



Elementary & Middle School Parent-Student Handbook



GA Seeking Excellence



Administration
Genesee Academy
2019-2020

GA Seeking Excellence

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MISSION STATEMENT

To cultivate caring and inquiring students who excel academically, socially, and spiritually.

To enable them to succeed in their future roles as conscientious citizens within the larger community.

To provide a healthy and stimulating learning environment that adheres to Islamic principles and strives for continuous growth.

To achieve these goals, Genesee Academy offers a holistic program with rigorous assessment and objectives congruent with those of the International Baccalaureate, while ensuring collaboration between the school, students, parents, and community.

Vision

To be the preferred Islamic School recognized to infuse academic excellence with highest morals and ethics

PHILOSOPHY

GA is not only a place to teach, learn and build academic skills, but also a place to teach, learn, and exemplify the best behavior and conduct ever witnessed by humanity through the teaching and practice of Prophet Muhammad (peace be upon him). Appropriate Islamic behavior and conduct is based to a large degree upon an individual realizing accountability of his/her intentions and actions to Allah (SWT) and the consequences of such actions in this life, life of the grave, the Day of Judgment, and the eternal life thereafter. Through establishing a strong sense of accountability, GA believes individuals will exercise self-discipline and self-control in all matters, which will in turn ensure a better life for themselves and those around them.

GA recognizes that not all individuals will subscribe to the accountability of their actions as described above. GA discipline policy and code of conduct is intended to be universal and designed to train and nurture children for Godliness and excellence. While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that all individuals conduct themselves in a manner that shows respect for both adults and children. GA believes that both the parents and GA Teachers/Administration play a key role in building the character and conduct of our students. Parents must keep in mind that teachers are responsible for their overall welfare and safety and are therefore given the authority to maintain proper student behavior as outlined herein. Therefore, it is imperative that both the parents and GA Teachers/Administration cooperate with each other to build the students' character. It is also important that the parents and GA Teachers/Administration themselves exemplify the best conduct and character so that the students do not receive an inconsistent message.

The teachers and administrators at GA reserve the right to decide whether or not a student's behavior is in violation of the established Code of Conduct. The goal is to take corrective action that will change and improve student behavior. If deemed necessary, some students will be counseled by their peers. In some cases, parents will be referred to professional counselors. The purpose is to provide the best possible assistance for students' needs. Students in violation of school rules and policies will be subject to disciplinary action. While students must learn to bear consequences of their actions, they are encouraged to seek forgiveness from Allah (SWT) and supplicate (make duaa) to seek strength and self-discipline that will prevent them from committing the same violation again. If the students' violation has resulted in harming someone's rights or property, the student must ask that/those individual(s) for forgiveness and compensate them for any damages to property. The concept of seeking forgiveness and being forgiven is an Islamic concept that will be incorporated while dealing with all students.

The primary goal of Genesee Academy is to assist in the development of a successful and trustworthy citizen, who in turn will become a positive and productive participant in a multicultural society.

In addition to providing knowledge and skills for the learning experience of the students, we strive to prepare each student for a life of purity and sincerity. Therefore, our ultimate goal at Genesee Academy is to build individual character based on the divine source of discipline and knowledge of Islam.

We are dedicated to providing a loving and trusting environment conducive to Islamic beliefs and values. Islamic rules of conduct allow for a quality education and excellence in academic achievement. Through this trusting and supportive learning environment, we hope to nurture the growth of each student into a well-rounded and honorable individual.

Our commitment includes providing the following:

1. Meaningful knowledge, essential skills, and a positive learning experience.
2. Personal growth: morally, spiritually, intellectually, socially, and physically.
3. Preparing students to become responsible and active members of a healthy family, community, and country.

Corporal punishment is banned at GA and under no circumstances be applied by any member of the Staff / Teachers /Administration. Any offences will be dealt with seriously and may result in termination of employment with GA.

Parents are expected to familiarize their children the GA code of conduct and the consequences of any infractions. They should immediately respond to any communication from GA in reference to disciplinary issues whether they are general or specific to their child(ren).

PLEASE REVIEW THIS BOOK WITH YOUR STUDENT SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL AND DURING SCHOOL-SPONSORED ACTIVITIES.

Since *parent(s) can be held responsible for the actions of their children, it is important that they are aware of the rules and the consequences if their students break the rules.

However, parents also have the right to advocate for their children. Therefore, the school must have proof that every student and every parent has had a chance to read this Code of Student Conduct.

Sign and return the Acknowledgment Form to the school within 3 days of receipt of the Code of Student Conduct 2016 - 2017 to confirm that you have received the book and you know what the rules are. Your signature does not mean that you agree or disagree with the rules.

A copy of the Acknowledgment Form is provided in this booklet and should be retained for your records.

This booklet lists the rules for Genesee Academy students. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules. Return this form to school within 3 days of receipt of the Code.

Parent(s) Signature

Date

Student

Date

***Whenever the term “parent “ is used, it also refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.**



ADMINISTRATIVE STRUCTURE

There are two distinct administrative bodies that govern Genesee Academy:

1. The School Board – A policy making body consisting of seven (7) members, with four (4) elected and three (3) appointed by Central Board of Flint Islamic Center. All members are either members of Flint Islamic Center or parents of children attending GA. Principal attends Board Meetings as a non-voting member. Unless specifically asked by the School Board, all official communications to any school staff members is channeled through the Principal.
2. The School Administration – Consists of Principal and Vice Principal, with the Principal having the overriding authority. The school Administration is responsible for day-to-day operations of the school, communications with the parents and community, all HR related matters, and other administrative duties required for operations within the school.

In addition to these two bodies, a third body, " IB Program Leadership Team", that focuses on the structure and implementation of the IB-MYP program according to the IB organization rules and policies. The IB Program Leadership Team consists of the Principal, Vice Principal, and IB-MYP Coordinator.

INTRODUCTION

This Handbook contains several Genesee Academy policies. These policies include general Administrative policies / Procedures and Policies governing student behavior. These Behavior policies reflect the acceptable student Code of Conduct. This Code of Conduct is designed to enable students to grow Islamically, educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The students will be in an environment where concerned teachers set FIRM, CONSISTENT, and POSITIVE limits. The intention is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior.

CODE OF CONDUCT

INTRODUCTION

This Handbook contains several Genesee Academy policies. These policies include general Administrative policies / Procedures and Policies governing student behavior. These Behavior policies reflect the acceptable student Code of Conduct. This Code of Conduct is designed to enable students to grow Islamically, educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The students will be in an environment where concerned teachers set FIRM, CONSISTENT, and POSITIVE limits. The intention is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior.

Consistent with GA' goal of developing a culture of integrity and honesty, it is expected that all Teachers/Staff, Administration, Students, Parents, and other community members will follow and adopt the Islamic code of character and behavior as exemplified by the Prophet Muhammad (peace be upon him), his Companions and family (may Allah (SWT) be pleased with them), and all other rightly guided people (may Allah (SWT) have mercy on them).

