the following absence limits may result in academic consequences:

- **Kindergarten–5th grade:** 25 total absences per school year, whether excused or unexcused. Educational neglect may be reported to Child Protective Services (CPS) if excessive absences are suspected.
- **6th–7th grades:** 22 total absences per school year, whether excused or unexcused. CPS may be notified if necessary.

- **8th–12th grades:** 22 total absences per school year, whether excused or unexcused. Students may be denied course credit on the 23rd absence and required to attend summer school for credit recovery.
- **Half-year high school courses:** 12 total absences per course. Course credit may be denied on the 13th absence.

**Lateness.** Students arriving more than 15 minutes late to class without a valid excuse will be marked as having an unexcused absence for that class.

**New students.** For students entering MDQ Academy partway through the school year, allowable absences will be prorated based on the remaining portion of the school year or course.

**Recordkeeping.** MDQ Academy maintains accurate attendance records, including student information, daily attendance, and reasons for absences. These records are maintained in compliance with state regulations and are used for state aid purposes.

**Consequences.** Students who fail to meet attendance requirements may be denied course credit and labeled "WF" (Withdrawn/Failing) in subsequent grading periods. Auditing a course may be required to fulfill seat time for summer school or a course retake. No make-up work will be allowed if the student exceeds the maximum number of unexcused absences.

**Incentives and sanctions.** Incentives will be implemented to promote consistent attendance, and sanctions will be applied for unexcused absences, tardiness, and early departures, as outlined in the Code of Conduct.

**Attendance hearings.** Students who exceed the maximum number of absences may be required to attend an attendance hearing, during which a decision will be made about the possibility of making up missed assignments. Once the attendance limit is exceeded, the opportunity for make-up work is limited.

**Notification.** Parents/guardians will be notified of excessive absences through a multi-step process, including teacher referrals, parental contact, and meetings involving school personnel, parents/guardians, and students.

**Appeals.** Parents/guardians have the right to appeal attendance-related decisions through a formal appeal process with the School Board.

## Tardy Policy

Punctuality is essential to ensure that students start their day ready to learn and do not miss valuable instructional time. **A student is considered tardy if they arrive after 8:00 AM.**

- **Unexcused tardies:** any tardy without a valid reason (e.g., illness, medical appointment, or other reasons approved by the school).

- Unexcused tardies for any class during the school day are cumulative. Failure to arrive on time for the first class of the day or to report to class on time during the school day will have the following consequences:

  **Kindergarten-5th Grade Consequences:**

  ● 3 tardies in a month will result in one working lunch and recess.
  ● More than five tardies in a month will result in two working recess and lunch.
  ● More than 10 tardies in a month will result in 3 days of working lunch and recess. Parent Conference will be required.

  **Middle School Consequences (6-8)**

  ● 5 Tardies in a month: Lunch Detention - Parents contacted
  ● 10 Tardies in a month: After School Detention (3:00-4:00; must miss clubs/sports if applicable) ● 15 Tardies: 1 days of Out-of-School Suspension - Parent Conference is required
  ● 20 Tardies in a month: Administration-Parent Conference is required. Student may not be eligible for reenrollment. If the tardiness issue continues, student may be asked to withdraw

  **High School Consequence**s

  ● 3 Tardies in a month: Lunch Detention
  ● 5 Tardies in a month: After School Detention (3:00-4:00; must miss clubs/sports if applicable)
  ● 7 Tardies in a month: 1 days of Out-of-School Suspension - Parent Conference Required
  ● 10 Tardies in a month: Parent Conference is required. Student may not be eligible for reenrollment. If the tardiness issue continues, student may be asked to withdraw.

- **Reporting:** parents/guardians must notify the school in advance if their child will be late for an excused reason (such as a doctor's appointment); otherwise, the tardy will be marked unexcused.

## School Openings, Closings & Delays

The official school calendar is distributed at parent orientation and with the registration packet, and lists all scheduled school closings.

1. **Scheduled no-school days:** the school will notify parents in advance whether the school will be open on scheduled no-school days such as conference days.
2. **Unscheduled no-school days:** there will be no school on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.
3. **Unscheduled delays and closings:** the school may have a delayed opening or emergency closing in case of severe conditions. Announcements will be made through the school website, email, and/or phone call to parents. The school may also use its mass-messaging text system.

4. **Early dismissal:** the school will remind parents of scheduled early dismissal through email. Parents will also be notified whether after-school care will be available on scheduled early dismissal days.

**Weather-related closings.** Only in unusual instances (e.g., snowstorm, hurricane warning, tornado damage) is the decision to close the school made the preceding day; if so, the decision is made as early as possible, usually by 6:00 PM, based on all information available. Otherwise, the decision to close for the coming day is made between 5:30 AM and 6:00 AM. The school may also follow the decision of the neighboring public school district about closures. Instructions will be sent for remote learning when applicable.

## Transportation

Buses are not provided by MDQ Academy directly. Bus service may be provided by a student's home school district for children 5 years old and up (Kindergarten and up). To obtain transportation, parents must go to their home school district and request bus transportation to MDQ Academy. (Example: if you live in Brentwood, you must go to the Brentwood School District.) Most school districts have a distance limit of approximately 15 miles. Contact your school district early to find out their requirements and avoid missing any deadlines.

Students who ride district buses must follow all school bus rules and regulations. Students who misbehave on the school bus may lose the privilege of riding the bus. If a complaint is received from the bus driver or a written warning is given by the bus company, the parents will be informed of the offense and the student will NOT take the bus the next day; it will be the parent's responsibility to drop off and pick up their child.

If a student is harassed in any way by other students on the bus, the parent must notify the office right away. Parents are encouraged to first speak to their child and clarify details before incidents are reported. Please note the offending student's name and bus number for identification purposes if any harassment occurs. If you do not need bus service on certain days, please notify the district transportation office immediately. Children are not allowed to switch buses or ride to a friend's house.

A student may be suspended from bus services if he or she:

- causes, attempts to cause, or threatens to cause unsafe driving conditions or physical injury to another person during transportation;
- disrupts transportation or otherwise willfully defies the valid authority of transportation staff;
- commits an obscene act or engages in habitual profanity or vulgarity during transportation;
- causes or attempts to cause damage to the bus; or
- engages in repeated bullying.

If the bus staff complains to the school district, parents will receive official notice, which they must sign and return to the MDQ Academy office.

## Books

Most books are provided free for children 5 years old and up (Kindergarten and up) by school districts and must be returned at the end of the school year. MDQ Academy registers all students with Eastern Suffolk BOCES, the local textbook distributor. BOCES will contact each student's family through the mail with a list of books and an address where the books can be picked up.

Children registering with their school district for the first time this school year must confirm their registration by forwarding the Verification of District Enrollment to Request Textbooks form from their school district to BOCES. The form must be signed by a school district representative and must be on file at BOCES for all children whose districts participate in verification.

Parents of students living outside of Eastern Suffolk must contact their local school districts to inquire about books and bring the required book list, which will be mailed to these students by MDQ Academy and is available at the main office. A list of school districts covered by BOCES is available at www.esboces.org/CB/.

Books for Arabic, Al-Qur'an, and Islamic Studies can be purchased directly from the publishers or from Islamic bookstores. Parents are responsible for paying for any lost or stolen textbooks. Parents are entitled to all workbooks.

## Lunch & Cafeteria

- Lunch may be brought from home or pre-purchased from the school's approved halal vendors. The vendor menu is sent to families before the start of each month, and orders must be placed by the posted deadline.
- All food on campus must be halal.
- No microwaving is available; please send food that can be eaten as packed (an insulated container works well for hot food).
- Students are not allowed to order food through an online delivery service. If a parent drops off food for their own child, it must be left at the front office.
- We encourage healthy eating. Please refrain from sending drinks with excessive sugar content (sodas, fruit juices), candies, or cookies.
- Students are not allowed to have any drinks besides water during class time.
- Students are expected to eat only their own food (no sharing, out of respect for allergies), remain seated during lunch, use quiet voices, and clean up their area before leaving.

See Health & Safety for the school's allergy policy, including our nut-aware guidelines.

## 6. Celebrations at School

**Religious and life milestones.** The school understands that families may wish to mark special occasions such as the completion of Hajj or Umrah, the completion or recitation of the Qur'an, or the welcoming of a new sibling. No candy is permitted. Parents are not allowed to join the classroom celebration.

**Other School celebrations.** There are designated school events throughout the year where parents may be invited to contribute food items. These events, and any food guidelines for them, are communicated in advance by the school administration.

# Part 5: Academic Policies

## Curriculum & Standards

At MDQ Academy, our curriculum is thoughtfully designed to align with the New York State Learning Standards, ensuring our students receive an education that is both rigorous and relevant. It includes all core subjects plus Arabic, Qur'an, and Islamic Studies. While we do not list specific curriculum programs in this handbook, all instructional materials and teaching methods reflect the high standards expected in New York State schools. Education is a dynamic field, and our curriculum undergoes regular review and refinement to meet the evolving needs of our students and stay current with best practices. Any changes are made thoughtfully, with the goal of enhancing student learning and success.

## Grading & Report Cards

The school year is divided into [4] marking periods. Report cards are issued through the Plus Portal at the end of each marking period, and parents are expected to monitor grades and teacher feedback on the portal throughout the year.

**Grade weights**

Tests 40%

Quizzes 20%

Class work/Homework 10%

Projects/Presentations 20%

Participation/Engagement 10%

The passing score is [65] for all subjects. Kindergarten, Pre-K, and Montessori students receive a [standards-based/narrative] progress report rather than numerical grades.

**Honor and High Honor roll.** Only the first three quarters are used to calculate the overall GPA for end of year awards.

## ASSESSMENT AND GRADING

First grade and up will be graded on two levels, academic and skills. Montessori, PreK and KG will be graded on skills.

### Academic Grading Criteria

Each subject will be graded based on 6 categories. Each category will have its own weight or percentage in respect to the overall grade. The breakdown of the categories and its relative weight is as follows:

| Category | Weight | Category | Weight |
|---|---|---|---|
| Test | 40% | Quiz | 20% |
| Classwork/Homework | 10% | Project/Presentation | 20% |
| Participation/Engagement | 10% | | |

- Homework should be assigned, checked daily, and posted accordingly.
- Class work is graded on a timely basis.
- At least 3 pieces of summative assessments (tests, projects, presentations) should be administered for each marking period. A midterm will be given for grades 6 and up and will count toward the 2nd marking period grade.
- A minimum of 10 formative assessment grades (quizzes,classwork, homework, exit tickets, etc) are required per marking period.
- An additional Final Test will be administered at the end of the 4th marking period for grades 6 and up. This test will be 100 points and will carry a specific weight toward the student's final grade. The test weight will vary based on the grade level. Final Exams must be submitted to administration 2 weeks in advance.

