

Tab 1

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

Parents and Student Handbook

2025-2026



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Commack, NY 11725

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E-mail: administration@mdqacademy.org

[Web: www.mdqacademy.org](http://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”

This handbook is subject to review, modification and approval Board of Education

Acknowledgement

Dear Parent:

This handbook explains procedures and regulations of MDQ Academy that will help your child get the best of his/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 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 bottom portion of this page.

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

Sincerely

Board of Education

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

Parent's / Guardian's Signature

Date

Welcome to MDQ Academy!

We are committed to providing a nurturing environment where students can achieve academic excellence while developing strong Islamic values. Our mission is to prepare students to become exemplary Muslims, responsible citizens, and future leaders.

Mission Statement:

MDQ Academy strives for excellence in both academic and Islamic education. We believe every child can learn, and we are dedicated to creating a supportive, respectful, and inclusive learning environment.

MDQ 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.

Mission Statement

"MDQ Academy Striving for Excellence"

We believe that all kids can learn and that we have the ability to help all kids learn.

MDQ Academy is 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. We provide a guide for the implementation of a child-centered curriculum that grows out of a teacher's ongoing observations and assessment.

The staff at MDQ Academy strives to educate the students in the best of Islamic manners so they are practiced in their daily life. We disregard secularism, materialism,

nationalism, sexism or anything else that counters the principles of Islam. Our focus is to enhance our Islamic knowledge and practice, and we will support our children in increasing their understanding in 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), the Mission Statement of 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 Quran, 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 the 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.

Philosophy

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

Our Islamic environment helps the 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 Common Core as determined by NY State Dept. of Education. In addition to the regular academic subjects taught in public and private schools in America, Schools' curriculum includes Arabic, Quran, and Islamic Studies courses as separate independent subjects. We are committed to instilling in the students the Islamic values, habits, attitudes, ethical standards, patience, and tolerance that are the characteristics of a good Muslim.

We promote respect for self and others, as well as a sense of responsibility for our environment.

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 that will provide 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 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 the 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 that they may access the sources of Islamic knowledge
- Continue to meet Adequate Yearly Progress (AYP).
- Consolidate, evaluate, and prioritize interventions to at-risk students. Provide opportunities to all students to exceed the state and national standards.
- Review the curriculum on an ongoing basis for potential improvements in order to enhance standardized tests scores.
- Provide staff development and support to teachers geared towards enhancing their pedagogical skills.
- Continue to implement and deploy technology in school and classroom.
- Continue renovations of school facilities and investment in resources in a timely manner to accommodate for the expected increase in student population.
- Maintain a college readiness environment through Collegeboard, 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. This would include the MDQ Academy. 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 such as:

- Enrichment Programs: MIST, Quran Competitions, Academic Competitions,, Sports, and more.
- Islamic Studies: Quran, Arabic, and Islamic Ethics.
- Community Involvement: Hajj, Eid, and Ramadan celebrations

And many more...

School Hours & Procedures

School Hours:

- **K-12:** Monday – Friday: 7:45 AM – 2:58 PM
- **Montessori:** Monday - Friday 9:30-2:30
- **Office Hours:** Monday - Friday 7:35 AM – 4:00 PM

Drop-Off & Pick-Up:

- Drop-Off: Students should not arrive before 7:40 AM. Unsupervised students before this time are not the school's responsibility. **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. Early pick-ups require prior notification.

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. Parents are not permitted to wait outside classroom doors, as this causes disruption to end-of-day routines.
- 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 Policy: All students must be picked up by 3:10 PM. Any child picked up after this time must be signed out from the front office, and a late fee will 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.

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 all medical and dental appointments after school hours or on weekends whenever possible.

Office Sign-In/Sign-Out Requirement:

- 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.

Early Pick-Up Limit:

- 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.

Leaving due to illness will be noted and recorded at the office. Teachers are trained as to how to detect symptoms and will notify the administration and the nurse in the event a student becomes ill. It is very important that the addresses and phone numbers are always updated in our emergency cards. Please, notify the office if there are any changes.

In case of an emergency, first we will try to notify the student's parents and if they cannot be contacted, then the contact number from the emergency contact list will be informed. The children would be picked up from the office.

****Attendance Policy****

Overview 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:

- **ABSENCES FOR SICKNESS:** Day 1 – Parents must email administration to excuse absence. Day 2+ – Doctor's note **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 unless approved in advance by the administration. Umrah is also not considered an excused absence since it can be done at any time of the year.

Attendance records at MDQ Academy include student information, daily attendance, and reasons for absences. Records are maintained in compliance with state regulations and are used for state aid purposes.

MDQ Academy sets maximum allowable absences per year for each grade level and course, beyond which academic consequences may apply. Absences due to suspension, home instruction, school testing, and other approved reasons are excluded from the count.

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 necessarily 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 will 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 tests.

Yearly Absence Maximums: Exceeding the following unexcused absence limits may result in academic consequences:

- Kindergarten–5th Grade: 25 unexcused absences per year. Educational neglect may be reported to Child Protective Services (CPS) if excessive absences are suspected.
- 6th–7th Grades: 22 unexcused absences per year. CPS may be notified if necessary.
- 8th–12th Grades: 22 unexcused absences per year. 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 unexcused absences per course. Course credit may be denied on the 13th absence.

Individual Course Absence Limits For grades 6 through 12, students are limited to the following unexcused absences per course:

- **Full-Year Courses:** 22 unexcused absences. Credit may be denied after 23 absences.
- **Half-Year Courses:** 12 unexcused absences. Credit may be denied after 13 absences.

Lateness Policy: 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 Student Absences: For students entering MDQ Academy partway through the school year, the allowable absences will be prorated based on the remaining portion of the school year or course.

Attendance Recordkeeping: MDQ Academy maintains accurate attendance records, including student information, daily attendance, and reasons for absences. These records are used to ensure compliance with state regulations and to support school funding.

Attendance Consequences: Students who fail to meet attendance requirements may be denied course credit and labeled with "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. However, once the attendance limit is exceeded, the opportunity for make-up work is limited.

Attendance 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.

Appeal Process: Parents/guardians have the right to appeal attendance-related decisions through a formal appeal process with the school's appeals committee.

Tardy Policy

At MDQ Academy, 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: An unexcused tardy is any tardy without a valid reason (e.g., illness, medical appointment, or other reasons approved by the school).

Tardy Consequences: To emphasize the importance of punctuality, the following policy will apply:

Tardy Limit:

- A maximum of 3 tardies per marking period are allowed.
- After the third occurrence, parents will be contacted for a meeting.
- Detention given every fifth tardy
- Continued issues may result in further administrative action.

Reporting Tardies: Parents/guardians must notify the school in advance if their child will be late due to an excused reason (such as a doctor's appointment). Otherwise, the tardy will be marked as unexcused.