The GA Code of Conduct must at minimum be enforced during:

- Regular school hours;
- Transportation to and from school sponsored events and activities;
- Any school sponsored events or activities (including during and after school Hours, on school property, or outside school);
- On school property.

The Code of Conduct is designed to encourage excellent student behavior so that students can enjoy a rewarding educational and social experience at GA and become successful members of the broader community for the rest of their lives. The intent is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior. GA Teachers and Administration are expected to communicate positive student behavioral expectations and educate the students about disciplinary infractions and consequences. All Teachers and Administration are expected to implement the disciplinary policies and procedures at GA.

By working together, both parents and staff, with a mutual understanding toward a common and noble goal in an Islamic atmosphere with trust and respect, we will ensure our students' success both now and in the future.

PARENTS AND FAMILY MEMBER CODE OF CONDUCT

Wellbeing and safety of all staff and students at Genesee Academy require that all family members when on GA campus or Parking area to follow best conduct that reflects true Islamic behavior. While students are on campus - During morning drop-off, while school is in session and during end of the day pick-up all family members visiting the campus must obey all rules set forth by the GA administration.

As a general rule, Principal and Vice Principal or their designee are responsible for all operations in school. Compliance with their instructions is a requirement by everyone visiting Genesee Academy.

- Children of parent or family members that do not comply with this Code of Conduct will be asked to leave Genesee Academy irrespective of their academic or social standing.

DURING DROP-OFF AND PICK-UP

- Follow all directives given by the staff members helping with drop-off or pick-up process.
- Drive slow as students are walking in the parking lot. Unsafe drivers will lose their privileges to drop their children at curbside.
- Do not leave children unattended in vehicle at any time.
- Pre-K and K students should be walked to and from the school building by an adult.

WHILE IN BUILDING DURING SCHOOL HOURS

- Do not walk to any classroom without signing up at the front office.
- When dropping off lunch or other items, always drop them at the front office. Never take anything directly to students in classroom.
- Absolutely no arguing and fighting with any staff members in classroom or any public areas of the building. For any unpleasant discussion staff member may be called to the office area at a time convenient to all parties. In all situations discussion should never cross the boundaries of civilized exchange of concerns.
- During the school hours, Social meetings between parents and family members inside the school building should be kept at a minimum as that causes disruption. Please comply if asked by the administration to take your discussion elsewhere.

WHILE IN BUILDING OUTSIDE OF SCHOOL HOURS

- School property must be respected at all times. Please do not allow your children to loiter around unsupervised in any areas other than the ones open for social events.
- Removing any materials from classroom without the consent of teacher or administration could result in serious consequences.

PROGRAM OF INSTRUCTION

CURRICULUM

Genesee Academy follows and implements the curriculum guidelines as set forth by the Michigan Department of Education Content Standards and Benchmarks, and the IB organization. The Academy will constantly update its academic curriculum in accordance to the Model Core curriculum of the state as well as the national standards.

ELEMENTARY PROGRAM

The elementary program (Pre-K-5th Grade) is a traditional system designed to provide a solid foundation for a child's future learning. Pre-K is an important stage in a child's life, laying the foundation for formal schooling and social development. Beginning in Kindergarten, children attending the school are instructed in a wide variety of academic subjects including: Quran, Islamic Studies, Arabic Language, Reading, Phonics, Writing, Language Arts, Character Education, Mathematics, Social Studies (History, Geography, Economics, and Civics), and Science. They also enjoy Physical Education and Computer Classes.

As part of our commitment to maintaining the highest academic standards, the school concentrates on developing high literacy and academic performance in its students. For those students who are advanced for their grade level, teachers provide supplemental instructional material to enrich the learning process.

MIDDLE SCHOOL PROGRAM

THE INTERNATIONAL BACCALAUREATE CURRICULUM SERVES AS THE CORNERSTONE OF THE GENESSEE ACADEMY'S DEMANDING ACADEMIC PROGRAM.

Genesee Academy is an authorized IB World School for the MYP Program (6th -10th grades).

The Middle Years Program (MYP) offers an integrated course of study focused on helping students to develop the skills and conceptual understanding necessary to make real-world connections across the curriculum. The IB MYP challenges students to integrate concepts through curriculum and personal development with:

- classes and assessment in eight subject areas: English, Language B, Humanities, Science, Math, the Arts, Physical Education and Technology
- the Personal Project in grade 10 that provides a framework for independent study in an area of the students choosing focusing on the process of a long term project

ISLAMIC EDUCATION PROGRAM

Since Islam is the complete code of life based upon the guidance of the Qur'an, and the teachings and practices of the Prophet Muhammad (Peace be upon Him), Islamic education prepares a student to be a complete and successful person in this life and in the life hereafter. Once a student can understand Islam, it becomes easy for him or her to realize the true meaning and goal of Islam: the growth and development of peace on earth.

In order to give a proper understanding of Islam and the values and morals it stands for, the Islamic Education Program at The Academy aims at nurturing and deepening the faith of its students in Allah and the Prophet Muhammad (Pbuh), through study, demonstration, and practice. Children learn about Islamic values and virtues under the guidance of teachers who share these values and in the company of children who share these goals.

Genesee Academy strongly emphasizes Islamic Education and Arabic Language Studies. As part of the Islamic Education program, the children are taught Quran, Hadith, Seerah, Fiqh, Tawheed, and Islamic Manners and Morals.

ACTIVITIES AT GENESEE ACADEMY

FIELD TRIPS

Classes may take field trips to enrich the classroom experience. Prior to the event, each student must have a signed permission slip from a parent or guardian. Phone permission is not acceptable. You will be notified of trip details, including the amount of each student's share of the cost. Since field trips support instructional objectives, students are expected to participate. If the money is a hardship, please contact the teacher or principal.

OTHER ACTIVITIES

Each year our students participate in many worthwhile learning experiences including:

Qur'an Competition,
The Hajj program,
National Junior Honor Society (NJHS),
Student Council,
Technology Club,
Special Projects,
Tennis Table Club,
Chess Club,
Garden Club,
Debate Club,
Soccer Club,
Science Fair,
Yearbook Committee,
The Annual Program.

ADMISSIONS POLICIES

Genesee Academy was established to provide educational services primarily to children of Muslim families residing in the Flint area and surrounding cities who wish to study Islam and the Arabic Language in a supportive environment.

Minimum standards for admission to each grade shall be applied to all student applicants. Genesee Academy is not equipped or staffed to provide services for students who have special needs or require special educational methods or systems.

We reserve the right to deny admission to any child whose needs we do not have the ability and/or resources to meet, or whose parents are motivated by concerns not consistent with the goals or policies of Genesee Academy. If this is determined, parents will be requested to place the child in a school elsewhere or will be denied admission.

Any students experiencing extreme learning difficulties, very poor attendance, or serious behavioral problems will not be allowed to continue in the school. New students will be on probation for their first 60 days. Enrollment is not considered final until previous school records are received and reviewed.

Genesee Academy respects the dignity of the students as well as the student's right to an education in a Muslim School. It is operated on a non-discriminatory basis, according to equal treatment and access to services without regard to race, religion, color, or national origin.