## Test Makeup Policy (Grades 6–12)

Students with an excused absence on the day of a scheduled test are responsible for arranging and completing the make-up assessment after school upon their return. Upon return, the student must: (1) notify the subject teacher of the missed test no later than the day of return; (2) coordinate directly with the teacher on the after-school day and time for the make-up; and (3) notify the front office of the agreed date and time so the session is logged. If more than one test was missed on the same day, the student coordinates with the relevant teachers to make one up on the day of return and the other the following day — both after school. Failure to schedule and notify within the allowed window may result in a zero, at the teacher's discretion.

****Students who have <u>unexcused absence</u> on the day of a scheduled test or assessment will receive a zero (0) for the assessment. There will be no makeup.****

## Skill Grading Criteria

| Mark | Meaning |
|---|---|
| E — Excellent | Exceeds requirement: consistently meets and exceeds the grade-level standard. |
| VG — Very Good | Meets requirement: consistently meets and sometimes exceeds the standard. |
| G — Good | Meets requirement: consistently meets the grade-level standard. |
| S — Satisfactory | Partially meets requirement: close to standard; needs strengthening. |

| Mark | Meaning |
|---|---|
| I — Needs Improvement | Below requirement: limited understanding and use of key concepts. |
| NA — Not Applicable | Standard not applicable at the time of assessment. |

## Homework Policy

**Definition.** Homework consists of tasks assigned by teachers to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature.

**Purpose.** Homework helps students understand and review the work covered in class, allows teachers to assess lesson understanding, and helps students learn how to find and use more information on a subject. Homework also serves as a communication link between school and home, showing what children are studying. Late assignments will receive a lower or no homework grade.

Days Late Maximum Potential Score

1 89%

2 75%

3 50%

4 50%

5 25%

After day 5 Submission no longer accepted

**Responsibility of the student.** It is the responsibility of the student to:

- Expect to spend at least 20–60 minutes each night on homework, depending on grade level.
- Keep an up-to-date agenda of homework, assignments, and due dates.
- Clarify with the teacher any instructions not understood.
- Turn in homework on the due date, in proper form — clearly identified with name and class, legibly written or typed, and grammatically correct.
- Establish a regular weekly study schedule relatively free from distraction (television, phone, etc.).
- For pre-planned absences (family travel, engagements, illness, sports, etc.), provide prior notice to the teacher so a list of assignments can be provided in advance and work can be completed and submitted on time without affecting homework grades.

## Standardized Testing

| Assessment | Grades | Timing |
|---|---|---|
| iReady Diagnostic | [K–8] | [Fall/Winter/Spring] |
| NYS ELA & Mathematics exams | [3–8] | Spring |
| NYS Science exam | [5] | Spring |
| Regents examinations | [8–12, by course] | January/June |
| PSAT | [10–11] | October |
| SAT | [11–12] | Varies |
| AP exams | [by course] | May |

Testing dates are published on the school calendar. Students are expected to attend on all testing days; please do not schedule appointments or travel during testing windows.

## Promotion, Retention & Academic Probation

**Promotion and retention determination.** Promotion from one grade to the next at the end of an academic year is not automatic. Students who have not met the promotion requirements will not be promoted to the next grade. Students who missed the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate. A retained student may attend summer remediation to work toward the grade-level objectives; upon successful completion, the student must be retested at MDQ Academy and must pass the school's test to be placed into the next grade level. The school has final determination on the promotion and retention of all students.

**Student Probation & Retention (All Grades).** MDQ Academy believes the purpose of education is to create a teaching-learning climate in which children progress academically, socially, and emotionally each year. When that progress is not made, a student may benefit from being retained in the same grade or course, or may be placed on academic or behavioral probation. Retention and probation decisions for any grade level are based on the following factors:

- Performance below grade-level standard in core subjects (for high school students, a cumulative GPA below 2.0 on the 4.0 unweighted scale; for all other students, failing performance in any core subject or below 65% in two or more subjects)
- An assessment showing the student reads and/or writes more than 1 grade level below his or her grade
- Below-average performance on standardized tests
- Excessive absences
- Teacher recommendation, with supporting documentation that the student has not met promotion guidelines
- Documented intervention by the school without improvement in the student's performance
- Behavioral maturity, where developmentally relevant

Where significant delays exist in any of these areas, the administration determines whether retention, promotion, or continued enrollment at MDQ Academy is in the student's best interest, after meeting collectively with the student's teachers and parents/guardians. MDQ Academy also reserves the right to ask a student to withdraw if the family declines counseling or support when the school requests it.

**Academic Probation.**

While on probation, students are required to seek help and work to improve their grades: they must attend assigned academic support (tutoring, office hours, or study hall), are monitored through progress reports every [two weeks], and are banned from extracurricular activities, sports, competitions, and elected office until their grades are brought up. Field trip participation is at the administration's discretion.

A student who does not raise his or her GPA above 2.0 by the end of the following quarter may be asked to leave the school, or may not be allowed to re-enroll for the following year. The administration makes this determination after meeting with the student's teachers and parents/guardians. Probation status may also affect a senior's graduation-ceremony participation. Behavioral probation follows the same structure, with goals set by the administration based on the disciplinary record.

**Double Promotion.** MDQ Academy believes a student's educational experience extends beyond academic success to social and emotional development. For this reason, double promotion (skipping a grade) is not a recommended strategy; our goal is to challenge students at their level alongside same-age peers. Requests are reviewed case by case and require all of the following:

- A written request from the parent/guardian
- An initial meeting with the administration to discuss the procedure
- Completion of at least 3rd grade, and enrollment at MDQ Academy for at least one full year before the request
- Proven mastery of the promoted grade's curriculum through placement testing at the school
- Passing any applicable state-mandated examinations
- Standardized achievement scores at or above the 95th percentile throughout the entire previous school year
- Teacher recommendations supporting the promotion
- Review of the skipped grade's curriculum over the summer before the promotion takes effect
- An in-depth interview with the school counselor

The administration makes the final decision and notifies the parent/guardian in writing.

**Class Placement & Section Assignments**

Each spring, MDQ Academy's teachers and administration work together to place every student into the class section where he or she will be best positioned to succeed in the

coming year. Placement decisions weigh many factors at once: academic strengths and needs, social dynamics, behavioral considerations, peer relationships, class balance, and teacher input from the year just completed. The people making these decisions are the ones who have spent a full school year with your child in an academic setting, and every section is built as a whole - moving one student affects the balance of two classrooms and many other children.

For these reasons, **MDQ Academy does not accept parent requests for specific sections, teachers, or classmates**, and placement requests will not be factored into class assignments. Honoring individual requests would make balanced placement impossible, would be unfair to families who make no request, and would substitute a single family's preference for the professional judgment of the full teaching team.

Once the school year begins, students and teachers need time to settle in and build relationships - an adjustment period is normal. The school does not entertain section-change conversations in the opening weeks of the year. After sufficient time has passed for the classroom to settle, if a genuine safety concern or other serious issue exists, parents may raise it with the administration and the school will have that conversation. Any change remains at the sole discretion of the administration, and placement decisions are final.

## Academic Integrity

Honesty is an essential Islamic character trait. The Prophet (PBUH) was known as As-Sadiq Al-Ameen (the honest, the trustworthy), and we expect our parents and students to model the same characteristics.

Academic misconduct compromises the academic integrity of the school and subverts the educational process. It applies not only to tests and projects but to any form of academic work, including papers, exams, classwork, homework, academic competitions, and any assigned academic work. MDQ Academy will not permit academic misconduct by either the student or the student's parent. The primary - but not exclusive - forms of misconduct are:

**Cheating.** The use of unauthorized information, AI, study aids, or other materials, or unauthorized communication with or copying from another student on papers, projects, tests, or other academic work. It is the student's responsibility to consult with the teacher concerning what materials and types of collaboration are permissible.

**Plagiarism.** Passing off someone else's ideas, writing, or work as one's own - even a parent's - is plagiarism. Appropriate methods of attribution vary by discipline; some courses include instruction in citation conventions. Students are advised to seek out relevant guidelines, ask the teacher when in doubt, and recognize that they are ultimately responsible for proper citation.

**Falsification and fabrication.** Attributing information or material in one's work to a false or fabricated source, or falsifying or fabricating the information or materials themselves. This also applies to group projects where a student contributes nothing but adds his/her name as a contributing member.

**Unauthorized reuse.** Submitting substantially the same work to satisfy requirements for one course that was previously submitted for another course or created for another purpose, without permission of the teacher. Students are expected to create new work for each assignment unless expressly authorized otherwise, and may not submit work that they or their siblings submitted previously, even with modifications. Provisions exist for science fair research continuing from prior years, with the prior permission of the administration.

**Unfair academic advantage.** Theft, destruction, or defacement of, or other interference with, the work of other students to gain academic advantage; activities that place other students at an academic disadvantage (theft, concealment, or alteration of needed resources or materials); or other manipulation of the academic system in one's favor.

## AI Use Policy (Grades 6–12)

Students may have access to artificial intelligence (AI) tools both at school and at home. AI use is permitted only when the teacher allows it, at the level the teacher sets for each assignment. Plagiarism rules apply fully to AI-generated content: submitting AI-written work as your own is academic dishonesty. Students must use AI responsibly - never for harmful, deceptive, or inappropriate purposes - and must never enter personal or sensitive information (their own or anyone else's) into an AI tool.

**AI Use Levels.** Every assignment carries one of three levels, stated by the teacher on the assignment. **If no level is stated, Level 0 applies automatically.**

**Level 0 — Your Work Only.** No AI tools of any kind may be used for any part of the assignment. The student completes the work entirely through their own effort, without assistance from automated tools. Student commitment: "This assignment is my own work. I did not use AI tools or applications for any part of it."

**Level 1 — AI to Prepare, Not to Produce.** AI tools may be used to study, brainstorm, or prepare (for the specific uses the teacher names e.g., generating practice questions, explaining a concept), but nothing AI-produced may appear in the submitted work. Students must be able to explain how AI informed their preparation and are responsible for the accuracy of any ideas they take from it. Student commitment: "I used AI only for the preparation my teacher allowed. Everything I submitted is my own original work."