Scheduled and unscheduled school openings, closings, and delays

The Official School Calendar is distributed at parent orientation and with the registration packet. This calendar 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 School Delays and Closings** - The School may have delayed opening or emergency closing in case of severe conditions. Announcement for such unscheduled delay / closing shall be made through posting on the School website, email and/ or phone call to parents. Some schools also use a mass messaging texting system to communicate with parents.

4. Early Dismissal- the School will remind parents of scheduled early dismissal through newsletter and email. Parents will also be notified if after school care will be available on scheduled early dismissal days.

CLOSING SCHOOL FOR WEATHER RELATED REASONS

Only in unusual instances i.e., snow storm, hurricane warning, tornado destruction, would the decision to close the schools be made the preceding day or at any time other than as mentioned below. However, if so, the decision is made as early in that day as possible, usually by 6:00 p.m., based on all information available at the moment which includes any reasonable projections that can be determined.

The decision to close the schools for the coming day, assuming that information was not available on the preceding day, is made between 5:30 a.m. and 6:00 a.m. Other times schools will also follow the decision of the neighboring public school district about school closures.

Admission & Enrollment

- Enrollment shall be open to any child, provided the school can meet the special needs of that child.
- Enrollment in the school shall be 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.
- Enrollment deadline for the forthcoming year is at the end of June, although we continue to accept students on a space-available basis. Preference will be given to students and siblings of students already enrolled in the school, and children of employees.

Enrollment Procedure

For all children:

- Enrollment form
- Birth certificate, proof of address, passport-size photo

- Immunization documentation and latest physical from the child's pediatrician
- An interview with the parents and the child
- Application & registration fees payment
- An assessment of the child – to schedule a test, contact the main office

For the Montessori/Preschool programs:

- All children must be potty-trained

For Kindergarten and up:

- Register with your home school district
- Request transportation from your home school district (See Transportation section.)
- Request books from your home school district. (See Books section.)

Elementary School Transcript and Most recent Report Card:

Transcript (report card, progress report, evaluation report that is printed, written, signed by school personnel to designate grade level). 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). MDQ Academy reserves the right to request parents to enroll a special needs student at another facility, in order for the student to receive professional special needs services that MDQ Academy cannot provide.

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

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 and until 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 non-refundable application fee. If the child is accepted, the parents have two days to come and pay registration and first month's tuition. Failure to do so will result in the child losing the seat. Registration fee will not be refunded if the parent changes his/her mind. Waiting lists are on a first come, first served basis – seats are limited. Waitlists do not carry over to the following year.

Other Enrollment

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

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 NOT release any 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, non-transferable. Tuition is not refunded/transferred or accredited for suspensions, expulsions, or school closings. Tuition is paid yearly, quarterly or by month. Quarterly payments start in September

and end in April. In order to re-register, all previous accounts must be paid in full. 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 anytime during the school year are responsible for the full tuition.
- Upon withdrawal from the school, all payments must be paid in cash or money order (NO PERSONAL CHECKS).
- 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 friendly reminder stating your past due notice through the Rediker online school system or a phone call.
- If all attempts have failed and no contact/payment has been issued by the parent(s) / legal guardian(s) will have a mandatory meeting with the Board of Education/Head of School on the 3rd Friday of the month. Failure to show up to 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.

MDQ Academy Procedure to Collect Annual / Past Dues:

- One-time application fee is \$50 for each new student.



MDQ ACADEMY
40 Kings Park Road
Commack, NY 11725
Phone: (631) 665-5036

Registration Fees 2025-2026

Grade	Amount	Fees Included
Montessori	\$525	B, T, S, N, G
KG	\$525	B, T, S, N, G
1	\$360	B, T
2	\$360	B, T
3	\$360	B, T
4	\$360	B, T
5	\$460	B, T, G
6	\$360	B, T
7	\$360	B, T
8	\$460	B, T, G
9	\$360	B, T
10	\$360	B, T
11	\$360	B, T
12	\$460	B, T, G

Fees included in Registration

Fee	Amount
Basic setup (B)	\$ 320
Technology (T)	\$ 40
Supply (S)	\$ 50
Nap Pad (N)	\$ 15
Graduation (G)	\$ 100

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- Graduating classes are: Montessori, Kindergarten, Grade 5, Grade 8, Grade 12
- Supply, activity, field trip and other fees may be reevaluated 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 / late dues such as book fees, Lab fee, Technology fee, and etc., should be paid in full by the first day of school.
- Any adjustment to the 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, then the parent(s) / legal guardian(s) will meet with the Board and their decision will be final. Failure to show up to that meeting with the Board 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 to the beginning of summer. Financial Aid applications must be renewed every school year and 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

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, which is the local textbook distributor. BOCES will contact each student's family through mail, sending 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. This form 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 Islamic book stores.

Parents are responsible for paying for any lost/stolen textbooks. Parents are entitled to all workbooks.

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. (Ex: 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 school 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 the 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 any 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 immediately.

Important Note: Children are not allowed to switch buses or ride to a friend's house.

A student may be suspended from bus services if he/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.
- Engages in repeat bullying.

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

For any changes in the routine of your child's dismissal procedure (e.g. to be on buses or not), 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 parent's instructions.

Academic Policies

Curriculum Overview:

- Aligned with New York State Learning Standards.
- Includes core subjects, Arabic, Quran, and Islamic Studies.

GPA CALCULATION

GPA is computed using the below 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 that is accepted as credit by MDQ Academy is included. MDQ Academy uses a 6.0 weighted GPA. A 4.0 scale is offered to universities only in addition to the weighted GPA as a courtesy.

GPA SCALE (For High School Credit Only)

GPA points are given for final grades only. If a student completes a semester or 0.5 credit course i.e., Government, they will receive half of the GPA points earned. A full credit course will receive a full GPA point for the final grade earned.

FORMULA For GPA Calculation: Total of Grade Points divided by the number of Credits Earned
= Grade Point Average.

RANK

MDQ Academy does not rank the student body, but MDQ Academy does identify the valedictorian and salutatorian exclusively. The identification of the valedictorian and salutatorian shall be based on a holistic review by an administrative panel of a minimum of 3 individuals. The top 3 students with the highest GPA per final junior

grades must submit their portfolio for review in May of their Junior year. The valedictorian will be identified and notified of their position in October of their senior year.

In order to be considered for the Valedictorian or the Salutatorian position a student must have attended MDQ Academy for three consecutive years, including your senior year.

NOTE: Students with serious disciplinary infractions will not be eligible for valedictorian or salutatorian honors. Students who commit a serious disciplinary infraction after Valedictorian or Salutatorian positions have been announced can lose this honor.

PROMOTIONS

Promotion from one grade to the next at the end of an academic year is not automatic. To be promoted to the next higher grade, a student must not only have a Final average of 65 or above in both Mathematics and Language Arts, but also achieve at least a 'D' overall average. If a student has a Final average of less than 65 for any subject other than Mathematics or Language Arts, a remedial Plan of Action shall be developed between the parents and the teacher/administration to ensure that the student reaches the required level of proficiency in that subject.