While education is provided from an Islamic perspective, children of any religion may be admitted. Islamic Education is an integral part of the school curriculum and program and is required of all students. Where admittance is concerned, Muslim children will be given priority because of their essential need for an Islamic Education

REGISTRATION PROCEDURES

Early registration for new and returning students takes place in April of each year. New students may also be accepted for admission during the last week of August through the first week of September, if class size permits.

Any applicant interested in registering at Genesee Academy may contact the school to receive and review an information packet, which includes admissions policies and procedures and the necessary forms and instructions to apply for admission.

Any applications for registration will be submitted to the Genesee Academy office along with a non-refundable application fee of \$50.

Acceptance priority will be given to children currently enrolled in Genesee Academy; second to siblings of children already enrolled; third to any other interested parties.

The school will review all materials and documents submitted by applicants wishing to attend The Genesee Academy and make recommendations for admission to the Principal who will make the final admission decision.

DOCUMENTS NEEDED WITH APPLICATION

An Application for Admission to Genesee Academy will not be complete unless accompanied, by the following:

- A copy of the student's birth certificate or passport; documentation verifying age.
- Transcripts and School Records - Official transcripts and school records for each year of attendance at another school. It is assumed that report cards/school records will indicate the student's level of achievement, successful completion of previous grades, and ranking on nationally administered standardized achievement tests, if taken.

- Proof of immunizations.
- Social Security Number.
- Proof of custody if not living with both natural parents.
- Complete address of previous school, and
- Three letters of recommendation will be required, one each from two of the student's current teachers, and one from the principal of the previous school of attendance.

MINIMUM AGE REQUIREMENTS

Pre-K: In order to be admitted to The Genesee Academy's Pre-K Program, a student must be three years of age and be toilet trained. If the child is three by December 20th he/she will be admitted in August. Previous attendance at other establishments (i.e.: daycare centers, preschool centers, play groups, etc) cannot be a part of the criteria for admission to this level.

Any child who spends a full two years in Pre-K at Genesee Academy may be considered for placement test to become eligible for Kindergarten. The final decision will be subject to approval from the Kindergarten teacher and finally by the Principal/V. Principal.

Please understand that if your child is enrolled in Pre-K for the current school year or in a prior year this does not make your child automatically eligible for Kindergarten the following year. Age restrictions apply. Parents must sign acknowledging acceptance of this policy before the child can be officially enrolled.

Kindergarten: Students must be five years old by September 1st in order to be admitted to Genesee Academy's Kindergarten Program.

First Grade: A child must turn six years old by September 1st of the school year in which admittance is requested.

Other Grades: The usual and customary age for each grade level is considered. However, it is the school's policy to challenge the child to reach their highest potential. The advancing procedure guidelines will be followed (see the criteria for advancing kg and 1st grade students).

*****All students re-entering Genesee Academy after being away for a year or more will go through the interview and testing procedure as outlined below for new students.**

INTERVIEW

A student and or parent interview with the Principal and or an approved designated individual is expected for 1st through 8th Grade Applicants. Parents of Pre-K and Kindergarten students may be required to attend an informal meeting and visiting day(s) may be scheduled if school is still in session.

TESTING

All applicants are expected to take an entrance test. An informal readiness test is given to students entering the Kindergarten program. All other students should register to take the entrance test on one of the dates announced by the Office.

VISIT

Pre-K & Kindergarten applicants should visit on the specified morning from 9:30 - 11:30am. 1st Grade – 8th Grade applicants should visit from 9:00am - 2:00pm. Call the office to schedule an appointment.

Applicants who are unable to visit while school is in session should contact the school to make other arrangements.

ENROLLMENT PROCESS

Upon acceptance, the parent/guardian shall complete the enrollment process by meeting with an appointed staff member.

ENROLLMENT & ORIENTATION MEETING

A meeting will be scheduled with the school appointed staff member and the parent/guardian of the applicant. The purpose of this meeting will be to review the rules and regulations with the student and the parent or guardian, discuss the results of the entrance test and any special needs of the applicant, and receive all the additional documents needed for enrollment listed below. The parent will then sign the Enrollment Agreement to assure that the rules and regulations of the school will be followed, and make payment of the enrollment fee. Upon completion of this review, the student and parent and/or guardian are given a copy of the school handbook.

DOCUMENTS NEEDED FOR ENROLLMENT

The following documents are needed for the enrollment and orientation meeting:

- A physician's report (Mich. Dept. of Public Health - Health Appraisal Form) of a physical examination conducted within the last 30 days, which includes a record of all immunizations. If the student requires medication while in school, a completed Short-term Medical Treatment Form is required.
- An Emergency Card. The card must be filled out completely before the child can be registered in the school. It is essential that we have the parents' work numbers, pager numbers, cellular phone numbers and also a number where we can reach a relative, neighbor or friend. Genesee Academy must be notified immediately should you change your work or home telephone numbers. All information is kept confidential.
- Two photographs of the student. (Required)
- Payment of a registration fee (may change every year) and the first tuition payment according to The Genesee Academy's Tuition Plan.
- Materials fee (may change every year). This fee is non-refundable after the first day of school.

RE-ENROLLMENT & FEE DEPOSIT

Students presently enrolled in Genesee Academy are given first opportunity to re-enroll for the next school year. **Re-enrollment is not automatic.** These students must be registered at the office no later than May 31st, and pre-payment must be made for the next school year according to the tuition and fee policies.

A \$200.00 advance payment is required of each new or re-enrolling student. This fee is required to reserve a place for the student in the school and is applied towards the materials fee for the coming school year. This fee is non-refundable after the first day of school.

TUITION POLICIES AND PROCEDURES

The Genesee Academy (GA) depends on tuition to help meet its payroll obligations to staff, fund various programs, activities, and curriculum you as parents want and expect from the School. Please help us fulfill the needs of your child by paying tuition on time. We realize that for many the burden of a private School is not an easy one; but it is a burden that we have accepted with the hope of great rewards in the hereafter, insha Allah. May Allah (SWT) bless you for your support.

WHY DO I HAVE TO PAY TUITION?

GA is a Non-profit private Islamic School and relies on income from tuition as its primary source for its operation and existence. It is you, the parent of students in GA, who can ensure the success of the School. It also relies on the generous donations of some members of the Muslim Community. However, GA belongs, first and foremost, to its students. It is through the tuition that we can continue to provide this service to the Muslim community. Timely payment of tuition helps us:

- Meet the financial obligations of GA to its staff. The GA has a written contract with its employees, and cannot violate that contract, without facing unnecessary labor disputes. This explains the need to have a financially committed and responsible parent for the entire school year.
- The staff of the GA is qualified and dedicated to an Islamic Education, and we as parents, should be concerned about their welfare to ensure a secure and stable work condition that enhances the teaching environment.
- Parents in general should understand that accountability begins with responsibility. Everyone must meet their expectations: the Education Board in policy making, the Administration in executing these policies, the Teachers in educating the children, the Parents in supporting the School, and the Students in learning as much as they can in order to succeed. It is very important that everyone takes his or her responsibility seriously in order to meet higher standards of education in GA, and Allah is our witness.
- Please note that if a child loses or damages books or supplies it is not the financial responsibility of GA to replace the lost item. The parent or guardian is responsible for all fees associated with reordering lost items.