**Level 2 — AI-Assisted, Fully Credited.** AI tools may be used within the assignment itself, provided every AI contribution is documented and credited in the format the teacher specifies. Uncredited AI content is treated as plagiarism, and the student remains responsible for the accuracy and quality of the whole submission. Student commitment: "My work reflects my own understanding. Every AI contribution is disclosed and credited."

**Violations.** Undocumented or unauthorized AI use is academic misconduct under the Academic Integrity policy. On regular assignments, homework, and projects, it is handled through the three reporting options. On exams and quizzes, confirmed AI use results in a zero once the investigation is finalized, with no make-up or retake. Level 0 also encompasses College Board AP exam policies where applicable.

**Reporting and procedure.** If academic misconduct is suspected, the teacher should first speak with the student to help determine whether the suspicion is warranted. If so, the teacher is encouraged to consult the administration to determine whether the student has a record of similar misconduct and/or to confer with the administration on the following three options, which apply to regular assignments, homework, and projects (for exams and quizzes, see below)

1. **Teachable moment.** In addition to discussing the matter with the student, the teacher may require the student to redo the assignment correctly or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher and the teacher feels no further action is necessary, the incident is considered a teachable moment. The grade appeal process is available should the student feel the grading was unfair.
2. **Grade of 'F' for the assignment:** If the teacher decides to give a failing grade for the assignment or to revoke a project, a note of concern is sent to the parent with a copy to administration. A note of concern is an informal admonition that puts the student on notice that future misconduct could lead to more serious sanctions by the administration. It is kept in the student's cumulative folder. If the student wishes to challenge the sanction, the administration may convene to hear the appeal; otherwise, the teacher's decision stands as final. Parents are not permitted to intimidate or coerce the teacher to change a decision or lessen a consequence; doing so may result in dismissal from the school and disenrollment of the student. The administration may consult with the teacher regarding the current note of concern and disclose past notes of concern on file; for students with past notes, the administration and the teacher proceed to formal disciplinary procedures.
3. **Conduct hearing.** A student may be called for a conduct hearing when a teacher believes the misconduct merits severe disciplinary action beyond a failing grade (such as suspension or expulsion), or wishes the administration to review the case, determine whether a violation occurred, and set the sanction. The student and parent will be notified of the hearing time; the hearing is held as soon as possible, subject to the availability of the required parties: student, parent, teacher, administration and at least one member of the Governing Body. Parents will be informed of the final decision, which is final and binding.

**Examinations and quizzes.** The three options above apply to regular assignments, homework, and projects only. Cheating on an exam or quiz is treated more severely: once the administration's investigation is finalized and it is determined that academic misconduct occurred, the student receives a zero on that exam or quiz. This applies to traditional forms of cheating as well as the use of AI tools, unauthorized websites, or any other unauthorized resource during an online exam. A zero earned through academic misconduct may not be made up, retaken, or replaced, and the incident is documented in the student's file and subject to the consequences in the Level 2 chart. Repeated incidents proceed directly to a conduct hearing.

## Student Support Services

MDQ Academy provides support for students who need help beyond the classroom:

- **Academic intervention.** Students performing below grade level receive targeted support, which may include small-group instruction, [push-in/pull-out] support, and a remedial Plan of Action developed with parents.
- **Counseling.** The school counselor is available to students for academic guidance (course selection, college readiness) and short-term personal support. Parents are notified and consent is obtained before a student receives ongoing counseling.

Parents who are concerned about their child's progress should start with the classroom teacher (see Communication Protocol).

## High School Policies

### GPA Calculation

GPA is computed using weighted quality points, beginning with any high school credit taken in 8th grade and all credit attempted in grades 9 through 12 in all subjects, whether passed or failed. All transfer credit, credit by exam, and dual credit accepted by MDQ Academy is included. MDQ Academy uses a weighted GPA scale, awarding additional points for Honors and AP courses. A 4.0 unweighted GPA is also calculated, in addition to the weighted GPA.

**GPA scale (for high school credit only).** GPA points are given for final grades only. If a student completes a semester (0.5 credit) course — e.g., Health — they receive half of the GPA points earned. A full-credit course receives a full GPA point for the final grade earned. Formula: total grade points ÷ credits earned = grade point average.

### Rank, Valedictorian & Salutatorian

MDQ Academy does not rank the student body, but does identify the valedictorian and salutatorian. The identification is based on a holistic review by an administrative panel of at least 3 individuals. To be considered, a student must have attended MDQ Academy for four consecutive years, including senior year.

Students with serious disciplinary infractions are not eligible for valedictorian or salutatorian honors, and students who commit a serious disciplinary infraction after the positions have been announced can lose the honor. Valedictorian and salutatorian graduation speeches must be submitted to the administration for review in advance of the graduation ceremony.

### Graduation Requirements

To graduate, students must complete the MDQ Academy graduation requirements listed below, which include all course requirements needed to graduate per the State of NY. The State of NY requires a minimum of 22 credits; MDQ Academy requires 26.5.

| Subject | NYS Minimum | MDQ Academy Requirement |
|---|---|---|
| English | 4 | 4 |
| Science (1 physical, 1 life) | 3 | 3 |
| Social Studies (2 Global, 1 US History, 0.5 Gov't, 0.5 Econ) | 4 | 4 |
| Math | 3 | 3 |
| World Language | 1 | Arabic: 3 |
| The Arts | 1 | Art: 1 |
| Physical Education | 2 | 2 |
| Health | 0.5 | 0.5 |
| Electives | 3.5 | — |
| Islamic Studies | — | 3 |
| Qur'an | — | 3 |
| **Total** | **22** | **26.5** |

**Course requirements per year.** All high school students are required to take one English, Social Studies, Math, Science, Islamic Studies, Arabic, and Qur'an class each year of high school.

### Course Selection, Add/Drop & Dual Enrollment

- **Course selection.** Rising high school students select courses each spring with the school counselor, subject to prerequisites, graduation requirements, and seat availability.
- **Add/drop.** Schedule changes are permitted during the first 10 school days of the semester with administrative approval. Courses cannot be dropped after the first ten days of a semester..
- **Dual enrollment / outside credit.** Credit earned through accredited outside providers or college dual-enrollment courses is accepted toward graduation only with prior written approval from the administration. Approved dual-credit courses are included in the GPA as described under GPA Calculation.

### Credit Recovery

A high school student who fails at least one semester of one or two courses is required to take summer classes to make up for all failures in courses required for graduation.Summer class fees are the responsibility of the family. Students who have the opportunity to make up a non-required course are recommended to do so, to avoid future credit deficiencies.

### Early Graduation

The purpose of this policy is to provide a structured, equitable process for highly motivated and academically prepared students to graduate from MDQ Academy at the end of 11th grade, in alignment with current state graduation requirements.

**Eligibility.** To be considered, a student must:

1. Be in good academic and disciplinary standing.
2. Meet all state and school graduation requirements (or be on track to), including minimum credit requirements in all subject areas and successful completion of Regents exams.
3. Maintain a minimum cumulative GPA of 3.0 or an 85% high school average.
4. Demonstrate consistent attendance.
5. Submit a completed Early Graduation Application between December 1st and February 1st of their sophomore year.

**Procedure.**

1. **Initial inquiry:** the student or parent/guardian meets with the school counselor to review eligibility.
2. **Application:** submitted by February 1st of the sophomore (10th grade) year.
3. **Review committee:** evaluates academic readiness, maturity, postsecondary plans, and long-term implications.
4. **Decision:** the student and parent/guardian receive a written decision within 14 school days. If approved, the student signs an Early Graduation Agreement acknowledging responsibilities and deadlines. If denied, committee members meet with the student and parent/guardian to discuss alternatives.
5. **Implementation:** approved students must complete all required coursework and exams by the agreement's deadlines. Failure to meet requirements nullifies the approval.

Early graduation is a privilege, not a right. Students with IESP/504 plans require an additional review to ensure compliance with mandated services. All early graduation decisions are subject to confirmation by the Deans.

### Diplomas & Transcripts

Diplomas and final transcripts are issued upon completion of all graduation requirements, once final grades are issued and all fees are paid in full. This should not exceed seven business days; final transcripts are available after the 7th day following graduation. Three free transcripts will be furnished to designated colleges; additional transcripts are $5 each.

### Transfer Students

Students entering high school for the first time are classified based on semester credits earned:

| Semester Credits Earned | Classification |
|---|---|
| 17 and above | Senior |
| 11 – 16.5 | Junior |
| 6 – 10.5 | Sophomore |

| | |
|---|---|
| 0 – 5.5 | Freshman |

**Foreign transfer students and records.** Students with foreign credentials from an international school or state school overseas will receive credit for passed courses taken at their previous school if an American equivalent course can be found; transfer GPA points will be applied. Foreign credentials must be translated into English by an accredited professional translation service, and the transcript converted into the American system. All grades are converted to a 100-point scale. If a converted grade falls below the accepted credit score of 65 but meets the passing minimum on the foreign record, MDQ Academy will convert the passing minimum into MDQ Academy's passing minimum grade (70, 75, etc., respectively). Grades above the minimum are taken at face value once converted. All foreign credential evaluations follow NAFSA, AACRAO, and NACES standards, and conversions may be adjusted to those bodies' current best practices.

#### Academic Honors & Honor Societies

In addition to the Honor Roll (see Grading & Report Cards), MDQ Academy recognizes outstanding students through end-of-year subject awards and character awards. The school sponsors chapters of the National Elementary Honor Society, Junior Honor Society and National Honor Society; selection is based on scholarship, service, leadership, and character per national criteria, with membership details announced by the faculty advisor each fall.

## Part 6: Islamic Life at MDQ

### Salah & Wudu

Daily prayer is part of the school day at MDQ Academy, not an interruption to it. Teachers accompany their classes to and from the prayer area and model proper adab. Students are expected to arrive at school with wudu where possible, and to make wudu quietly and cleanly at the designated stations. Prayer-area etiquette -silence, orderly lines, and cleanliness - is part of the school's universal expectations, and repeated disruption of salah is treated as a disciplinary matter.

### Jumu'ah

Jumu'ah prayer is held on Fridays for students. Boys in grades 8–12 may wear a thobe and high school girls may wear a loose, full-length abaya/jilbab on Fridays (see Dress Code).

### Ramadan

During Ramadan, the school operates on an adjusted schedule communicated to families before the month

### Eid & Islamic Observances

School is closed for Eid al-Fitr and Eid al-Adha. The school marks other occasions of the Islamic calendar through assemblies and classroom learning. Hajj observance is an excused absence (see Attendance Policy).