DIPLOMAS AND TRANSCRIPTS

Diplomas and final transcripts will be issued upon final completion of all graduation requirements and once final grades are issued, and all fees are paid in full. This time should not exceed seven business days. Final transcripts will be available after the 7th day of graduation. Three “free” transcripts will be furnished to the designated college. Additional transcripts will be forwarded at a cost of \$5.

TRANSFER STUDENTS CLASSIFICATION

Students entering high school for the first time shall be classified as freshmen, sophomores, juniors, or seniors based on the number of semester credits.

Semester Credits Earned	Classification
17 and above	Senior
11 – 16.5	Junior

6 – 10.5

Sophomore

0 – 5.5

Freshman

FOREIGN TRANSFER STUDENTS & RECORDS

Students with foreign credentials coming 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 translation service. The transcript should also be converted into the American system. All records **MUST** be translated into English by a professional translation service.

All grades will be converted into a scale of 100. If the conversion into the scale of 100 falls below the accepted credit score of 65 but is passing the minimum foreign credential measure as noted on the foreign record MDQ Academy will convert the passing minimum score into MDQ Academy's passing minimum grade of a 70, 75, etc. respectively.

Any grade above MDQ Academy's minimum will be taken at face value once converted into a scale of 100. All foreign credential evaluations will follow NAFSA, AACRAO, and NACES standards and grade conversions may be subject to change depending on the best practice standards put out by NAFSA, AACRAO and/or NACES.

GRADUATION REQUIREMENTS FOR HIGH SCHOOL

In order to graduate, students must complete the MDQ Academy graduation requirement as listed below, which includes all course requirements needed to graduate on the recommended or distinguished diploma plan per the State of NY.

The State of NY requires a minimum 22 Credits per the minimum diploma plan to graduate, but encourages all students to complete the recommended or distinguished plan. MDQ Academy graduation requirements are outlined below. Any student attending MDQ Academy for four years of high school are required to meet the minimum requirements.

NYS Minimum Requirements

Subject

Credits

MDQ Academy Minimum Requirements

Subject

Credits

English	4	English	4
Science (1 physical, 1 life)	3	Science (1 physical, 1 life)	3
Social Studies (2 Global, 1 US History, 0.5 Gov't, 0.5 Econ)	4	(2 Global, 1 US History, 0.5 Gov't, 0.5 Econ)	4
Math	3	Math	3
World Language	1	Arabic	3
The Arts	1	Art	1
P.E.	2	P.E.	2
Health	0.5	Health	0.5
Electives	3.5	Islamic Studies	3
TOTAL	22	Quran	3
		TOTAL	26.5

COURSE REQUIREMENTS PER YEAR

All high school students are required to take one English, Social Studies, Math, Science, Islamic Studies, Arabic and Quran class each year of high school.

Academic Code of Conduct

INTRODUCTION

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

FORMS OF ACADEMIC MISCONDUCT

Academic misconduct compromises the academic integrity of the school and subverts the educational process. Academic Misconduct does not only apply to tests and projects; it applies to any form of academic work including project, papers, exams, class work, homework, academic competitions, and any assigned academic

work. MDQ Academy will not permit any kind of Academic Misconduct done either by the student or the parent of the student. Primary, but not exclusive, kinds of such 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 responsibility of students to consult with their teacher concerning what materials and types of collaboration are permissible.

PLAGIARISM

The passing off of someone else's ideas, writing, or work as one's own is plagiarism, even if it is of the child's parent(s). Appropriate methods and forms of attribution vary by discipline. Some courses will include instruction in appropriate conventions for citation and attribution within the field. Students are advised to seek out relevant guidelines on their own, to ask the teacher when in doubt about standards, and to recognize that they are ultimately responsible for proper citation.

FALSIFICATION AND FABRICATION

The attribution of information or material included in one's work to a false or fabricated source, or the falsification or fabrication of the information or materials themselves. This also pertains to students working together on a group project, but a student does not contribute anything to the project but still adds his/her name to the project as a contributing member.

UNAUTHORIZED REUSE

The submission of substantially the same work to satisfy requirements for one course that has previously been submitted in satisfaction of the requirements for another course or that was created for another purpose, without permission of the faculty of the course for which the work is being submitted. Students are expected to create new work in specific response to each assignment, unless expressly authorized to do otherwise. Students also are prohibited from submitting projects or academic work that either they or their siblings might have done previously. They are also not allowed to resubmit the work that has already been submitted even with modifications. Certain provisions are allowed for students doing research for the

science fair that are continuing work on a topic they have started researching in the prior years; prior permission from the principal is required.

UNFAIR ACADEMIC ADVANTAGE

The theft, destruction, or defacement of, or other interference with, the work of other students for the purpose of gaining academic advantage; the engagement in other activities that place other students at an academic disadvantage, such as theft, concealment, or alteration of needed resources or other materials; or other manipulation of the academic system in one's favor.

REPORTING SUSPECTED ACADEMIC MISCONDUCT CASES

The following procedures are intended to provide guidance to faculty on handling and reporting cases of suspected academic misconduct and to inform students on the procedure for adjudicating charges of academic misconduct.

PROCEDURE

If academic misconduct is suspected, the faculty member should first speak with the student to help determine whether the suspicion is warranted. If so, faculty are encouraged to consult the administration to determine whether the student has a record of similar misconduct and/or to confer with the administration or department head and dean of curriculum for advice or clarification of the following three options:

TEACHABLE MOMENT

If a teacher suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the teacher may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The grade appeal process is available to provide the student with due process should he/she feel the teacher's grading was unfair.

Grade of 'F' for Assignment and/or Grade of 'F' for Class

If after discussing the matter with the student a teacher decides to give the student a failing grade for the assignment or course or revoke their project because of academic misconduct, a note of concern should be sent to the parent with a copy to the Department Head and/or the administration. A note of concern is an informal

admonition that both makes the student aware of academic standards and serves as notice that any future academic misconduct could lead to further review and the imposition of more serious sanctions by the principal. This note will be kept on file in the student's cumulative folder. If the student should wish to challenge the sanction, the principal may convene to hear the appeal. Otherwise, the teacher's decision will stand as final. Parents are not permitted to intimidate or coerce the teacher to change his/her decision or dismiss/lessen the consequence. If a parent is discovered to have done so, further extreme action such as dismissal from the school and disenrollment of the student might be taken.

Administration has the right to consult with the teacher regarding their current note of concern, and disclose whether or not there are past notes of concern filed for that student. For students who have past notes of concern filed, administration, along with the faculty member involved with the current incident, proceed to Step C and initiate formal disciplinary procedures.

Conduct Hearing

A student may be called for a Conduct Hearing in the following situations:

A teacher believes he/she has committed an act of academic misconduct that merits severe disciplinary action beyond a failing grade for the assignment or course such as suspension or expulsion.

A teacher wishes to have the administration review the case and make a determination that a violation of the Academic Code of Conduct occurred as well as provide the appropriate sanction if the student is found responsible.