Parents may select to pay tuition and supply fees through one of four optional plans:

- Plan A: 1 installment/year – Due 1st day of school year.
- Plan B: 2 installments semiannually Due 1st day of school & 1st week of January)
- Plan C: 4 installments - Due on 1st Friday of September, November, January and March
- Plan D: monthly automatic bank withdrawals - withdrawn on 1st day of every month ending with May 1st. Bank draft agreement attached.

The first tuition payment, and \$200 Materials fee is due at registration and the last payment is due May 1st.

TUITION STRUCTURE

Please, see the tuition information sheet that is attached to the application form.

Sibling discount: 10% tuition discount is applied to each additional sibling that attends GA. Discount is applied to the sibling with higher tuition.

Tuition paid by Plan D is due on the 1st of each month. Fees and payment plans are described as follows:

- Upon enrollment, every parent signs a contract agreeing to pay the full tuition as per any of the plans above
- There is no refund after October 31st, and the parent/guardian is responsible for all the tuition for all the school year even if his/her student(s) is withdrawn, expelled, or misses School for sickness. However, a partial refund of the tuition will be made, if a request is made on or before October 31st.

FINANCIAL AID / SCHOLARSHIPS

Limited number of financial aid is available to families that meet requirements set forth by Scholarship Committee. **This Scholarship Committee is an independent organization**, GA will provide the necessary forms and contact info, and parents are responsible to work directly with scholarship committee. Parents are responsible for tuition obligations to GA regardless of their agreement with scholarship committee, and must ensure that the money is transferred to GA in a timely manner.

All scholarship related issues are handled between the applicant and scholarship committee. GA does not get involved with this interaction.

AUTOMATIC WITHDRAWALS

Automatic bank withdrawal system is available to those families who choose utilize this convenience. Please see the School office to request and fill out Direct Bank Draft Agreement. Please fill this out completely to avoid any mistakes in bank transactions. These withdrawals will be taken out on the 1st of each month. If the 1st falls on a weekend, the withdrawals are taken on the following business day. Returned withdrawals are charged according to the policy of the bank.

Those who choose not to use automatic withdrawals, postdated checks are requested for all months at the start of the school year. It is the responsibility of the parent to be sure that funds are available at the appointed times.

RETURNED CHECKS

All returned checks are subject to a \$25.00 bank service charge for insufficient funds. If the check is returned twice, payment in cash or money order in the amount of the check is required.

DELINQUENT ACCOUNTS

- Under any of the Plans, the student(s) will not be allowed to:
- Appear for final exam or continue attending school, for 1st term if at least half of the tuition is not paid by Jan 1st.
- Appear for final exam for 2nd term if all of the tuition is not paid by May 1st.
- Parents will be required to pay for additional charges to cover the expenses of administering exams for students who miss their exams due to delinquent tuition status. .

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- There will be no transfer of records, until any and all dues are paid to GA.
 - Unless an exception is made by the Education Board for the student(s), an expulsion will enter in effect, and the parent is held responsible for the remainder of the tuition for the whole year.
 - Accounts that are delinquent for more than 120 days will be sent to collection agency.

**ALL PARENTS ARE REQUIRED TO SIGN A TUITION CONTRACT WITH
GENESEE ACADEMY AT THE BEGINNING OF SCHOOL YEAR**

ACADEMIC POLICIES

HOMWORK

Periodically, your child may have homework assignments. The amount depends upon his level, his ability to use his time wisely, and individual subject requirements. Types of assignments might include unfinished or incomplete class work, review or practice work, drill assignments or special projects or reports. You will help your child most by providing an established time and place for such work as well as some "guidance" if necessary. You should not be placed in a situation of having to do the assignments for the student. If you discover your child consistently spends an excessive amount of time on homework, please discuss your findings with the teacher.

Homework serves an important purpose in your child's school life. It is designed to meet the need of the student by:

4. Reinforcing and extending classroom learning.
5. Providing enrichment or remediation.
6. Developing self-directed learning by providing an opportunity to practice any lessons learned in the classroom.
7. Train students to work independently, and to accept responsibility for completing a task.
8. To establish consistent work habits, punctuality and creativity outside the classroom.

Homework is assigned daily, Monday through Thursday, with exception for Upper grade students, who may also receive homework assignments on Fridays.

Homework will not be used as a punishment for student misbehavior. Such a practice only reinforces negative feelings.

AVERAGE LENGTH OF ASSIGNMENTS

Grades 1 st - 3 rd	Grades 4 th – 5 th	Grades 6 th – 8 th
45-60 minutes	60 -90 minutes	90 - 120 minutes

UPPER GRADE HOMEWORK POLICY:

Students will be responsible for:

1. Writing all homework assignments in the Assignment Notebook/Student Planner.
2. Completing major work assignments and returning them on time to the teacher to receive a full grade. Assignments turned in late may receive less credit or no credit, unless there are extenuating circumstances.
3. Submitted homework assignment must be neat and reflect careful attention to detail, and quality work. If the student fails to do so, he/she will be asked to redo the assignment.
4. Homework assignments should not be completed during other classes such as gym, or during arrival or dismissal time.

MAKE UP HOMEWORK

Students will have two days for each day of excused absence to make up work. It is the responsibility of the student to obtain missed assignments from the teacher. An extension of make-up work time may be granted by the principal if sufficient (legitimate) reason is shown, or in the case of absences of unusual nature or length

MONITORING AND REPORTING ACADEMIC PROGRESS

REPORT CARDS / EACH QUARTER

An academic year is divided into 4 Marking Periods or Quarters. The first two Quarters constitute the 1st Semester, while the remaining two Quarters make up the 2nd Semester. Report cards are issued four times a year to inform parents of their child's progress. Report cards are sent home with students every marking period. Students will receive grades in achievement, conduct and effort.

PROGRESS REPORTS / EACH MID-QUARTER

Progress reports may be issued four times each school year, at the mid-point of each marking period. These reports are designed to give parents and students some indication of student progress in the classroom. These reports must be signed and returned to the teacher on the following school day. Progress reports give parents and student's time to talk with teachers and develop plans to correct any problems that may exist prior to report card markings.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences are held two times a year. These conferences are scheduled immediately after Report Cards are issued and thus give the parents and teachers a chance to review the students' progress and any other concerns. All parents/guardians are requested to attend all conferences. Those students who are encountering academic/ behavior difficulty will require additional parent / teacher conferences at the discretion of either parent or teacher.

COMPREHENSIVE EXAMINATIONS

All students in grades 6th - 8th will take a comprehensive examination at the end of each semester. Student will receive advance notification as to the scheduling of exams.

*Missed tests & quizzes are made up in recess, before or after school, depending on availability of staff.

STANDARDIZED TESTS

In addition to the regular tests, quizzes and other methods of evaluations within each class, the school will also administer at least two standardized tests each year.