### Qur'an & Hifz

Qur'an is a core subject in every grade, and students are expected to treat the mushaf with proper respect at all times. Families interested in the Hifz program should note that it operates under a separate agreement (see Other Enrollment).

### Islamic Character (Akhlaq)

The Prophet (PBUH) was known as As-Sadiq Al-Ameen — the honest, the trustworthy — and we expect our students, parents, and staff to model the same character. Islamic etiquette — greetings, honesty, care of property, kindness to classmates, prayer etiquette, and cleanliness — is reinforced across home and school as a shared responsibility between parents and staff.

## Part 7: Student Conduct & Discipline

### Philosophy of Positive, Islamic Discipline

MDQ Academy's discipline system nurtures taqwa, self-control, and respectful relationships. We guide students toward right action through explicit modeling of Qur'anic character (akhlaq), consistent and developmentally appropriate expectations, and restorative practices that repair harm and preserve dignity.

**Home-school partnership.** Parents/guardians and staff share responsibility for reinforcing Islamic etiquette - greetings, care of property, prayer etiquette, and restroom cleanliness - so that expectations are clear and consistent across home and school.

### Merit & Positive Recognition

Good behavior is noticed at MDQ Academy, not just misbehavior. Teachers and administrators recognize students who consistently model Islamic character and school expectations through:

- Positive Office Referrals where students will receive recognition and a small prize.
- Certificates and recognition at assemblies, and privileges such as [homework passes, dress-down coupons, class rewards].
- Positive notes and calls home - teachers aim to contact families with good news, not only concerns.

### Scope of the Discipline Policy

The Discipline Policy applies in the following situations:

- Violation of Islamic rules of conduct as prescribed in the Qur'an or Sunnah of the Prophet at any time while a student is registered at MDQ Academy;
- During regular school hours;
- On the school bus or other transportation sanctioned by the school;
- During school-sponsored events;
- When going to and from school;
- During events and activities associated with the school; and
- With respect to any misconduct of a personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students, teachers, staff, or the orderly educational process; is directly connected to prior violations at school; threatens to produce further violations at school; or poses a likelihood of danger to the physical or emotional health and welfare of students or school personnel. This includes online activity.

## Behavior Guidance (Early Childhood & Elementary)

- **Redirection:** children showing undesirable behavior are calmly redirected toward activities that enable more desirable, socially acceptable behavior.
- **Positive guidance:** we recognize and work with each child's unique character and physical traits to accomplish immediate and long-term social, emotional, and academic goals.
- **Modeling:** we teach appropriate behavior by good example.
- **Positive phrasing:** our educators strive to phrase comments positively rather than negatively.

No physical punishment or harsh language that might frighten or humiliate children will ever be allowed. Actions that might hurt other people or damage equipment are not allowed. On occasion, a child may be removed from the group for a short quiet time to regain control, rejoining the group when ready; at no time will a child being disciplined be left unattended by a member of the teaching staff. No punishment will be associated with toileting accidents or failure to sleep or eat.

MDQ Academy will make every effort to work with the family and student when there are ongoing or severe behavioral challenges, by meeting with the parents and, if appropriate, child development specialists, to develop a plan for working with the student at school and at home. Parent cooperation and participation are essential and expected for any behavior modification plan to be effective. In some instances we may ask the parent to pick up the child early or come to school to be with their child for a short time. In the extremely rare case that all efforts have been exhausted and dangerous, threatening, or extremely disruptive behavior still exists, or cooperation has not been shown by the parent(s), MDQ Academy reserves the right to remove the child from the school temporarily or permanently, based on professional judgment.

## Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

**Students:**

1. Two warnings before action is taken to correct the misbehavior;
2. An explanation of how to correct the misbehavior;
3. A lighter penalty before a heavier one is applied;
4. Notification of the violation; and
5. An opportunity to present his/her side of the story to the appropriate school personnel.

**Parents:**

1. Written notification of the violation and the consequences decided by the school; and
2. A request to meet with school administration to discuss the discipline problem.

## Rights & Responsibilities of Students

**Students have the right to:**

1. A quality education;
2. Education without undue interruption, disruption, fear, or inhibition;
3. Privacy in their person and possessions, unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried or concealed by the student (see Search Policy);
4. A copy of the discipline policy;
5. Respect from school personnel and other students;
6. Due process procedures according to school policies;
7. Participation in school functions and extracurricular activities; and
8. Protection and confidentiality when fulfilling the responsibility to report violations of the code of conduct.

**Students have the responsibility to:**

1. Put forth their best effort to meet classroom expectations;
2. Conduct themselves in a manner that promotes a positive educational environment;
3. Not interfere with the orderly conduct of classes and activities, not force others to participate, and not violate the rights of persons who may disagree;
4. Not carry, conceal, or bring onto school property materials which are inappropriate or may disrupt the educational process;
5. Read and abide by school procedures;
6. Show respect for other students and school personnel; and
7. Read and understand their due process rights.

## Universal Expectations

| Area | Expected Behavior |
|---|---|
| Dress | Full school uniform; modest Islamic attire; no make-up |
| Language | No profanity, slurs, or insults - speak with courtesy |
| Property | Care for school and personal property; no littering |
| Prayer & Wudu | Observe silence, line-up etiquette, and cleanliness |
| Hallways/Cafeteria/Bathroom | Walk, use inside voices, clean up after yourself |
| Electronics | Personal devices handed in to the main office on arrival (see Cell Phone & Smart Device Policy) |

## Disciplinary Procedure

School teachers and administrators use the disciplinary action form. Teachers go through this form step by step before taking action:

1. Write down the necessary information (teacher's name, student's name, etc.).
2. Write down the misbehavior.
3. Explain to the student the misbehavior and the Islamic way of correcting it.
4. Give the student a warning; the student signs to confirm the first warning.
5. If the misbehavior is repeated (or another occurs), give a second warning; the student signs again.
6. If the student misbehaves again, take one of the actions in the classroom conduct and discipline policy.
7. If the student continues to misbehave, refer him or her to the administration.
8. The administration team discusses the problem with the student and decides the necessary action, which may result in detention or suspension depending on the level of the violation.
9. A copy of the discipline form is sent to the student's parents, with a request to meet if needed.
10. Once the teacher takes an action, a copy of the discipline form is sent by the front office to the parents and a copy is kept in the student's file. This copy may be removed at the end of the year if the student improves his or her behavior.

## Level 1 Infractions

Behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the teacher has taken at least three documented, progressive Level 1 disciplinary actions and has held a conference with the student and parents. Thereafter, the teacher may refer the student to the Heads of School through a written referral. Earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where immediate outside assistance is necessary. This list of violations is representative and illustrative, not all-inclusive; a student committing an improper act not specifically listed is still subject to disciplinary action.

| Infraction | Definition | Disciplinary Action (examples) |
|---|---|---|
| Disruptive behavior; littering; chewing gum; refusal to do work | Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction, school orderliness, and/or school activity | Warning; verbal reprimand stating the concern, expected behavior, and future consequences; oral or written notification to parents; behavior contract; reflective essay or apology letter; student mediation contract; teacher/team conference with student and/or parents; separation from peers; denial of class privileges; counselor or administrative referral; detention |
| Verbal altercation | Minor verbal altercation: insulting, taunting, or challenging another person under circumstances likely to provoke a disruptive response | Same as above (teacher-managed consequences) |
| Violating classroom procedures | Not following classroom procedures | Same as above (teacher-managed consequences) |
| Electronic & other communication devices | Using, displaying, or possessing any electronic device without approval on school property (see Cell Phone & Smart Device Policy) | First offense: device held at the front office; parent/guardian must pick up the device; conference with administration. Subsequent offenses: detention/suspension; device confiscated and released only to a parent/guardian |
| Tardiness | Not being seated in the classroom when class is scheduled to begin on the second bell | Recorded in attendance; parent/guardian meeting at 3 tardies; detention assigned every 5th tardy for 7th grade and up. |
| Make-up / nails / nail polish | Having or applying make-up during school hours; coming to school with nail polish or gel nails | Make-up must be removed/washed off immediately; nails must be removed by the following day; repeated incidents — detention/parent meeting |

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| Violating dress code | Students must be in uniform and adhere to the appearance rules described in this handbook | See the dress code enforcement ladder in Dress & Grooming |

## Level 2 Infractions: Serious Conduct

A student charged with a Level 2 violation is subject to the disciplinary actions listed below. Consequences can also include parent notification, consultation, loss of privileges, behavior contracts, a written essay or apology letter identifying school rules, temporary placement in another classroom, mediation, and conflict resolution. Contact will be made through a personal conference, phone conference, or written communication. This list is representative, not all-inclusive. Any student charged with a subsequent Level 2 violation can be referred to the administration for expulsion.

| Infraction | Definition | 1st Offense | 2nd Offense | 3rd Offense |
|---|---|---|---|---|
| Academic misconduct | Plagiarizing, cheating, copying another's work, unethical AI use,gaining or attempting unauthorized access to material, or submitting/providing data or answers dishonestly (see Academic Integrity) | Zero on the assignment/assessment and in-school detention | Zero and 1-day suspension | Zero, 2–3 days suspension and academic probation |
| Inappropriate language | Any form of cursing, in any language, spoken or written, including hand or bodily gestures | Detention or 1-day suspension | 1–2 days suspension | 2–3 days suspension |
| Lying | Intentionally giving untrue or misleading information | Detention or 1-day suspension | 1–2 days suspension | 2–3 days suspension |

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| Altering official documents | Forging, falsifying, or unauthorized alteration of a document | Detention or 1-day suspension | 1–2 days suspension | 2–3 days suspension |
| Damage or destruction of property | Causing, attempting, or threatening damage to school, student, or private property; defacing property | Restitution, detention, or 1-day suspension | Restitution, 1–2 days suspension | Restitution, 2–3 days suspension |
| Misuse of equipment | Using school or student equipment without permission, or misusing equipment/online services for illegal, inappropriate, or obscene purposes | Detention or 1-day suspension | 1–2 days suspension | 1–10 days suspension |
| Insubordination | Refusing to comply, verbally or non-verbally, with a reasonable request or directive | Detention or 1-day suspension | 1–2 days suspension | 2–3 days suspension |
| Loitering | Being present in or about the school after a reasonable request to leave, without a legitimate reason, without proper authorization, or after refusing to identify oneself | Detention or 1-day suspension | 1–2 days in-school suspension | 2–3 days suspension |
| Trespassing | Being in the school building or on school grounds without permission, or refusing to | 1-day detention or suspension | 1–2 days suspension | 2–3 days suspension; police notified |