The student and the parent will be notified of the time of hearing. The hearing will be conducted as soon as possible, but it is subject to the availability of all parties required to attend: Student, parent, teacher, principal, and at least one member of the Governing Body or Board of Trustees.

Parents will be informed of the final decision reached in the Conduct Hearing. All decisions of Conduct Hearing will be final and the parent must follow the decision resulting from the Conduct Hearing.

Curriculum and 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. While we do not list specific curriculum programs in this handbook, we want to assure families that all instructional materials and teaching methods are reflective of the high standards expected in New York State and public schools.

We recognize that education is a dynamic field, and as such, we are committed to growth and adaptability. Our curriculum undergoes regular review and refinement to meet the evolving needs of our students and to stay current with best practices in education. Any changes are made thoughtfully and with the goal of enhancing student learning and success.

HOMEWORK POLICY

1. Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature.

2. Purpose of Homework

There are several purposes for homework. At MDQ Academy, homework is used to help students understand and review the work that has been covered in class, to assess lesson understanding, and to help students learn how to find and use more information on a subject.

Homework can also serve as a communication link between school and home that shows what children are studying. Late assignments will reflect a lower homework grade.

3. Responsibility of the Student

It is the responsibility of the student to:

Expect to spend up to at least 20-60 minutes each night on homework depending on the grade level.

Keep an up-to-date agenda for homework and other assignments and their due dates

Clarify with the teacher any instructions not understood.

Turn in homework on the due date.

Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.

Arrange a proper study area, either at home or in school, and manage time to do homework assignments.

Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)

For preplanned absences (family vacations, engagements, illness, sports, etc.) students should provide prior notice of absence to the teacher; so that the teacher may provide a list of assignments in advance. This will facilitate completion and submission of work in a timely manner without affecting homework grades negatively.

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, developmentally appropriate expectations
- 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.

Discipline Policy

The Discipline Policy applies under the following situations:

- Violation of Islamic Rules of conduct as prescribed in the Quran 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
- With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises

Behavior Guidance

- Redirection: Children with undesirable behavior are calmly redirected towards activities that enable them to engage in more desirable and socially acceptable behavior.
- Positive guidance: We seek to 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 seek to teach appropriate behavior by good examples.
- Positive phrasing. Our educators strive to put their comments in a positive rather than a negative phrase.

To counteract undesirable behavior, no use of physical punishment or harsh language that might frighten or humiliate children will be used. Actions that might hurt other people or damage equipment are not allowed. On occasion, it may be necessary for a child to be removed from the group for a short 'quiet time' where the child can regain control, and rejoin the group when the child feels he/she is ready. At no time, however, 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. We, as a team, will develop a plan for working with the student at school and at home. In order for any behavior

modification plan to be effective, parent cooperation and participation is essential and therefore expected. In some instances we may ask the parent to pick up the child early or come to the 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 on the part of the parent(s), MDQ Academy reserve the right to remove the child from the school either temporarily or permanently, based on their professional judgment.

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 on the orderly educational process. It also applies if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

DUE PROCESS RIGHTS

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

STUDENTS:

1. Two warnings before an 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. A notification of the violation
5. An opportunity to present his/her side of the story to the appropriate school personnel.

PARENTS:

- a. A written notification of the violation and the consequences decided by the school.
- b. A request to meet with the principal to discuss the discipline problem.

THE RIGHTS & RESPONSIBILITIES OF STUDENTS

STUDENTS HAVE THE RIGHT TO:

1. A quality education
2. Education without undue interruption, disruption, fear, or inhibition

Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student

3. A copy of the discipline policy
4. Receive respect from school personnel and other students
5. Due process procedures according to school policies
6. Participate in school functions and extra-curricular activities
7. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct

STUDENTS HAVE THE RESPONSIBILITY TO:

- a. Put forth their best effort to meet classroom expectations
- b. Conduct themselves in such a manner as to promote a positive educational environment
- c. Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
- d. Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
- e. Read and abide by the school procedures

- f. Show respect for other students and school personnel
- g. Read and understand their due process rights

PROCEDURE

The school teachers and administrators will use the disciplinary action form shown below. Teachers will have to go through this form step by step before they take any action.

1. Write down all the necessary information such as teacher's name, student's name, etc.
2. Write down the misbehavior
3. Explain to the student misbehavior and the Islamic way of correcting it
4. Give the student a warning and let him or her sign that he received his or her first warning
5. If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign that he or she received his or her second warning
6. If the student repeats misbehaves again, take any of the actions indicated on the classroom conduct and discipline policy.
7. If the student continues to misbehave, refer him or her to the administration.
8. The administration team will discuss the problem with the student and decide the necessary action, which may result in suspension depending on the level of the violation made.
9. A copy of the discipline form will be sent to the student's parents and a request to meet with the parents if needed
- 10.** Once the teacher takes an action, a copy of the discipline form will be sent by the school's front office to the student's parents. A copy will be kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the principal's office. The form that reaches the principal office will stay in the student's file.

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	Walk, use inside voices, clean up after yourself
Electronics	Personal devices off and stored

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 classroom teacher has taken at least three documented, progressive level 1 disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the principal

through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances, where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

Infraction	Definition	Level 1 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 if repeated. • Oral or written notification to parent(s)/guardian(s). • Behavior contract. • Reflective essay or apology letter identifying relevant school rules.. • Student mediation contract. • Teacher/team conference with student and/or parent(s). • Separation from peers; denial of class privileges. • Counselor referral; administrative referral. • Detention.

4. Verbal Altercation	Minor verbal altercation: insulting, taunting, or challenging another person under circumstances likely to provoke a disruptive response.	• Same as #1 (teacher-managed consequences).
5. Violating Classroom Procedures	Not following classroom procedures.	• Same as #1 (teacher-managed consequences).
6. Electronic & Other Communication Devices	Using, displaying, or possessing any electronic device without approval on school property.	• Initial offense: Device taken – parent/guardian must pick up the device. conference with administration. • Subsequent offenses: detention/suspension; device confiscated and released only to parent/guardian.
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	• Recorded in attendance; verbal reprimand. • Parent/guardian meeting at 3 tardies. • Detention assigned every 5th tardy.
8. Make-Up Possession and/or Use	Having or applying make-up during school hours.	Make-up must be removed/washed off immediately.