MICHIGAN STATE TEST

In the spring of each school year the M-Step test is administered to all students in the 3rd, 4th, 5th, 6th, 7th, and 8th grades. Subjects covered include Reading, Mathematics, Science and Writing.

SCANTRON TEST

Genesee Academy administers a nationally standardized test online (SCANTRON Test) to all students enrolled in K - 8th grades. The SCANTRON test measures achievement in the areas of English, Grammar, Reading, Spelling, Mathematics, and Science.

DIAGNOSTIC TESTING

Gaites-McGinitie

QRI – Qualitative Reading Inventory

DRA – Diagnostic Reading Assessment

GRADING SCALE

GRADES K -3RD:

O= Outstanding Progress

S= Satisfactory

P= Progressing

N= Needs Improvement

U= Unsatisfactory

GRADES 4TH - 8TH:

A+= 100% A = 93-99% A- = 90-92%

B+ = 89-87% B = 86-83% B- = 82-80%

C+ = 79-77% C = 76-73% C- = 72-70%

D+= 69-67% D = 66-63% D- = 62-60%

Failing = 59-Below

In Upper Grades, grading practices may vary from subject to subject. Teachers will inform students of his/her grading procedures at the beginning of the year.

MYP GRADING POLICY

The semester grade is calculated according to the following: 40 % for each of the two marking periods and 20 % for the cumulating exam at the end of each semester (students will receive advance notification as to the scheduling of exams). The 40 % grade of each marking period is calculated from summative and formative assessments, including tests, quizzes, projects, homework, portfolios, class participation, presentation and labs as determined by the teacher.

Homework serves an important purpose in your child's school life. It is designed to meet the need of the student by:

1. Reinforcing and extending classroom learning.
2. Providing enrichment or remediation.
3. Developing self-directed learning by providing an opportunity to practice lessons learned in the classroom.
4. Train students to work independently, and to accept responsibility for completing a task.
5. To establish consistent work habits, punctuality and creativity outside the classroom.

Summative Assessments

In accordance with the IBO, all Genesee Academy Students will be assessed using various formative and summative assessments. Summative assessments are culminating end-of-unit assessments. As such, units shorter than 2.5 weeks long will require one summative assessment, whereas units longer than 2.5 weeks long will require two summative assessments. All Summative Assessments will be graded based on subject specific MYP Assessment Criteria, and given a numeric MYP grade. Based on the numeric scale for the subsequent subject area, this numerical grade will then be

converted into a percent grade based on the below scales. This grade will then be input into Gradelink as a 100 point assignment. Please note that assignments that fail to be submitted will receive an ‘M’ in Gradelink, equaling a zero score out of 100.

1-6 Scale

MYP Score	Percentage
6	100
5	92
4	83
3	75
2	67
1	58
0	50

1-10 Scale

MYP Score	Percentage
10	100
9	95
8	90
7	85
6	80
5	75
4	70
3	65
2	60
1	55
0	50

1-8 Scale

MYP Score	Percentage
8	100
7	94
6	88
5	81
4	75
3	69
2	63
1	56
0	50

STUDENT RECOGNITION / HONOR ROLL

In order to achieve high honor roll status, a student must achieve a 3.75 grade point average out of 4.0. Students may achieve second honors with a GPA of 3.2.

Citizenship Honor Roll will be awarded to any student who receives all satisfactory marks in citizenship during the marking period.

A student who has been written up three or more times for severe infractions of the rules and sent to the office for disciplinary purposes as a result of rule infractions cannot achieve honor roll status during the marking period even if a 3.2 GP A or higher is obtained.

The following are some of the criteria used in determining Honor Roll eligibility for upper grades:

- Academic - Performance, Effort, Participation, Homework, Use of Planner Attendance
- Leadership & Service
- Following Uniform Policy
- Behavior and Attitude - Showing respect to both students and staff Follow all school rules and directions of staff

At the end of each marking period, Honor Roll will be posted on the school bulletin board. At the end of the year an award certificate will be presented to those students who have been on the Honor Roll all year.

PROMOTION AND RETENTION POLICY

Promotion is the action that advances a student from one grade to the next. Retention is the action that keeps a student in the same grade for another year. It gives the student the opportunity of an extra year of growth.

When making recommendations about promotion or retention of students, the teacher will consider the viewpoints of the parents, support staff and principal. Parents are notified regarding the possibility of retention as soon as the teacher may consider such an action. The factors determining retention usually surface early into the second semester. The decision to promote or retain students always takes many factors into consideration and may include: student attendance, grades, daily work habits and achievement, physical and social maturity, grade level expectations and student ability.

Minimum attendance required for promotion in all grades is 90% of the school year.

Absenteeism will be considered of prime importance in the decision to retain borderline students.

Students will be promoted if, in the judgment of the teacher, satisfactory academic, social and behavioral progress has been made during the current school year that would predict success in the following grade. A failing grade in any major subject may result in a student being retained.

By the middle of the third marking period, the parents of students who are in jeopardy of being retained will be notified and a conference will be conducted. The decision to retain a student will be made in consultation between the teachers, principal and parents. A letter stating possible retention will be sent by the end of the third marking period. In some borderline cases, promotion may be granted upon satisfactory completion of additional summer school or tutoring.

ACADEMIC PROBATION

Any student who does not maintain the school's minimum standard of academic achievement (in other words, falls below "satisfactory" in two or more major subjects)--will be placed on academic probation for a period of one marking period. During this time, the student has the opportunity to demonstrate reasonable improvement in his/her academic performance.

Any serious neglect or deficiency in academic performance during this period may be sufficient grounds for removing a student from the school, to be determined at the discretion of the school administration.



ATTENDANCE POLICIES

SCHOOL HOURS

The school office will be open from 8:00 a.m. until 4:00 p.m. Monday through Friday during the school year. School business and affairs relating to the school should be taken care of during that time.

BUILDING VISITORS

Adult visitors are always welcome. However, for safety and security reasons, we need to know who is in the building, and require that all visitors, including parents, register in the office. Meeting with a teacher must be scheduled in advance; conferences with teachers cannot to be held while the teacher is responsible for a group of children. Please leave a message in the office, and the teacher will contact you to schedule a convenient time to meet.

ARRIVAL AND DISMISSAL

The regular school day for students Pre-K through 8th is from 8:30 a.m. through 3:35 p.m. No students are to arrive or enter the building prior to 8:20 a.m. Since adequate supervision cannot be guaranteed before that time. We cannot be responsible for students before or after school hours

Any student arriving after 8:40 a.m. will be counted tardy (unless the bus arrives late). Students on a late bus will need to check into the office to advise the secretary they have arrived on a late bus. All other late students must report at the office to receive a TARDY slip. Students will not be allowed into their classroom after the bell rings without a TARDY slip.

Students are dismissed from school at 3:40 p.m. Parents should be prompt in dropping off and picking up their children. Parents must realize that the time to pick up children is strictly enforced and should not be a burden to school personnel. Any child who is picked up after 4:00 p.m. will be charged \$5.00 for the first ten minutes, and then \$10.00 for each additional ten minutes. The school does not have a latch key program or a day care. For any students attending any after school program offered by the community, both the parents and the program supervisor must sign a form releasing the school from any liability.