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| | comply with a request to leave | | | |
| Truancy | Skipping classes or school; being absent without authorization; failure to follow attendance check-in/check-out procedures | 1-day suspension; parents notified | 1–2 days suspension; parents notified | 2–3 days suspension. No make-up work is accepted for classes missed as a result of truancy |
| Fighting | Hitting, punching, or any other kind of physical altercation, whether initiating or retaliating | 1-day suspension | 1–2 days suspension | 2–3 days suspension |
| Bullying | Engaging in verbal, physical, emotional, and/or threatening acts of bullying (see Bullying Prevention) | Detention; conference with the Head of School; written warning; parents notified | 1–2 days suspension | 2–3 days suspension and/or further disciplinary action |
| Unauthorized electronic access | Using electronic passwords or codes without authorization, including accessing, controlling, or disabling technological devices or services | 1-day detention and conference with the Dean; parents asked to pick up device | 1–2 days suspension; device confiscated until end of school year | 2–3 days suspension; device confiscated until end of school year |
| Inappropriate postings | Posting, publishing, or sending any illegal or inappropriate material — including text, images, audio, or video — that defames, slanders, | Individual intervention plan developed; parents/guardians contacted | Parents contacted; up to 3-day suspension; possible expulsion | Parents contacted; possible expulsion |

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| | or harms MDQ Academy, its students, staff, parents, or stakeholders, in any medium including social media (see Social Media Policy). Students must obtain written approval from a chief administrator before posting or publishing material pertaining to faculty, staff, administrators, or school activities | | | |
| Leaving campus without permission | Leaving classrooms, prayer, lunch, field trips, or any mandatory school event while under school supervision, without prior consent of school administration | Individual intervention plan developed | Parents contacted; up to 3 days out-of-school suspension | Parents contacted; possible expulsion, via a hearing |
| Reckless vehicle use | Using any motorized or self-propelled vehicle on or near school grounds recklessly, as a threat to health or safety, or as a disruption to the educational process | Individual intervention plan; parents contacted | Parents contacted; up to 3 days out-of-school suspension | Parents contacted; possible expulsion, via a hearing |

## Level 3 Infractions: Serious or Illegal Conduct That Is Potentially Life- or Health-Threatening

The school considers all Level 3 infractions to be highly detrimental to the school and its students. A student charged with a Level 3 violation may be subject to immediate open

suspension of up to 14 days and a recommendation for expulsion to the administration and/or legal action. Students expelled due to Level 3 infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act, and parents/guardians will be required to meet with school personnel and the proper authorities. Possible consequences also include involvement of law enforcement or social services, written essay/letter of apology, loss of privileges, referral to a behavioral therapist, behavior contract, mediation, conflict resolution, and community service. This list is representative, not all-inclusive. The administration may pursue expulsion proceedings following the steps outlined by the school board.

| Infraction | Definition | Consequence |
|---|---|---|
| Intimidation, menacing, or incitement | Threatening another, verbally or nonverbally, by inflicting fear or damage to property; instigating or encouraging acts of misconduct | 1st: 2–3 day suspension; 2nd: 3–5 days and recommendation for expulsion; 3rd: open suspension, recommendation for expulsion |
| Arson | Unauthorized use of fire, smoke, or explosives presenting a risk of danger to life or property | Recommended for expulsion; police notified |
| Felonious assault | Striking with a weapon with the intent to inflict, or inflicting, bodily harm | 3–14 days suspension; recommended for expulsion; police notified |
| Bomb threats or false alarms | Knowingly making a false statement about explosives, activating the fire alarm system falsely, or making false 911 calls | Recommended for expulsion; police notified |
| Breaking and entering | Breaking into and/or entering any school building, facility, office, storage space, or other enclosure without authority | 3–14 days suspension; recommended for expulsion; police notified |
| Explosive device | Using, possessing, attempting to possess, brandishing, or concealing any destructive device (explosive, incendiary, poisonous gas, bomb, grenade, mine, missile, rocket, or similar) | Recommended for explusion; police notified |

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| Vandalism | Willfully or maliciously destroying, damaging, or defacing school or private property | 3–14 days suspension; recommended for expulsion; police notified |
| Offensive material | Producing, possessing, or distributing materials that offend common decency or morals in the school community | 3–14 days suspension; recommended for expulsion |
| Reckless endangerment | Willful action that, although not intended to cause harm, places others in jeopardy of injury or results in damage or defacement of property | 3–14 days suspension; recommended for expulsion |
| Extortion or robbery | Obtaining money, information, or property from another by threat, intimidation, or coercion | 3–14 days suspension; recommended for expulsion; police notified |
| Gambling | Participating in or organizing games of chance for money or other items | 3–14 days suspension; recommended for expulsion |
| Legal but dangerous substances | Using, selling, purchasing, distributing, or possessing substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia | Recommended for expulsion; police notified |
| Alcohol, drugs, tobacco, e-cigarettes, or controlled substances | Using, selling, purchasing, distributing, or possessing mood-altering chemicals or substances (including counterfeit or look-alike substances), narcotics, controlled substances, alcoholic beverages, or other intoxicants on school property or at school functions | Recommended for expulsion; police notified |
| Theft | Stealing, attempting to steal, possessing, or transferring school or private property, or participating in theft or attempted theft | 3–14 days suspension; recommended for expulsion; police notified |

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| Weapons or dangerous instruments | Using, possessing, attempting to possess, brandishing, or concealing any weapon, dangerous instrument, device, materials, look-alikes, or replicas, or any other item deemed dangerous (including any cutting instrument with a sharp blade fastened to a handle) | Recommended for expulsion; police notified |
| Obscenities or verbal abuse toward school personnel | Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs — written or verbal, including gestures — toward school personnel or any adult member of the school community | 3–14 days suspension; recommended for expulsion |
| Gender fraternization / promiscuous behavior | Committing acts that are sexual in nature and fall outside Islamic teaching; relations between the sexes (dating, meeting in private) inside or outside of school; evidence of immoral behavior or communication, written or otherwise | 3–14 days suspension; recommended for expulsion |

## Detention

Detention is given for some Level 1 infractions and some minor Level 2 infractions. A referral for detention is written by the teacher, who passes the written referral to the administration. The administration makes the final decision to implement the detention, depending on the circumstances and infraction. A student is allowed only three detentions; the student's fourth referral will result in suspension.

## Suspension

Administration decides whether a suspension will be In-School Suspension (ISS) or Out-of-School Suspension (OSS). For the duration of an OSS, a student is not allowed to attend classes, extracurricular activities, or school functions, or to be on school premises; however, he or she will be allowed to take tests and will be given credit for work done. It is the students' and parents' responsibility to follow up with teachers on tests and required work. A first-time suspension may be served in school, unless the student has committed an infraction that warrants more than a one-day suspension or a Level 3 infraction. Teachers will list all assignments the student will miss and provide the list to the administration

before the scheduled ISS or OSS; students receive full credit for completed work. ISS and OSS days do not count as student absences.

Suspensions start with a clean slate each year. After the third violation, the student will be placed on probation; any violation after that may result in expulsion or suspension until the end of the school year. A student who is expelled may not be admitted the next year. If a student is suspended until the end of the year, the administration makes the final decision whether to readmit the student for the following school year.

## Search Policy

Desks, cubbies, lockers, and school-issued devices remain school property and may be inspected at any time without notice. A student's personal belongings may be searched when the administration has reasonable suspicion that the search will reveal a violation of school rules or a risk to safety. Searches are conducted by an administrator with a second staff member present, and parents are informed the same day. Refusal to cooperate with a search is itself a disciplinary violation.

## Expulsion Procedures

Students may be referred to the administration for expulsion as a result of receiving a suspension while on disciplinary probation, committing a subsequent Level 2 infraction, or committing a Level 3 infraction.

1. When a student is referred for expulsion, the family will be informed in writing that the student is placed on open suspension, with the reason for the school's action.
2. The administration will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the administration or the school board.
4. The administration will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made in light of the Grievance Procedure below.
6. The decision of the school is final.

Students on open suspension may not return to school without a decision from the administration and may not be on school premises or participate in any school activity or function, including field trips and after-school events.

## Grievance Procedure

Parents may submit in writing any grievance concerning disciplinary action taken by the school administration, or any other matter, to the School Board. The school board will review the grievance and respond in writing. Before a parent can go to the school board, the parent should have made a good-faith effort to express their concerns to the school administration first.

## Bullying Prevention

Bullying in school will not be tolerated. For purposes of this handbook, bullying is defined as engaging in, condoning, or encouraging hitting, kicking, teasing, threatening, taunting, assaulting, or any other form of written, verbal/nonverbal, physical, or electronic (cyber-bullying) harassment toward another student, teacher, or staff member of the school. Students who feel they are victims of bullying must notify a teacher, counselor, or administrator immediately; adults who feel they are victims of bullying must notify an administrator, governing body member, or board member immediately.

Bullying done on school grounds, at a school-sponsored or school-related activity or event, in a vehicle operated by a representative of the school, or using any school property (computers, technology, books, etc.) will be addressed by the school and is the school's responsibility to discipline. MDQ Academy also has the right to discipline bullying that:

1. has or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to person or property; or
2. is sufficiently severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment; or
3. exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct, and interferes with a student's education or substantially disrupts the operation of the school.

MDQ Academy's bullying policy:

1. prohibits the bullying of a student;
2. prohibits retaliation against any person — including a victim, a witness, or another person — who in good faith provides information concerning an incident of bullying;
3. establishes a procedure for notifying the parent or guardian of the victim and of the bully within a reasonable time after an incident;
4. establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. sets out available counseling options for a student who is a victim of, or a witness to, bullying, or who engages in bullying;
6. establishes procedures for reporting, investigating, and determining whether a reported incident of bullying occurred;
7. prohibits disciplining a student who, after an investigation, is found to be a victim of bullying, for using reasonable self-defense in response to the bullying; and
8. requires that discipline for bullying of a student with disabilities comply with applicable federal law, including the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

This policy and its procedures are included annually in the student and employee handbooks.

**Reporting and investigation.** The Administration is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged

violations to the administration. All other members of the school community — students, parents, volunteers, and visitors — are encouraged to report any act that may violate this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. The administration determines whether an alleged act constitutes a violation, and shall conduct a prompt, thorough, and complete investigation of each alleged incident, to be completed within three school days after a report is made. Parents of the students involved shall receive written notice of the outcome (in compliance with current privacy laws). All reported instances of bullying and/or harassment are recorded by the school for annual data review.