9. Violating Dress Code	Students must be in uniform and adhere to appearance rules described in the handbook.	<i>First and Second Offense:</i> • Private verbal warning and reminder of the policy. • Immediate correction if possible. • Document the violation to keep track <i>Third Offense:</i> • Referral slip to be signed by parents. Follow up with a phone call if not returned the nex day. • Meeting with the student to discuss the issue <i>Fourth Offense:</i> • In-person parent-teacher meeting to discuss the recurring issue • Detention or community service within the school <i>Ongoing or Severe Violations:</i> • Referral to the school administration for further action • Suspension or other disciplinary measure as outlined in the handbook
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LEVEL 2 INFRACTIONS: ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Consequences can include parent notification, consultation, loss of privileges, behavior contracts, written essay or apology letter that identifies school rules, temporary placement in another classroom, mediation, conflict resolution and or the item listed below for the specific infraction. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

Table 2: Level 2 Violations

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 RD OFFENSE
Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Lying	Giving or providing intentionally untrue or misleading information or communication	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension

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 to cause, or threatening to cause damage to school, student, or private property causing minor damage or defacing school, student, or private property	Restitution, detention, or 1-day suspension	Restitution, 1-2 days suspension	Restitution, 2-3 days suspension
Misuse of equipment	Students using school or student equipment without permission. Student misusing school or student equipment, including online services for illegal, inappropriate, or obscene purposes	Detention, or 1day suspension	1-2 days suspension	1-10 days suspension
Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	detention,1day suspension	1-2 days suspension	2-3 days suspension
Loitering	Being present in or about a school under one or more of the following circumstances: 1.after a reasonable request to leave 2.without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify oneself.	detention,1 day suspension	1-2 days in school suspension	2-3 days suspension

Trespassing	Being in the school building or on school grounds without permission or authorization, or	1 day detention, suspension,	1-2 days suspension,	2-3 days suspension, police notified
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	refusing to comply with a request to leave school premises			
Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school	1 day suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	1-2 days suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	2-3 days suspension
Fighting	Engaging in verbal, 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	Detention, conference with the principal, written warning, parents notified	1-2 days suspension,	2-3 days suspension and/or further disciplinary action
Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day Detention and conference with Dean. Parents will be asked to pick up device	1-2 days Suspension. Device will be confiscated until the end of the school year	2-3 days Suspension. Device will be confiscated until the end of the school year.

Inappropriate Postings	Students will be held responsible for posting, publishing, or sending any “illegal or inappropriate” material including that which defames slanders or harms DUA, its students, staff, parents, or stakeholders in any form or fashion. Including the use of text, image, audio, and video on campus, in newsletters, local newspapers, radio and TV programs, and over the internet, in emails, or blogs, or any social media such as YouTube, MySpace, Xanga, Facebook, Snapchat, Tumblr, Pinterest, Twitter, etc. about the school, administrators, teachers, students, parents and stakeholders. Students must get a written approval from a chief administrator (i.e., principal/assistant principal) to post, publish, or send any material pertaining faculty and staff, administrators, and all school activities.	The school administrator will develop an individual intervention plan for the student. Parents/guardian contacted.	Parents/guardian contacted. Up to Three (3) day suspension Possible expulsion.	Parents/guardian contacted. Possible expulsion
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Leaving Campus without Permission	Leaving campus including classrooms, prayer, lunch, field trips, or any mandatory school events while under school supervision, without prior consent and authorization from school administration during school hours.	The school administrator will develop an individual intervention plan for the student	Parent/Guardian contacted. Up to Three(3) days out of school suspension	Parent/Guardian contacted. Possible expulsion, via a hearing.
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the education process.	The school administrator will develop an individual intervention plan for the student. Parents/guardian contacted.	Parent/Guardian contacted. Up to Three (3) days out of school suspension.	Parent/Guardian contacted. Possible expulsion, via a hearing.

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

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

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school principal and/or legal action. Students expelled from school due to level three 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. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. Possible consequences can include parent notification/consultation, involvement of the appropriate authorities or agencies like law enforcement or social services, written essay, letter of apology that identifies the school rules, loss of privileges relative to the offense, referral to a behavioral therapist, a behavior contract, mediation, conflict resolution, community service, and or the consequences listed below regarding the specific offense. This list of violations is not all inclusive, but only representative and

illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. The principal may pursue expulsion proceedings following appropriate steps as outlined by the school board.

Table 3: Level 3 Violations

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 RD OFFENSE
Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension, Police notified	3-5 days suspension, recommen d for expulsion	open suspension, recommend for expulsion
Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Recommended for expulsion, Police notified	N/A	N/A
Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	Expulsion, Police notified	N/A	N/A
Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or	recommended for expulsion, Police notified	N/A	N/A

	poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above			
Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, recommended for expulsion	N/A	N/A
Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A	N/A
Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion	N/A	N/A
Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Sales, use, possession, or distribution of alcohol, drugs, tobacco products, electronic cigarettes, or other	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A

chemical control substances	substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events			
Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	recommended for expulsion, Police notified	N/A	N/A
Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days suspension, recommended for expulsion	N/A	N/A
Gender fraternization Promiscuous behavior	Committing acts that are sexual In nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamic immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion	N/A	N/A

DETENTION

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

SUSPENSION

The principal will make the decision if the suspension will be "In-School Suspension" (ISS), or "Out-of-School Suspension" (OSS). For the duration of the OSS, a student is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements. 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 that the student will be missing in class and provide the list to the Administration before the scheduled ISS or OSS. Students will receive full credit for the work that has been completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation. Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school the next year. If a student is suspended until the end of the year, the principal then makes the final decision to readmit the students or not for the following school year.

Grievance Procedure

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the board of trustees (BOT)/EC. The school BOT or EC member will review the grievance and will respond in writing. Before a parent can go to the BOT,/EC the parent should have made a good faith effort to express their concerns to the school administration first.

Expulsion Procedures:

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

1. When a student is referred to the principal for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The principal 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 principal or the school board.
4. The principal 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 described above.
6. The decision of the school is final.

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

BULLYING PREVENTION POLICIES AND PROCEDURES

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. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Should adults feel as though they are victims of bullying, it is imperative that an administrator, governing body member, or board member be notified immediately.

Bullying done on school grounds, at school-sponsored or school-related activity/event, in a vehicle operated by a representative of the school, or by using any school property items (computers, technology, books, etc) will be addressed by the school and is considered the school's responsibility to discipline.

MDQ Academy has the right to discipline bullying that:

(1) has the effect 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 the student's person or of damage to the student's property; or

(2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

(b) Bullying if that conduct:

(1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

(2) interferes with a student's education or substantially disrupts the operation of a school.

MDQ Academy adopts a policy, including any necessary procedures, concerning bullying that:

(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 providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;

(4) establishes the actions a student should take to obtain assistance and intervention in response to bullying;

(5) sets out the 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 an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

(7) prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and

(8) requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures adopted must be included:

(1) annually, in the student and employee school handbooks.

CONSEQUENCES OF BULLYING

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall 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 must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

EXAMPLES OF CONSEQUENCES OF BULLYING

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian

- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

EXAMPLES OF REMEDIAL MEASURES: STRATEGIES FOR INDIVIDUAL BEHAVIORAL CHANGE:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- 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 for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

The board requires the principal and/or the principal's designee at school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be 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. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Board prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

ANTI-RACISM POLICY

POLICY STATEMENT:

- Head of School/The Board rejects all forms of racism. It 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 learning or working environment of the department.
- Eradicating expressions of racism in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of the department of education and training.
- All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of Houston's culture, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviors.
- Schools and workplaces have trained anti-racism contact officers and provide timely and professional responses to complaints regarding racism.