RETURNING TO SCHOOL/LOCKING OF DOORS

No child will be permitted to return to a classroom after the dismissal time. Children must learn to be responsible for homework or other items, which need to be taken home. Classroom and entrance doors will be locked after 4:00.

ATTENDANCE

State of Michigan law requires students to attend school on a regular basis. Regular attendance is essential to make progress in school. Students are excused for illness and for prearranged doctor or dental appointments. Other requests for absences may be approved by special permission from the principal. A school officer will contact parents if their children are excessively absent or tardy. Excessive tardiness is unacceptable and will be considered a form of truancy.

Also, it is important that your child have enough sleep each night and a good breakfast in the morning. Children have difficulty learning if they are tired and hungry.

Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Michigan. The administration, faculty, and staff of Genesee Academy expect every student to be attendance in every class, every school day. If a student is excessively absent, a 90% attendance rule will be invoked, and the parents will be notified.

Punctuality and good attendance are important to a student's educational success. Students who arrive late



or leave early disrupt the classroom routine for everyone. It is important that students know their dismissal plan before they arrive at school. We will not interrupt classrooms to give daily reminders. Therefore it is essential that the parent send a note with the child to the give to the teacher.

Students must arrive to school on time. Specifics are as follows:

K-5th grade: Homeroom teachers will maintain daily attendance records of their students. Attendance will be taken the beginning of first period. The teacher will call or send an attendance list of absent students to the office by 9:30am.

6th -8th grade: Teachers will take attendance in their classes each period. The first period teacher needs to call or send an attendance list of absent students to the office by 9:30am.

Note: Chronically tardy students can be asked not to return to school for the following year if there is not improvement during the school year in daily attendance. GA Administration reserves the right to review and repeal any segment of the Attendance Policy.

DEFINITIONS

Tardy- A student who arrives late by 30 minutes or less. A student who arrives at school after 11:00 a.m. is counted absent 1/2 day or a student who leaves before 1:00 is counted absent for 1/2 day. Students who are picked up at and after 3:00 will be counted as tardy.

Excused tardy means a tardy that has been excused by the Principal, due to extraneous circumstances.

Unexcused tardy means a tardy that has not been excused by the Principal.

Verified Absence- An absence where one of the following contacts occurs:

1. A parent/guardian of the absent pupil phones the school to report an absence.
2. A student returning from an absence provides his/her teacher with a written excuse. This notification must be dated and signed by the parent/guardian. Copies of doctor's excuses should be sent to the school and kept on file with the child's teacher.

Unverified Absence - An absence where the contacts listed under verified have not occurred and the notification has not been received.

Absent, full day- a full day of absence is recorded if the student is absent more than half of the day.

Early Dismissal- A student who leaves school with 59 or fewer minutes remaining in the school day. This will be reflected on the report card as a tardy.

REPORTING AN ABSENCE

Compulsory attendance laws apply to all students between the ages of 6 and 16. When your child will be absent, please call the school office before 9:15 a.m. This is to assure that all students have been accounted for and have arrived safely at the school building. Failure, by the parent or guardian, to call the office or send a written note when the child returns will result in an unexcused absence for the student.

To report an absence call:

1. Call (810) 250-7557 by 9:15 am.
2. Please leave the date, the child's name, the teacher, and a short reason for the absence.

EXCUSED ABSENCES

The following shall constitute valid excuses for temporary non-attendance provided the evidence of the



excuse is submitted to the school. However, excused absences may not exceed 10 days per year.

1. Illness or Injury:
2. Illness of Immediate Family Member at the principal's discretion.
3. Death in Immediate Family
4. Medical or Dental Appointments:
5. Court or Administrative Proceedings:
6. Educational or Religious Opportunity: such as travel to Hajj or overseas with written request to the principal.
7. Participation in school sponsored/approved activities.
8. Other circumstances may be excused at the principal's discretion.

UNEXCUSED ABSENCES

Absences for any reasons not listed above for excused absences will be considered unexcused absences. Note that the absence of a child from school resulting from suspension or expulsion of that student for misconduct is an unexcused absence. However, Genesee Academy may not deny to any child suspended from school for 10 days or less the opportunity to take the quarterly or semester examinations missed during the period of suspension.

1. Three unexcused absences by a student in a marking period will result in a note sent home to the parents.
2. Five or more unexcused absences by a student in the same marking period will result in a note sent home to the parents for a conference.
3. Should more than ten (10) unexcused absences by a student occur in the same semester, the parents would be required to meet with the school administration to evaluate the validity of the absences. If they are not found to be valid, it may result in no report card being issued for that marking period.
4. **If the student has more than twenty (20) absences (excused or unexcused) for the total year, she/he may not be promoted and retained in the same grade.**
5. If a student is excused for a doctor or dental appointment and is not absent from the building for more than 90 minutes, the student will not be counted absent or tardy. The child must report to the office for a class admission slip when returning to school. Students absent from school for up to one-half day will be counted as absent one-half day. School staff members will monitor student attendance on an ongoing basis. The parent/guardian will be contacted when absence/tardiness reaches serious levels.

UN-EXCUSED ABSENCES

The following absences are considered un-excused but are not limited to the following:

1. Unauthorized absence from classes
2. Personal business (traffic concerns, shopping, working, babysitting, misc. appointments)
3. Oversleeping
4. Any issues which can be addressed after school hours
5. Leaving School without permission
6. Picking student up between 3:00-3:30 without a valid written note.



TARDINESS

Being on time is a life skill important to each student's future. Schools have the responsibility to teach the importance of this skill. Students who arrive late are at a great disadvantage. Not only are they missing information needed to start their day, but also they are interrupting the instructional time of the class.

Students are required to be in class on time. Tardiness to class is defined as not being seated when the bell rings at the beginning of each school day or at the beginning of class and after lunch recess, assembly or prayer. Any student arriving after 8:40 a.m. will be considered tardy and must report to the office for a pass before going to the classroom. Teachers will not allow a late student to enter class without an office pass.

Please be advised that the excused tardies are only those that are beyond the control of the parent or guardian, such as a flat tire, car breakdown, extreme harsh weather or unexpected road construction. Un-excused tardies are those that are within the control of the individual, such as oversleeping, leaving late from home for school, etc.

STUDENTS LEAVING SCHOOL CAMPUS DURING THE DAY

Parents should refrain from taking children out of school during school hours except in extreme cases. A dated, written request signed by the parent or guardian is required for a student to leave the school before the time of dismissal.

Any students leaving during school hours must receive permission from the principal or designee from the office and leave with an authorized adult. Identification of this adult will be required. The adult must then proceed to sign the child out of school in the main office. You must notify the school in writing as to which persons are authorized to pick up your child.

Parents must go directly to the office, not to the classroom. Teachers are instructed not to release students to parents or other adults, but rather send the child to the office upon a request from the office personnel. This procedure will guarantee the safety and well being of all students. Unless the parent has contacted us by telephone or note, a child will only be released to the people listed on his/her emergency card.