The Board prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation; consequences for reprisal or retaliation will be determined by the administrator after considering the nature, severity, and circumstances of the act. The Board also prohibits falsely accusing another as a means of bullying or harassment; consequences for students range from positive behavioral interventions up to and including suspension or expulsion, and consequences for employees follow school policies and agreements.

**Consequences of bullying.** Consequences and remedial actions for a student or staff member who engages in bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion (for students) or suspension or termination (for employees). School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students. Consequences vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and are designed to correct the behavior, prevent recurrence, and protect the victim. Examples of consequences include: admonishment; participation in a guided reflection process; temporary removal from the classroom; loss of privileges; classroom or administrative detention; referral to a disciplinarian; in-school suspension; out-of-school suspension; legal action; and expulsion or termination.

Examples of remedial measures include: reframing the aggressive behavior as a failed attempt to solve a real problem, with adult help finding a better way; restitution and restoration; transformative conferencing/restorative justice practices; supervised peer support group; corrective instruction or other relevant learning or service experience; supportive discipline to increase accountability; supportive interventions such as an Intervention and Referral Services team or peer mediation; behavioral assessment or evaluation (including referral to a Child Study Team, as appropriate); a closely monitored behavioral management plan; involvement of the school disciplinarian; student counseling; parent conferences; and student treatment or therapy.

## Anti-Racism & Anti-Discrimination Policy

The administration and the Board reject all forms of racism. MDQ Academy is committed to the elimination of racial discrimination — including direct and indirect racism, racial vilification, and harassment — in its organization, structures, and culture; in its curriculum; and in the learning and working environments for which it is responsible.

- No student, employee, parent, caregiver, or community member should experience racism within the school's learning or working environment.
- Eradicating expressions of racism, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff.
- All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of our school community's cultural, linguistic, and religious diversity, challenging prejudiced attitudes, and ensuring that sanctions are applied against racist and discriminatory behaviors.

**Applicability.** This policy applies to all staff members employed by the Board, to students who attend MDQ Academy, and to any stakeholder, parent, volunteer, or representative of the Board.

**Responsibilities.** The administration is responsible for implementing and monitoring this policy, examining school practices and procedures to ensure they are consistent with it, designating a staff contact for discrimination concerns, and including anti-racism education strategies in school plans. All staff are responsible for monitoring their own behavior to ensure that it does not result in anyone experiencing racism. All teachers are responsible for supporting students in developing an understanding of racism and discrimination and their impact on individuals and the broader community. Complaints regarding racism receive a timely and professional response.

## Dress & Grooming

Students and parents are required to dress properly according to the Islamic dress code. School uniforms must be worn to school and are available from the school-approved vendor. The regulations governing campus dress and grooming standards are enforced by the administration and faculty. For boys and girls, school attire should be selected with modesty in mind and should be loose-fitting and comfortable. Teachers, staff, and administrators are responsible for enforcing the dress code and are expected to be good examples themselves. Parents are requested to cover themselves properly when they come to pick up their children.

**General requirements for all students:**

1. Students may not wear jeans of any color or style except when the school allows.
2. Students may not wear any make-up.
3. Fake nails and nail polish are not permitted.
4. Girls may not wear excessive jewelry.
5. Hair must be clean and neatly combed. Boys must keep hair short and neatly trimmed -no hair past the collar or blocking vision.
6. Appropriate undergarments must be worn (clothing under uniforms/abayas must be appropriate).
7. Clean socks must be worn at all times.
8. School uniforms must be clean and free of stains or tears.

9. Closed-toe, rubber-soled shoes are required. Sneakers are required for PE. Not allowed: heels, Crocs, UGGs, sandals, or open-toe shoes.
10. No clothing should be too tight or too loose.
11. School attire cannot be altered in a way that changes its style or adds information or logos without prior approval from the administration.
12. Hoodies: only the official MDQA hoodie is permitted, and hoods must be off the head. Kufis for boys are allowed. No coats in class.

**Boys:**

- Regular days: blue dress shirt/polo with MDQ Academy logo and navy blue dress pants.
- Gym days: MDQ Academy gym shirt and navy blue sweatpants (no black).
- Fridays: boys in grades 8–12 may wear a dress shirt and dress pants (no jeans, sweatpants, or jerseys) or a thobe. Casual wear is not permitted.

**Girls:**

- Regular days: MDQ Academy school uniform.
- Gym days: MDQ Academy gym uniform.
- Hijab: elementary and middle school girls must wear a white hijab. High school girls (grades 9–12) must wear navy blue only. All girls are encouraged to wear a scarf to build good Islamic habits, even though it is not required until 4th grade.
- Fridays: high school girls may wear a loose-fitting, full-length abaya/jilbab (no belts, pants, or skirts). Grade 8 girls may wear any color hijab with their uniform.

**Enforcement.** All teachers may and will check students' clothing for appropriateness and adherence to the rules. If a student is found in violation, he or she will be sent to the main office and parents will be notified. Staff and administrators have the right to refuse a student entry to class, or continued attendance that day, if the student is out of dress code; class time missed to correct a dress violation is an inexcusable absence. Dress code determinations by the administration are final.

- **First offense:** pink reminder slip and a verbal warning and reminder of the policy; immediate correction if possible; violation documented.
- **Second offense:** Level 1 Infraction given to be signed by parents (with phone follow-up if not returned the next day); meeting with the student.
- **Third offense:** in-person/phone call- parent-teacher meeting; detention or community service within the school.
- **Ongoing or severe violations:** referral to the administration for further action; suspension or other disciplinary measures as outlined in this handbook.

## Part 8: Health, Safety & Emergencies

### Health Requirements

- **Illness:** students with fever, vomiting, or contagious diseases must stay home.

- All students must have vision, dental, and hearing screenings. If any problems or areas of concern are found during these evaluations, you will be notified immediately. All immunization records must be submitted, and health records — including physicals and immunizations — must be updated regularly. Per State Education Law, updates for children entering kindergarten, 2nd, 4th, 7th, and 10th grades are mandatory. Please also submit updates whenever your child's health situation changes.
- Teachers are mandated reporters and must report suspected cases of neglect (see Child Abuse Reporting).

## Inclusion/Exclusion Policy for Ill Students

Certain symptoms observed in a child may suggest the presence of a communicable disease and require excluding the student from school until a licensed physician has certified that the symptoms are not associated with an infectious agent, or the symptoms have subsided and are no longer a threat to the health of other children. Please keep your child home if he or she exhibits any symptom in the guidelines below. Many illnesses stop being contagious shortly after treatment begins; ultimately, the administration decides when an acutely ill child meets the exclusion criteria.

**Guidelines for exclusion:**

- Any COVID-19 symptoms as defined by the CDC / NYS Department of Health.
- **Fever** (a rise in body temperature above normal) now or during the previous 24 hours, especially if accompanied by other symptoms such as vomiting, diarrhea, neck stiffness, unusual drowsiness, extreme fussiness, persistent or excessive crying, or complaints of severe pain.
- **Respiratory symptoms:** difficult or rapid breathing, or uncontrolled coughing, with or without fever.
- **Appearance/behavior:** unusually tired, pale, confused, irritable, or lacking appetite.
- **Heavy nasal discharge** with changes in consistency and color (whitish to greenish).
- **Pain upon swallowing**, usually with swollen glands in the neck.
- **Diarrhea:** an increase in the volume, wateriness, or frequency of bowel movements associated with gas and cramping.
- **Vomiting:** two or more episodes within the previous 24 hours.
- **Skin problems:** an undiagnosed or contagious rash, unusual yellowish color, or persistent itching.
- **Lice:** until treatment has been completed and no lice eggs are seen.
- **Chickenpox:** until all blisters have dried into scabs.
- **Pinworms:** until treatment has been completed.

If your child shows signs of, or has been exposed to, a possible communicable disease — such as COVID-19, chickenpox, strep throat, measles, mumps, conjunctivitis, meningitis, impetigo, or lice — it must be reported to the school office immediately so that other parents may be informed.

## Emergency Card

All parents/guardians must submit emergency medical contacts for each child, telling us how to reach you or another responsible adult if your child becomes ill or injured at school. We need at least 2 emergency contacts besides parents. List health problems, medications, allergies, and any other pertinent information — and let us know if your address, phone numbers, or emergency contacts change during the year.

## Food Allergies

- If your child has allergies or any health problems, please notify the teachers and administration.
- MDQ Academy is a **nut-aware** environment. Although we cannot promise a completely nut-free campus, we minimize risk by asking families to avoid peanut and tree-nut products when possible and to label any item that contains them. If a class includes a student with a nut allergy, the teacher will notify parents and outline extra precautions for that classroom.
- If your child is allergic to bee stings, insect bites, milk, or any food products, please contact the school office regarding emergency procedures - this can mean life or death in some instances.

## Medication Policy

- MDQ Academy personnel are not permitted to administer medication of any kind (including analgesics or any other drugs) unless the parents provide the medication and submit a written request authorizing the nursing staff or a school employee to administer it. If questionable circumstances warrant, the nursing staff or school employee reserves the right to deny the parent's request.
- For prescription medicines, the school prefers a written statement from a physician or dentist licensed to practice in the United States; in some cases equivalent information may be substituted. The prescription must be filled by a pharmacist licensed to practice in the United States. Prescription medicine must be in its original container and kept in locked storage in the office of the school nurse or the administration's designee. Medications must be administered by the nursing staff or a school employee.
- All prescription medicine must be brought to, and picked up from, the office by a parent or guardian. The school may accept up to a one-month supply; upon receipt, the medicine will be inventoried.
- Only prescription medicine the student must take during school hours will be administered. No vitamins, health foods, or herbal preparations will be given by the nursing staff or school employees.
- Students may carry and take analgesics, allergy tablets, or similar non-prescription medication during the school day, provided the medicine is in its original container. When it is time to take the medicine, students are strongly encouraged to go to the clinic or office, since consuming pills during the school day increases the likelihood of a student being mistakenly charged with violating the school's drug abuse policy.

The Request for Administering of Medication form is in the Appendices.