AUDIENCE AND APPLICABILITY

The policy applies to all staff members employed by The Board. It also applies to students who attend MDQ Academy. Additionally, the policy applies to any stakeholder, parent, volunteer, or representative of any of the Board.

RESPONSIBILITIES AND DELEGATIONS

- The principal is responsible for ensuring the implementation and monitoring of the policy so that racism does not occur in the department's policies, practices and structures.
- The principal is responsible for examining school practices and procedures to ensure they are consistent with the policy, nominating an anti-racism contact officer and including anti-racism education strategies in school plans.
- All staff is responsible for monitoring their own behavior to ensure that it does not result in anyone experiencing racism.
- All teachers are responsible for supporting students to develop an understanding of racism and discrimination and the impact on individuals and the broader community.
- The director of equality programs and distance education, as policy owner is responsible for publication and currency of the policy and support material.

- 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 to develop an understanding of racism and discrimination and the impact on individuals and the broader community.

DRESS AND GROOMING

Students and parents are required to dress properly according to the Islamic dress code. School uniforms must be worn to school. The regulations governing campus dress and grooming standards will be enforced by the administration and by the faculty. Failure to comply with the following dress code will result in the student being sent home to get dressed properly before returning to class.

Dress Code General Requirements for All Students are:

- A. Students may not wear jeans of any color or style except when the school allows.
- B. Students may not wear make-up, including nail polish except minimal concealer to cover blemishes.
- C. Fake nails are not permitted.
- D. Girls may not wear excessive jewelry.
- E. Hair must be clean and neatly combed. Boys must keep hair short and neatly trimmed. No hair past the collar or blocking vision.
- F. Appropriate undergarments must be worn (clothing under uniforms/abayas must be appropriate)
- G. Clean socks must be worn at all times.
- H. School uniforms must be clean and free of stains or tears.
- I. Closed toed rubber soled shoes are required.
- J. No clothing should be tight or too loose.
- K. School attire cannot be altered in a way that changes its style or adds additional information or logos without prior approval from the principal.

L. All teachers may and will check students' clothing for appropriateness and adherence to rules. If a student is found in violation, he or she will be sent to the main office and parents will be notified.

M. Staff and administrators have the right to refuse a student entering the class or staying in school if the student is deemed out of dress code.

N. All dress code violations determined by the administration are final and parents and students are expected to comply with final decisions.

School Uniform

Available from school approved Vendor

For boys and girls, the school attire should be selected with modesty in mind and should be loose fitting and comfortable. All girls coming to MDQ Academy are encouraged to wear a scarf to start good Islamic habits, even though it is not required until 4th grade. Teachers, staff and administrators are responsible to enforce the dress code and are expected to be good examples themselves.

Students who come to school in violation of the reasonable Islamic standards of length and modesty of their clothing will have to correct the dress violation. The class time missed will be an inexcusable absence. The Head of School will determine what is appropriate.

Parents are requested to cover themselves properly when they come in to pick up their children.

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, jerseys) or a thobe.

Girls:

- Regular Days: MDQ Academy school uniform.
- Gym Days: MDQ Academy gym uniform.
- Hijab: Elementary and Middle School girls must wear white hijab. High School girls (Grades 9-12) may wear solid navy blue, beige, gray, or white hijab (black is not permitted).
- 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.

General Rules:

- Footwear: Sneakers are required for PE.
- Not allowed: Heels, crocs, UGGs, sandals, or open-toe shoes.
- Accessories: NO nail polish, makeup, or excessive jewelry.
- HOODIES - Only MDQA official hoodie. *Hoods must be off the head.* Kufis for boys are allowed. No coats allowed in class.

First and Second Offense:

- Private verbal warning and reminder of the policy.
- Immediate correction if possible.
- Document the violation to keep track

Third Offense:

- Referral slip to be signed by parents. Follow up with a phone call if not returned the next day.
- Meeting with the student to discuss the issue

Fourth Offense:

- In-person parent-teacher meeting to discuss the recurring issue
- Detention or community service within the school

Ongoing or Severe Violations:

- Referral to the school administration for further action
- Suspension or other disciplinary measure as outlined in the handbook

Health & Safety**Health and Safety 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 also be submitted. 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. Kindly also submit updates whenever your child's health situation changes.

- Teachers are mandated to report suspected cases of neglect to the Child Protection Service.

Inclusion/ Exclusion Policy for Ill Students

Certain symptoms observed in a child may suggest the presence of a communicable disease and require the need for excluding the student from school until:

- A licensed physician has certified that the symptoms are not associated with an infectious agent.
- The symptoms have subsided and are no longer a threat to the health of other children at school.

Please keep the child home if he/she exhibits a symptom listed in the guidelines for exclusion below.

Many illnesses stop being contagious shortly after treatment is started. Ultimately, the administration will decide when an acutely ill child meets the exclusion criteria listed below.

Guidelines for exclusion

- Any COVID-19 symptoms as defined by CDC/ NYS Department of Health
- Fever (a rise in the body temperature above normal): The child has or had one during the previous 24-hour period, especially if accompanied by other symptoms such as vomiting, diarrhea, neck stiffness, unusual drowsiness, extreme fussiness, persistent or excessive crying and complaining of severe pain.
- Respiratory Symptoms: The child has difficult or rapid breathing and uncontrolled coughing with or without fever.
- Appearance/ Behavior: The child is unusually tired, pale, confused, irritable, or lacks appetite.
- Heavy Nasal Discharge: With changes in consistency and color (whitish to greenish).

Pain upon swallowing: Usually swollen glands in the neck are present.

- Diarrhea: An increase in the volume, wateriness, or frequency of bowel movements associated with gas, and cramping.
- Vomiting: Two or more episodes of vomiting within the previous 24 hours.
- Skin Problems: Skin rash, undiagnosed or contagious, unusual yellowish color and any persistent itching of the body.
- Lice: Until treatment has been completed and no lice eggs are seen.*
- Chickenpox: Until all the blisters have dried into scabs.
- Pinworms: Until treatment has been completed.

Please note: If your child shows signs and symptoms or has been exposed to a possible communicable disease such as Covid-19, chicken pox, strep throat, measles, mumps, conjunctivitis, meningitis, impetigo, lice, etc. it is mandated that it must be reported to the school office immediately so that other parents may be informed.

Emergency Card

We ask all parents and/or guardians to submit emergency medical contacts for each child. Parents must tell us how to contact them or another responsible adult if your child should become ill or injured at school. We need at least 2 emergency contacts besides parents. List health problems, medications, allergies and any other pertinent information. Please let us know if your address, home phone, business phone or emergency contacts change during the year.