If the child does not live with both parents, a copy of the custody agreement must be on file in the office.

Parents are strongly urged not to take students out of school for vacations. Parents deciding to take their children out of school to go on a planned family vacation must inform the principal and the teacher in writing at least two weeks in advance. A student's grade and attendance will be two of the factors considered before the principal grants approval. Work and assignments will not be sent in advance of leaving.

If parents desire that their children be assigned work during the vacation period, they must make this request of the teachers at least (5) schools days in advance of the absence date. It should be understood that it would not always be appropriate to assign work prior to instruction. However, if work is taken, the student is expected to have missing assignments completed and ready to turn in on the day returning to school.

Students may make up work within a reasonable period of time (one day for each day of absence) upon returning to school. Please keep in mind that the total amount of work covered while your child is absent cannot be possibly made up. The teacher will make those assignments he/she feels are necessary for your particular child. After that the assignment maybe considered late, resulting in lower grade. Children who are out of school longer than the minimal requirement of attendance days per quarter may not receive a grade for that particular marking period.



SCHOOL UNIFORM POLICY

Pre- K students are not required to wear a uniform.

GIRLS - KINDERGARTEN THROUGH 4TH GRADE

Girls in K – 4th grade are required to dress in navy blue jumpers, skirts or slacks, white, khaki or navy blue blouses and navy blue or white tights/socks.

GIRLS - 5TH THROUGH 8TH GRADE

Girls in 5th through 8th grade are to wear white Hijab and long navy blue and khaki skirts that reach the ankles. If girls wear slacks, the slacks must be loose khaki and navy blue. Blouses or shirts must be knee length. All blouses must white or navy blue and be long sleeved. Eighth grade girls may wear the traditional over garment (Jilbab), but it must be navy blue to correspond with Genesee Academy colors. Girls are advised to wear rubber-soled shoes and are not allowed to wear high-heeled shoes. Any student who wears high-heeled shoes will be sent home. A navy blue blazer may be worn in the winter months.

BOYS IN KINDERGARTEN THROUGH 8TH GRADE

Boys in Kindergarten through 8th grade are to dress in navy blue and khaki slacks and white or navy blue shirts. Dress shirts should be tucked in, but polo style shirts do not have to be tucked in. A navy blue sweater or blazer may be worn during winter months. Please refrain from logos or insignias. Boys are requested to wear rubber-soled shoes.

Students are not allowed to wear baseball caps or other hats to class or to dress in any way contrary to the principles of Islam. Remember modesty and decorum should be observed at all times.



DISCIPLINE POLICIES

Genesee Academy believes that all students have the right to obtain an education in an atmosphere that nurtures growth and a positive self-image. We respect each child's right to a safe and orderly environment.

Providing children the opportunity to manage their behavior and supporting them while they learn how to manage themselves, is our aim in developing self-discipline in children.

Positive communication between home and school is necessary. When students understand that parents and the school are working together and not against each other, most problems are eliminated. Those students, who choose to endanger themselves or others, must accept the consequences of their actions.

WE BELIEVE:

1. Students have greater success when all staff and other adults consistently model appropriate behavior and problem-solving skills.
2. Our staff shall guide, encourage, and praise a child for good behavior in an attempt to channel his/her energies in a positive direction.
3. Our staff shall use positive forms of discipline first, which will encourage self-control, self-esteem, and cooperation.
4. Students should be honest, courteous, respectful, and know and obey the rules of the school and cooperate with the school staff.
5. Students should be responsible for solving their own problems with guidance so it does not create a problem for others. This requires more thinking. Adults guide rather than enforce.
6. Students should make decisions with which they must live and learn that problems are opportunities for personal growth.
7. When students are able to have some control over their lives they experience an enhanced self-concept.
8. Students should face consequences instead of punishment, making a connection between the infraction and the action taken.

ROLE RESPONSIBILITY IN DISCIPLINE

RESPONSIBILITIES OF THE STUDENT

The student is expected to respect authority, which includes not only obedience to school rules and regulations but also to the laws of the community, state, and nation. Students should respect personal property, rights of fellow students, teachers, administrators, and other school personnel.

RESPONSIBILITIES OF THE PARENT

Parents are expected to cooperate with school authorities and participate in conferences regarding the behavior, health, attendance, and academic progress of their children. Parents are subject to the provisions and statutes of the State of Michigan.

RESPONSIBILITIES OF THE TEACHER

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly



responsible for maintaining discipline in their classroom and assisting in the maintenance of discipline throughout the building. Such responsibility and authority of any teacher extends to all pupils of the Academy.

Teachers will provide the opportunity for students to learn and understand acceptable behavioral standards within their classrooms.

RESPONSIBILITIES OF THE PRINCIPAL AND VICE PRINCIPAL

The Principal and Vice Principal are expected to exercise leadership in implementing all necessary procedures, rules, and regulations of the school.

RESPONSIBILITIES OF THE BOARD

The Board of Genesee Academy, acting through the principal, holds all school personnel responsible for the control of the students while they are under the supervision of the school. The Board will support all personnel acting within the framework of the school policies.

BEHAVIORAL EXPECTATIONS AND SCHOOL RULES

Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities.

CONDUCT IN THE CLASSROOM

Students should show respect for their teachers and other adults in authority by being courteous and cooperative, obeying their teachers promptly, cheerfully and completely. Students should show respect, kindness and consideration toward other students and respect Allah's provision to them by properly caring for the classroom property and equipment (students will be charged the replacement value for lost or damaged textbooks). Students should also respect the work and property of other students. Students are expected to be aware of and avoid off-limit areas of the building and grounds. While traveling in the hallways, students should walk quietly, and in an orderly fashion.

1. **Formal Time:** This is a classroom designation that means that students may only speak after they have raised their hand and been recognized by the teacher. Any unauthorized talking, noise-making or other distracting activity may result in disciplinary action.
2. **Informal Time:** This classroom designation means that students may speak without raising their hands and engage in a respectful classroom conversation led by the teacher. Students are expected not to take advantage of this freedom but to manifest patience, respect and self-control.

CONDUCT ON THE PLAYGROUND/GYM

Students are expected to play harmoniously and to avoid rough play and physical aggression. Students should show kindness and consideration to others; older children are expected to consider and accommodate the more modest abilities of younger students. Students are to respect the boundaries of the playground/gym area and should readily obey the adults in charge. Students are expected to finish games they have agreed to play and to follow game rules and otherwise exhibit good sportsmanship. No student is allowed on the parking lot for play activities unless accompanied by an adult in charge. Decisions by staff/supervising adults regarding appropriate play are to be respected.