### Emergency Preparedness & Drills

- **Drills.** Consistent with NYS Education Law §807, the school conducts fire and lockdown drills.. Bus safety drills are conducted by the districts that provide transportation.
- **Evacuation.** In a fire alarm or evacuation, students exit silently with their class along posted routes to the assembly area, where attendance is taken. Students may not stop for belongings.
- **Lockdown / shelter-in-place.** In a lockdown, students remain silent in secured classrooms away from doors and windows until the all-clear is given by administration or law enforcement.
- **Parent notification & reunification.** In a real emergency, the school notifies parents by [mass text, email, and phone]. Please do not call the school or come to the building during an active emergency — arriving cars can block emergency responders.
- **Injury or illness.** In case of injury or illness, parents will be contacted immediately; if unreachable, emergency contacts will be notified. If emergency medical treatment is needed and a parent cannot be reached, the Emergency Medical Treatment Form (see Appendices) will be provided to the hospital or clinic.

### Closed Campus

MDQ Academy is a closed campus. For purposes of this policy, "school day" means the period from the time the student arrives at school until the student is picked up or properly dismissed at the end of the school day. All students shall remain on campus during the school day except as provided in this policy.

### Visitors

The school is open to properly accredited visitors at all times. All visitors must present proper identification (driver's license or picture ID) when entering MDQ Academy's building, and must sign in at the administrative office, indicating the teacher or area of the building to be visited and the child involved.

### Recess & Outdoor Temperature

Students go outside for recess in suitable weather; please dress children accordingly. Recess is held indoors when the temperature or wind chill is below [30°F], above [90°F], or during precipitation or unsafe conditions.

## Part 9: Technology & Communications

### Cell Phone & Smart Device Policy

- All personal electronic devices — including cell phones, smartwatches, tablets, and wired/wireless earbuds — must be handed in to the main office upon entering the school and may be picked up when leaving at the end of the school day.

- Students who need to reach a parent during the day may use the front office phone; parents needing to reach a child should call the front office.
- If a device is found in a student's possession during the school day, it will be held at the front office and a parent/guardian must pick it up — this is the first offense. Future offenses carry the consequences in the discipline consequence charts (see Level 1 and Level 2 infractions), including detention or suspension, with the device confiscated and released only to a parent/guardian.
- Exceptions for medical monitoring devices require written administration approval.

## Acceptable Use of Technology

These guidelines make students and parents aware of the responsibilities students accept when they use MDQ Academy-owned computer hardware, operating systems, software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, this requires the efficient, ethical, and legal use of all technology resources.

**Expectations:**

1. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is allowed only when supervised or granted permission by a teacher or administrator.
2. All users are expected to follow existing copyright laws.
3. Students must notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
4. Students who identify or learn of a security problem must convey the details to their teacher or an administrator without discussing it with other students.

**Unacceptable conduct includes, but is not limited to:**

1. Using the network for illegal activities, such as copyright, license, or contract violations, or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file-sharing software.
2. Ordering food through an online delivery service.
3. Using the network for financial or commercial gain, advertising, or political activities.
4. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
5. Vandalizing, tampering with, or accessing without permission equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
6. Causing congestion on the network or interfering with the work of others — e.g., chain letters or mass-forwarded jokes or pictures.
7. Unauthorized or non-curricular use of online video, music, or streaming content.
8. Gaining unauthorized access anywhere on the network.
9. Invading the privacy of other individuals.

10. Using another user's account, password, or ID card, or allowing another user to access your account, password, or ID.
11. Coaching, helping, joining, or acquiescing in any unauthorized activity on the network.
12. Posting anonymous, unlawful, or inappropriate messages or information on a school-owned system.
13. Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature (racist, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
14. Falsifying permission, authorization, or identification documents.
15. Obtaining copies of, or modifying, files, data, or passwords belonging to other users on the network without authorization.
16. Knowingly placing a computer virus on a computer or network.
17. Transmitting any material in violation of federal or state law, including confidential information, copyrighted material, threatening or obscene material, and computer viruses.

**Acceptable use guidelines:**

1. Students are responsible for the ethical and educational use of technology at school and when a school-owned device is used out of school.
2. Students will have access to available forms of electronic media and communication in support of education, research, and the educational goals and objectives of the school.
3. All technology policies and restrictions must be followed.
4. Access to the school's computer online services is a privilege, not a right. Each student is required to sign and adhere to the Acceptable Use Guidelines Agreement.
5. When placing, removing, or restricting access to data or online services, school officials apply the same criteria of educational suitability used for other educational resources.
6. Any parent wishing to restrict their child's access to school computer online services must provide the restriction request in writing. Parents assume responsibility for imposing restrictions only on their own children.

**Network etiquette:** be polite; use appropriate language; do not reveal personal data (home address, phone number, or phone numbers of other people); remember that other users are human beings whose culture, language, and humor may differ from your own; be discreet when forwarding email, and forward only on a need-to-know basis.

**Email:**

1. Email may be used for educational or administrative purposes only. Students are provided an mdqacademy.org email account if email is required for a course in which they are enrolled.
2. Email transmissions, stored data, transmitted data, and any other use of school-owned technology by students or any other user are subject to monitoring at any time by designated staff to ensure appropriate use.

3. All email and its contents are property of the school.
4. Students under 18 are not permitted to create their own external email accounts in violation of provider age requirements. Parents may create an account for a student and are responsible for monitoring its use; if a student opens an account by misrepresenting their age, parents assume all responsibility for any penalties the provider may impose.

**Consequences for noncompliance:** the student in whose name a system account and/or computer hardware is issued is responsible at all times for its appropriate use. Noncompliance with these guidelines may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited. MDQ Academy cooperates fully with local, state, or federal officials in any investigation relating to violations of computer crime laws. Any attempt to alter data, the configuration of a computer, or the files of another user without consent will be considered an act of vandalism subject to discipline.

## Social Media Policy

- Students may not post, publish, or share photos, videos, or recordings taken on campus or at school events without written approval from the administration.
- Students may not post material that defames, disparages, harasses, or harms MDQ Academy, its students, staff, parents, or stakeholders - on any platform, at any time. Online conduct that materially disrupts the school community is subject to discipline even when it occurs off campus and outside school hours (see Scope of the Discipline Policy and the Level 2 consequence chart).
- Impersonating students or staff online, or creating accounts in the school's name, is prohibited.
- Parents are asked to model the same standards and to raise concerns through the school's communication protocol rather than on social media (see Parent Code of Conduct).

## Photo, Video & Media Release

MDQ Academy occasionally photographs and records school activities for its newsletter, website, yearbook, and school-managed social media accounts. Student images are never published with a full name without separate consent. Families who prefer that their child not appear in school media may use the opt-out in the enrollment forms, or may update their election at any time by writing to the office. Only administration or a designee may speak to journalists on the school's behalf; media inquiries and campus visits by press must be referred to the office.

# Part 10: Parents & School Community

## Communication Between Parents, Teachers & Administration

Communication is the key to a successful relationship between parents and the school. Parents are encouraged to contact the school when questions and concerns arise. The school will, inshallah, make every effort to keep parents informed through email, notices and handouts as needed, mass messaging (which parents must sign up for), or phone calls in urgent situations. As a general rule, all communications between the school and parents are made electronically via email, the school website, and the Plus Portal system; very little communication is made via paper fliers, to minimize waste and ensure reliable, documented communication.

Parents are required to read all school publications, especially emails and occasional notices sent home with students, and are encouraged to attend all orientations and meetings announced by the school. Parents are responsible for checking the school website for important information and the Plus Portal to monitor their child's academics, discipline, and messages from teachers/administration.

All school staff can be reached through the school office. Parents may leave a message for any staff member with the front office; the teacher will make every effort to return the call or email within 24–48 hours. The school does not release staff phone numbers or personal information without the staff member's consent, and staff are encouraged not to give out personal cell or home numbers. The school will not interrupt class to deliver a message except in severe emergencies. Any classroom visits must be arranged in advance; items being dropped off for children should be left at the front office.

## Parent Conferences

If parents have questions or comments about their child in relation to school or schoolwork, the first person to contact is the child's teacher - not the main office or administration. A parent-teacher conference may be arranged by calling the school office for an appointment during the teacher's conference period. The teacher is usually the only person who knows the answers to a parent's questions. If little or no satisfaction is gained after a parent-teacher conference, the parent should then seek an appointment with the administration. You may contact the school administrative assistant, who will forward your message to the teacher(s); teachers are required to respond within 48 hours or two business days. In an emergency or matter of extreme urgency, you may ask the administrative assistant to forward your message to the administration.

Matters concerning general school rules, policy, or tuition may be brought to the administration directly. To see the administration about sensitive matters, please schedule a meeting through the front office. In most matters concerning curriculum, adherence to school policy and regulations, operations and procedures, discipline, attendance, and tuition and fee payment, the administration has the final decision; if the matter concerns financial aid allotment, the Advisory Board has the final decision.

Parents are kindly asked to respect instruction time and not use drop-off as a means to hold a conference with the teacher. Teachers are not permitted to divulge information about other students or staff members. If a parent has a concern about an interaction between their child and another student, the parent must set up a conference with the teacher, who will take the necessary measures to resolve the situation; a meeting between both families may be called, but only by the teacher and/or administration. Parents should not address matters of concern regarding other students with that student or his/her parents directly.

## Parent Code of Conduct

The education of your child is a joint effort between teachers and parents. Just as we acknowledge that the education and well-being of your child is your primary concern, we also acknowledge that you have chosen MDQ Academy and given us your child as an amanah (trust), which we will treat with the utmost care and respect. In turn, parents are expected to show the same courtesy and respect when dealing with school staff.

Parents are asked to express concerns according to the communication protocol above. If a parent fails to follow proper protocol and shows continued confrontational behavior, the Governing Body, after evaluating the issue, may use its discretion to ask the family to leave the school, and the enrollment of the family's children will be terminated. Parents are also asked to refrain from making improper comments or derogatory statements about the school, staff, faculty, or the Governing Body - including on social media. Parents may not act as judges of teachers' qualifications or teaching abilities; the administration and Governing Body take extensive measures to hire qualified personnel and train them. If a parent has concerns about a teacher's effectiveness, the parent should first communicate with the teacher directly to see what additional measures can help the child's performance, and may then discuss continuing concerns with administration. Personal attacks on any staff member will not be tolerated, and a family engaging in them may be asked to leave the school and withdraw their child.

## Parent School Committee (PSC)

Beyond your involvement with your own child, we have established an active parent-school association. Through its activities, we hope to foster the attitude that parents and staff working together can bring about the best possible learning environment for our children at school and at home. The PSC meets monthly. The organization has established guidelines for membership and participation, and a nominal fee is required of members. Members who have paid dues are eligible to run for a position on the PSC executive committee, which consists of a President, Treasurer, and Secretary. Parent volunteers are always welcome and will be asked to help with various activities and field trips as needs arise. All events, field trips, and activities must be approved by the administration before others are informed of them.