Food and Allergy Policy:

- If your child has allergies or any health problems, please notify teachers and administration.
- The only food provided to or consumed by students during the school day on school premises shall be that which has been provided by the parents of the students or ordered through the school lunch program.
- Students are not allowed to order food through an online service. Parents may order food for their child and notify the school that a delivery will be arriving.

- We are encouraging our students to eat healthy. Therefore, please refrain from sending drinks in which the sugar content is excessive (sodas, fruit juices), candies or cookies. The negative effects of these products include a “jittery” response (similar to effects of caffeine).
- 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 does contain them. If a class includes a student with a nut allergy, the teacher will notify parents and outline any extra precautions needed for that classroom.
- If your child is allergic to bee stings, insect bites, milk or any food products, etc., please contact the school office regarding emergency procedures. This can mean life or death in some instances.

Emergency Procedures:

- In case of injury or illness, parents will be contacted immediately. If unreachable, emergency contacts will be notified.
- Fire Drills and Lockdown Drills: Conducted regularly to ensure student safety.
- *NOTICE: We are a “closed campus”. For purposes of this policy, “school day” with regard to any student shall mean that period of time the student arrives at the school until the time the student is either picked up from school or has been 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.

Medication Policy:

- MDQ Academy personnel are not permitted to administer the students medication of any kind, (including analgesics, or any other drugs), unless the parents provide the medication and submit a written request to authorize the nursing staff or school employee to administer such medication. If questionable circumstances warrant it, the nursing staff or school employee reserves the right to deny the parent’s request.
- When administering prescription medicines, the school would prefer to have a written statement from a physician or dentist that is licensed to practice in the

United States. However in some cases, information may be substituted for the above-noted statement. The prescription must be filled by a pharmacist who is licensed to practice in the United States. If prescription medicine is required, it must be in its original container, kept in locked storage in the office of the school nurse or of the principal's designee. Medications must be administered by the nursing staff or a school employee.

- All prescription medicine must be bought to, and picked up at, the office by a parent or guardian. The school may accept a sufficient quantity of medicine for one month. Upon receipt, the medicine will be inventoried and discrepancies
- Only the prescription medicine that the student is required to take during the hours that he/she is in school will be administered. No vitamins, health food, or herbal preparations will be given by the nursing staff or school employee.
- The above is not intended to prevent a student from having in his /her possession or the taking of analgesics, allergy tablets, or other similar non-prescription medication during the school day. The medicine must be in its original container. When the time for taking the medicine approaches, it is strongly recommended that the student go to the clinic or office, since the consumption of pills, in any form, during the school day or on the school campus increases the likelihood of a student being mistakenly charged with a violation of the schools' policy on drug abuse.

Parent Involvement

COMMUNICATION BETWEEN PARENTS/TEACHERS/ADMINISTRATION

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

Parents are required to read all school publications, especially emails and occasional notices sent home with the students. Parents are also encouraged to attend all orientations and meetings announced by the school. All school staff can be reached at the school's office. Parents are also responsible for checking the school's website for important information and Plus Portal to monitor their child's academics, discipline, and check for messages from the teachers/administration. Parents may leave a message for any staff member with the front office and it will be conveyed to them as soon as possible. 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 consent of the staff member. We encourage all of our staff to not use or give out their personal cell phone/home phone numbers. The school will not interrupt the class to deliver a message, except in severe emergencies.

Parents may request a meeting with their child's teacher or the principal at any time during the school year by making an appointment in advance. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they may deliver them to the front office.

PARENT INVOLVEMENT – PSC (Parent School Committee)

Beyond the typical involvement with your individual child at school, we have established an active Parent-School Association. Through the activities of this association, 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 on a monthly basis. The organization has established guidelines for membership and participation, and a nominal fee is required of all members. Members who have paid dues are eligible to contest for a position on the PSC executive committee that consists of a President, Treasurer and Secretary. The PSA President and Treasurer are members of the Governing Body. Parent volunteers are always welcome and able to participate in a variety of ways. Parents will be asked to volunteer in different activities and field trips as the need arises. All events or field trips/activities/events must be approved by the principal before others are informed about them.

PROCEDURES FOR PARENT CONFERENCES

In the event parents should have any questions or comments about their child in relation to school or the child's school work, the initial person for 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 with the teacher at his or her conference period. The teacher is usually the only person who knows the answers to a parent's questions. However, should little or no satisfaction be gained after a parent-teacher conference, the parent should then seek an appointment with the administration. The administration of MDQ Academy feels that if this procedure is followed there will be a more harmonious relationship among the parents, the students, and personnel of the schools. You may contact the school administrative assistant who will then forward your message to the teacher(s). While teachers are required to respond to messages within 48 hours or two business days, please remember that teachers have many students and must follow school protocol in reference to all policy and procedures. In case of emergency or 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 attention of the administration directly. To see administration about sensitive matters, please schedule a meeting time with the front office. In most matters concerning curriculum, adherence of school policy and regulations, operations and procedures, discipline, attendance, and tuition and fee payment, administration has the final decision. If the matter concerns Financial Aid allotment, the Advisory Board has the final decision.

Parents are kindly required to respect instruction time and not use drop-off as a means to have a conference or have a discussion with the teacher. Teachers are also not permitted to divulge information about any other students in the class or any other staff member. If a parent has a concern about the interaction between his/her child and another student, the parent must set up a conference to discuss the concern with the teacher, and the teacher will take the necessary measures needed to resolve the situation. A meeting might be called between both parents, but this meeting will only be set up by the teacher and/or administration.

PARENT CODE OF CONDUCT

The education of your child is a joint effort between teachers and parents and must be accomplished by developing a working relationship between the two parties. 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 have given us your child as an amana (trust), which we will treat with the utmost care and respect. As such, it is expected that parents show the same courtesy and respect

when dealing with the school staff. Parents are kindly asked to express their concerns according to the protocol mentioned above. If a parent fails to follow the proper protocol and shows continued confrontational behavior, the Governing Body, after an evaluation of the issue, will use its discretion to kindly invite the parent to leave the school and the enrollment of the children of the family will be terminated.

Parents are also asked to refrain from making improper comments or derogatory statements about the school, staff, faculty and the governing body. Parents will not be permitted to judge teachers' qualifications or teaching abilities as the administration and Governing Body go to excessive measures to hire qualified personnel and train them for their role. While a teacher might be new in his/her position, they are fully capable of completing their assigned role; if not, the administration will address the issue directly with the teacher. If a parent has concerns about the teacher's effectiveness in teaching their child, parents should try to communicate with the teacher directly initially to see what additional measures can be taken to help improve the child's performance. If a parent continues to have concerns, then parents can set up a time and discuss this issue with the principal. Personal attack of any staff member will not be tolerated or allowed, and the family might be asked to leave the school and withdraw their child.

Parents should also refrain from addressing matters of concern regarding other students with that student or his/her parents directly. If a matter concerns students within the school, the school personnel are responsible for addressing the students and parents involved, as they are best aware of the circumstances of the event and the personnel involved.