## Volunteer Program

Parent volunteers are a vital part of MDQ Academy's daily life — from cutting laminates and shelving books to leading small-group story time or helping plan the annual fundraiser.

- **Mandatory involvement:** every MDQ parent is asked to serve in at least one volunteer role each year.
- **Sign-up:** complete the Volunteer Interest Form, available at the front office. Rank your preferred tasks (1 = top choice, 5 = least) so we can match your skills and schedule.
- **Time commitment:** shifts range from a few hours a month to multiple days a week. Whatever you sign up for, we count on you to show up when scheduled.
- **Start date:** please wait until after the first few weeks of school before volunteering in classrooms, to give students time to settle in.
- **Background checks:** anyone who works regularly with students must complete fingerprinting and a background check off-site (at personal cost) and follow all school policies, including student-privacy guidelines. Cleared volunteers are also eligible to chaperone field trips (see Field Trips).
- **No extra guests:** arrange care for non-school-age children while you volunteer. Only students assigned to the activity may participate; other children may attend spectator events only under direct parent supervision.

We may adjust or limit assignments based on program needs, but every parent will have a chance to contribute. Your steady presence shows students that home and school are on the same team — and they love seeing you in action.

## Part 11: Student Activities

### Clubs & Organizations

Students desiring to form new clubs and/or organizations should use the following procedure:

1. Contact a teacher willing to sponsor the club or organization.
2. Have a minimum of five students sign a letter asking for the establishment of the club or organization.
3. Submit the petition, sponsor's name, and a statement of aims, activities, and major projects to the appropriate administrator.
4. For non-curriculum clubs, written parental permission is required for a student to participate.

### Holding Elected Offices

Students may not simultaneously hold more than one of the following offices: Student Council President, Class President. Students may run for more than one office, submitting their first and second choices in writing in advance of the elections, which occur during the spring semester. If a student receives the most votes for both offices, he or she is declared the winner of the office consistent with the previously submitted choice, and the second office goes to the candidate with the next highest number of votes. A student may hold one of the above presidencies but cannot simultaneously be president of any other club/organization, and may not be president of more than one club/organization.

Students with serious disciplinary infractions or low academic standing cannot serve as student council/class president or club representatives during the academic year of record. Students serving in elected positions may be asked to resign or withdraw upon receiving a serious disciplinary infraction or academic probation.

## Extracurricular Eligibility

Participation in clubs, competitions, sports, and school events is a privilege tied to standing: students on academic probation or with serious unresolved disciplinary matters may be suspended from extracurricular participation until their standing recovers (see Academic Probation).

## Field Trips

Field trips extend classroom learning and are a privilege, not an entitlement. A signed permission form is required for each trip; a student without one remains at school with an assigned class. All school rules, including the dress code, apply in full during trips. Chaperones are drawn from cleared volunteers (see Volunteer Program) and may not bring other children. Trip fees are collected in advance and are non-refundable, as the school commits to vendors based on headcount. The administration may withhold trip participation from students with unresolved disciplinary or attendance concerns.

**Eligibility.** A student who receives after school detention, In-School Suspension (ISS), or Out-of-School Suspension (OSS) is ineligible to participate in any field trip that occurs in the same marking period; trip fees already paid are not refunded.

## Bake Sales & Fundraising

Bake sales and student fundraisers require advance approval from the administration. All food items must be halal, store-bought or prepared in accordance with the school's allergy guidelines (clearly labeled, nut-aware), and sold only at approved times and locations. Proceeds must be accounted for to the sponsoring teacher or the PSC.

## Graduation Ceremonies

Graduating classes are Montessori, Kindergarten, Grade 5, Grade 8, and Grade 12. Participation in graduation ceremonies requires completion of all academic requirements and settlement of all school accounts. Ceremony details, fees (if any), and guest limits are communicated to graduating families in the spring. Valedictorian and salutatorian speeches must be submitted to the administration for review in advance.

## Miscellaneous Rules

- **Lost & found:** label all personal items. Unclaimed items are donated periodically. Please check your young child's pockets for unusual items — these treasures are often hard to replace, and never feel embarrassed about returning one of our odds and ends;

the children are very honest, but sometimes they just cannot help taking a little bit of their classroom home.

- **Toys and personal items:** toys, games, trading cards, and sports equipment from home may not be brought to school unless a teacher requests them for a specific activity. The school is not responsible for lost or damaged personal items.
- **Money:** students should not bring more money to school than needed for a specific purpose that day. Buying from or selling to other students is not permitted.
- **Pets:** pets may not be brought onto campus without prior administrative approval.
- **Aerosol cans:** aerosol sprays (deodorant, body spray, etc.) are not permitted at school; they trigger allergies and asthma. Non-aerosol alternatives are fine.

## Part 12: Legal Notices

### Child Abuse Reporting

New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. Under NY Social Services Law §§ 413–420, these professionals include school officials — including, but not limited to, teachers, guidance counselors, psychologists, social workers, nurses, administrators, and other school personnel required to hold a teaching or administrative license or certificate.

A mandated reporter who has reasonable cause to suspect that a child is abused or maltreated must report it immediately to the New York Statewide Central Register of Child Abuse and Maltreatment (the Child Abuse Hotline) at 1-800-342-3720 (mandated reporter line: 1-800-635-1522). The hotline operates 24 hours a day, seven days a week, 365 days a year. A mandated reporter may not delegate the obligation to report to another person; the staff member must also notify the administration, but approval from the school is not required to make a report, and traditional considerations of confidentiality do not constitute grounds for failure to report. Failure to report is punishable by law. Where a child is in immediate danger, staff will also contact local law enforcement. The identity of a reporter is confidential and may be disclosed only as permitted by law.

Abuse and maltreatment are defined by state law, in summary, as follows:

- **Abuse** is mental, emotional, physical, or sexual injury to a child, or failure to prevent such injury to a child.
- **Neglect (maltreatment)** includes failure to provide a child with food, clothing, shelter, education, and/or medical care, or leaving a child in a situation where the child is at risk of harm.

A report should identify, if known: the name, home address, and age of the child; the name and address of the person responsible for the child's care; the nature and extent of the child's injuries or the risk of harm; any prior suspicious injuries to the child or siblings; the identity of the person who caused the injury or risk; the names and addresses of the child's

siblings and parents if different; information regarding treatment or the child's current whereabouts; and any other pertinent information.

## Privacy Policy

This policy applies to all personal information collected by or volunteered to our organization, including all information that uniquely identifies an individual, such as bank account numbers and Social Security numbers. All personal information provided to the school is for internal purposes only, and we will not share such information with outside parties except:

- as required to complete a financial transaction;
- as required by law, after consultation with an attorney as appropriate; or
- in connection with the work of trusted companies that provide professional services to us, such as printers, technical support, auditors, and attorneys.

To the extent that personal information is used for public purposes, such as a membership directory, we will provide an opportunity to opt out or decline such use. We maintain a variety of physical, electronic, and procedural safeguards to protect the personal information we collect, including information collected through our website or online school management system. However, no one can guarantee perfect security against those who might attempt to evade security measures or intercept transmissions over the Internet.

## Student Records & Parent Access

A student's cumulative record includes enrollment information, attendance, report cards and transcripts, health records, and disciplinary documentation as described in this handbook. Parents/guardians may review their child's records by written request to the front office; the school will arrange access within a reasonable time. Both parents have equal access to records unless the school has on file a court order limiting a parent's rights — parents are responsible for providing any such order. Records are released to another school upon written request and parental authorization, once the family's account is settled (see Withdrawal).

## Part 13: Appendices

### Appendix A: Acknowledgement Page

*Please sign and return this page to the front office.*

I have read the Student & Parent Handbook, understand its contents, and consent to the School Board's policies and guidelines regarding the student code of conduct for the current academic year.

Student Name(s) and Grade(s): _____

Parent's/Guardian's Signature: _____ Date: _____

## Appendix B: Request for Administering of Medication

To the Administration of MDQ Academy: Date: _____

As parent/guardian of student _____ born on _____ and currently in the _____ grade, I _____ give permission for **MDQ Academy** to administer to my child the following medication:

- Name of medication: _____
- Color: _____ Dose (amount) to be administered: _____
- Time to be administered: _____ Date to discontinue: _____
- Additional instructions or side effects regarding the above medication: _____

- Reason for administering medication: _____
- Student's physician's name: _____ Telephone: _____

Medication must be in the original container with the student's name and a current date; it will be given according to the instructions on the label. Non-prescription medication must be in the original container and will be given according to directions. Medication for elementary students must be brought to the school by the parent/guardian and may not be transported by elementary students on the bus.

School clinic staff is authorized to contact and consult with your child's physician regarding the child's medical needs. The school, the Board, and its staff shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student, to the extent permitted by law.

Parent/Guardian Signature: _____ Work Telephone: _____ Home Telephone: _____

Date: _____ Physician's Signature (if required): _____

*A physician's signature is required annually for long-term medication administration, as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given daily for more than two weeks.*

## Appendix C: Emergency Medical Treatment Form

In the event of a medical emergency at school, the school will first try to contact the child's parents. If a parent cannot be reached and the child needs immediate medical treatment, this form will be given to the hospital or clinic. Its purpose is to obtain medical treatment for your child in the event you cannot be contacted. Please complete and return this form with the signed Acknowledgement Page.

I hereby authorize the staff members of **MDQ Academy** to consent to emergency medical treatment for:

Student's First/Last Name (printed): _____ Birth Date: _____ Grade: _____

I understand, in granting this authorization, that:

- My child will be taken to the hospital or clinic nearest to the school or activity he or she is attending so that emergency medical treatment can be obtained.

- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.
- I will be responsible for all expenses incurred by virtue of the emergency medical treatment of my child and transportation to the treatment facility.
- I release **MDQ Academy**, its staff members, and its trustees from any and all claims, actions, or liabilities for injuries that occur to my child as a result of his or her receipt of emergency medical care.
- I understand the provisions of this document and execute it voluntarily.

Signature of Parent or Guardian: _____ Home/Work Phone: _____ Date: _____

**Important medical information.** List any medical problems your child has of which medical personnel need to be aware in an emergency (e.g., diabetes, asthma, seizures, heart problems): _____

Medication your child takes daily (at home or school): _____ Medicine allergies: _____ Severe allergies to insect bites: _____ If yes, what treatment is given: _____ Family physician: _____ Phone: (___) _____