VISITS TO SCHOOLS

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

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, volunteers keep our classrooms and events running smoothly.

Volunteer expectations

- **Mandatory involvement:** Every MDQ parent is asked to serve in at least one volunteer role each year.
- **Sign-up:** Complete the Volunteer Interest Form - pick one up 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; this gives 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.
- **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.

Extracurricular Activities

Clubs & Organizations:

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

- Contact a teacher willing to sponsor the club or organization.
- Have a minimum of five students sign a letter asking for the establishment of the club or organization.
- Submit the petition, sponsor's name, and a statement of aims, activities, and major projects to the appropriate administrator.
- For non-curriculum clubs the following additional criteria must be followed:
- Written parental permission is required for a student to participate in the club or organization.

HOLDING ELECTED OFFICES

Students will not be allowed to hold simultaneously more than one of the offices listed below in items 1–2. However, students may run for more than one office. Students must submit their first and second choice in writing and in advance of the elections, which will occur during the spring semester of the school year. In the event a student receives the greatest number of votes for both offices, he or she will be declared the winner, consistent with the previously submitted choices.

Their second choice will go to the candidate with the next highest number of votes for that position.

Student Council President

Class President

A student may hold one of the above presidencies, but cannot simultaneously be the president of any other club / organization. However, a student may not be president of more than one club / organization.

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

Technology & Acceptable Use Policy

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

1. Expectations

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

2. Unacceptable conduct includes but is not limited to the following:

- a. 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.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. 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.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.

- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on a district-owned system.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terrorist, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

3. Acceptable Use Guidelines

a. General Guidelines

- i. Students are responsible for the ethical and educational use of technology in the school and when a school owned device is used out of school.
- ii. Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the school.
- iii. All technology policies and restrictions must be followed.

- iv. Access to the school's computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.
- v. When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- vi. Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette

- i. Be polite.
- ii. Use appropriate language.
- iii. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people).
- iv. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- v. Users should be discreet when forwarding email and it should only be done on a need-to-know basis.

c. E-Mail

- i. Email may be used for educational or administrative purposes only. Students are provided a mdqacademy.org e-mail account if email is required in the course in which they are enrolled.
- ii. E-mail transmissions, stored data, transmitted data, or any other use of district-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- iii. All email and all contents are property of the school.
- iv. Students under the age of 18 are not allowed to create their own Google e-mail (Google minimum age requirement to open up an email account). Parents may create one for the student and are responsible for monitoring student activity on that email account. If a student is found to have opened their own account with any server by lying about their age, parents will assume all responsibility for any legal or financial penalties or charges that the companies may bring forth.

d. Consequences for Noncompliance to Acceptable Use Policy

- i. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- ii. Noncompliance with the guidelines published here, in the Student Handbook may result in suspension or termination of technology privileges and disciplinary action.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook.
- iv. MDQ Academy cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

Regulations

CHILD ABUSE REPORTING RESPONSIBILITIES

New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. These professionals include School officials, including (but not limited to): teacher, guidance counselor, psychologist, social worker, nurse, and administrator or other school personnel required to hold a teaching or administrative license or certificate.

Reports of suspected child abuse or maltreatment should be made immediately to the New York Statewide Central Register of Child Abuse and Maltreatment, commonly known as the Child Abuse Hotline, at 1-800-342-3720. This hotline operates 24 hours a day, seven days a week, 365 days a year. Calls to the hotline are anonymous; callers' identities are protected from disclosure.

Any staff member who has actual information to suspect that a student may be an abused or neglected child must report such a case to local law enforcement. In such a situation, the staff member must notify the principal. The staff member, the

principal, and/or a veteran teacher will make the decision to inform local law enforcement. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases, as failure to report is punishable by law.

Abuse and neglect are defined by state law as follows:

- Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

- Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

Persons Required to Report: Time to Report

- a. A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

- b. If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report not later than the 48th hour after the hour the profession first suspects that the child has been or may be abused or neglected. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors and day-care employees.

- c. The requirement to report under this section applies without exception to an individual, whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, and mental health professional.

- d. The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

Report Made to Appropriate Agency

A report shall be made to:

- a. any local or state law enforcement agency;
- b. the department if the alleged or suspected abuse involves a person responsible for the care, custody or welfare of the child;
- c. the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
- d. the agency designated by the court to be responsible for the protection of children.

Contents of Report

The person making a report shall identify, if known"

- a. the name and home address, and age of the child;
- b. the name and address of the person responsible for the care, custody, or welfare of the child; an
- c. the nature and extent of the child's injuries or the risk of harm to the child
- d. any prior suspicious injuries to this child or his or her siblings
- e. the name and address of the child's parent or other person legally responsible who caused the injury or created the risk of harm to the child
- f. the names and address of the child's siblings and parents if different from the information provided,
- g. any information regarding treatment of the child or the child's current whereabouts
- h. any other pertinent information concerning the alleged or suspected abuse or neglect.

PRIVACY POLICY

This policy applies to all personal information collected or volunteered to our organization and includes all information that uniquely identifies an individual, such

as bank account numbers, social security number, etc. All personal information provided to the school is for internal purposes only and we will not share such information with outside parties, except if:

- Required to complete a financial transaction
- Required by law, after consultation with an attorney as appropriate
- 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 your 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 guard the personal information we collect, including information collected through our website or online school management system. However, no one can guarantee perfect security from people who might attempt to evade security measures or intercept transmission over the Internet.

Miscellaneous

Lost & Found:

- Label all personal items. Unclaimed items will be donated periodically.
- Please check your young child's pockets daily for unusual items! These treasures are often hard to replace. Never feel embarrassed about returning one of our odds and ends. The children are very honest, but sometimes they forget, or just cannot help taking a little bit of their classroom home with them.

MDQ ACADEMY

Request for Administering of Medication

To the principal of MDQ Academy:

Date _____

As parent/guardian of student _____ born on

and currently in the ____ grade, I _____ give
permission for Dar ul Arqam School 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 of students in elementary schools must be brought to the school by the parent/guardian. Medication 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.

Parent/Guardian Signature

Work Telephone

Home Telephone

Date

Physician's Signature (if required)

Required annually in the treatment of 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.

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 the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

Please complete and return this with the signed accountability form.

I hereby authorize the staff member(s) at

School 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 a 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 for the transportation to the emergency medical treatment facility.

- I release Dar-ul-Arqam School staff members and trustees from any and all claims or actions from liabilities for the injuries that occur to my child as result of his or her receipt of emergency medical care.
- The staff members of the Dar-ul-Arqam School, its trustees and agents are not waiving any sovereign or governmental immunity by requesting the execution of this document.
- 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 which medical personnel need to be aware of in an emergency: (example--- diabetes, asthma, seizures, heart problems, pregnancy)

Medication your child takes daily (either at home or school) _____

List medicine allergies _____

Any severe allergies to insect bites _____, if yes, what treatment is given

Family physician _____ (____)

NAME

Phone Number