CONDUCT ON FIELD TRIPS

Behavior on field trips is the same as that expected in the classroom. Students should respect the authority of those in charge, whether teachers, parents, guides or helpers; students are to listen and obey promptly and cheerfully. Students are to respect the property of others including such property as cars, buses, personal possessions and field trip premises. General safety rules include wearing safety belts and crossing streets with adults and walking in an orderly fashion. On field trips students are to wear GA uniforms unless otherwise directed. Conduct in Hallways

Students are to walk quietly in the hallways. Students normally will line up at a door as a class and be dismissed only after the line is straight and all students are silent. Students, who run, walk too fast, or who make noise will be required to go back to the door and begin again. Repeated offenses constitute disrespect and willful disobedience and will result in further discipline.

When walking in the hallway, students are to walk towards the right side.

OTHER

The following is an additional list of guidelines for student conduct:

- Look at someone when they are talking to you or you are talking to them.
- Do not walk away when someone is talking to you or you are talking to them.
- Do not interrupt when someone is talking to you.
- Do not interrupt a conversation between other people; wait until they have finished before speaking.
- Do not walk between conversing people.
- Do not argue with an adult.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth with your hand. Afterwards, say, “Alhamdulillah.”
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.
- Use proper language. For instance:
 - Say “thank you” when you are given something;
 - Say “please” when asking for something;
 - Say “excuse me” when you bump into someone or need to pass someone in close confines; and
- Respond to any adult’s question by addressing them by their name (Mr., Mrs., or Miss) or “Yes, ma’am” or “No, sir.”

Genesee Academy is not only a place to learn and to practice various academic skills, but also a place for students to understand and observe appropriate Islamic behavior and conduct. Appropriate Islamic behavior and conduct is based to a large degree upon the students’ learning to exercise self-discipline and self-control. This includes learning to respect the rights and properties of others and doing what is necessary to follow rules and regulations, which have been formulated from an Islamic perspective, to ensure a better life for them and those around them.



The disciplinary rules have been established to promote such an Islamic character and to maintain an atmosphere that encourages learning for all students. These rules have been made to ensure fairness and equality for all students. It is impossible for good teaching or learning to take place unless there is order.

Students must keep in mind that teachers are responsible for their overall welfare and safety, and are therefore given the authority to maintain proper student behavior as outlined herein. The teachers and administrators at Genesee Academy reserve the right to decide whether or not a student's behavior is in violation of the established rules of Code of Conduct and Islamic values. The goal is to take corrective action that will change and improve student behavior. In some cases, parents will be referred to professional counselors. The purpose is to provide the best possible assistance for a student's needs. Students in violation of school rules and policies will receive consequences. While students must learn to bear consequences of their actions, they are encouraged to do supplication, dua' and ask Allah (SWT) for forgiveness. The concept of seeking forgiveness and being forgiven is an Islamic concept that will be incorporated while dealing with all students.

Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities.

Corporal punishment is completely banned under all circumstances at Genesee Academy.

The teachers and administration at Genesee Academy reserve the right to decide whether or not a student's behavior is in violation of the established rules of the Student Handbook and Islamic values. The goal is to take corrective action that will change and improve student behavior. Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities.

WE EXPECT THAT THE STUDENTS WILL:

1. Follow all general and specific school rules
2. Be present regularly and on time in the regular school program
3. Wear the school uniform every day (exceptions are to gym, field trips, other activities, etc.) Be polite, respectful, obedient, and courteous to teachers, school staff and other students, exhibiting a positive attitude towards themselves, others and their environment.
4. Display appropriate manners while in attendance at all school or school related functions held on or off school grounds.
5. Refrain from the use of profane, vulgar, offensive, and abusive language and actions Respect school property and the personal property of others
6. Act appropriately and work cooperatively with others
7. Obey the playground and lunchroom regulations, which have been designed to provide structure and ensure safety
8. Demonstrate appropriate behavior during disaster drills Demonstrate appropriate behavior during assemblies Walk quietly in the hallways
9. Be attentive to teachers' instructions and complete assigned work to the best of their ability Be mindful of the safety of oneself, and of others in the school
10. Use the prayer hall, washrooms, playground and school equipment safely and in a cooperative manner and take good care of the school property



11. Use the washrooms for intended purpose only (for Wudu and as lavatories) Take care of the school building, furniture, desks and lockers
12. Have a pass from their teacher or the office staff when using hallways during class time. Stay within school boundaries at all times.

WE EXPECT THAT THE STUDENT WILL NOT:

1. Use or have in their possession harmful or illegal drugs, tobacco, or alcohol Use physical force against others
2. Bring matches, lighters, guns, knives or any kind of weapon to school Abuse or deface school property or property belonging to another person Tamper with fire alarms
3. Leave the school boundaries at any time
4. Leave the classroom without the permission of the teacher Loiter in the halls, restrooms, or shower rooms
5. Bring radio, TV's, video games, squirt guns, or skateboards to school Ride skateboards or motorbikes while at school
6. Boo or whistle at school assemblies
7. Run in the hallways
8. Use cell phones
9. Chew gum or eat candy in school (except with teacher permission)
10. Return to school after leaving for the day unless accompanied by an adult Undermine the principles and teachings of Islam and the ideals of the school Disrupt the class or infringe upon the rights of others to learn
11. Be insubordinate
12. Use inappropriate or foul language at any time Wear hats or caps in school
13. Throw snowballs

BUILDING RULES

Every child is expected to support the rules of conduct, which contribute to the safety of others and the smooth movement of children throughout the building. The building may have potential hazards such as slippery floors, corners and glass, which call for safety rules prohibiting running, ball throwing and other potentially dangerous activities. Students are expected to respect building and school property.

Parents/Guardians will be required to reimburse the school with any damage to building or materials due to vandalism by the students.



CLASSROOM RULES

1. All pencil sharpening must be done before instruction or with teachers permission Students must remain in their classroom unless given permission by their teacher Students are expected to do the best in all classes and to do all of their homework assignments
2. Students are expected to let all their teachers instruct and to allow other students the opportunity to learn
3. Students should keep their classrooms clean at all times
4. Students should be in assigned classes at designated times with your student planner. Student must raise their hands to be recognized before speaking
5. Students are expected to have all of their necessary books and supplies for each class with them when class begins
6. Students should be responsible for their own actions.

HALLWAYS

Students are to walk quietly in the hallways. Students normally will line up at a door as a class and be dismissed only after the line is straight and all students are silent. Students, who run, walk too fast, or who make noise will be required to go back to the door and begin again. Repeated offense constitutes disrespect and willful disobedience and will result in further discipline. When walking in the hallway, students are to walk towards the right side.

INSIDE RECESS RULES

1. Children should remain in their designated room and area and should not be in any other part of the building unless they have permission from their teacher
2. Appropriate games and activities for students during inside recesses and lunch hours maybe provided in each classroom. Students are informed of these games and activities and the rules for conduct on inside days are clearly explained.
3. Children should not run in the classrooms or in the hallways.
4. There should be no use of scissors or other types of devices that should only be used under the supervision of the classroom.
5. Classroom doors will remain open
6. Students should always follow the direction of the recess supervisor.

LUNCHROOM RULES

1. Students are to enter the cafeteria/gym in an orderly fashion Running, pushing, and shouting are prohibited
2. Students are to be seated in their assigned areas
3. Once seated, students are to remain seated until dismissed by the teacher
4. Students are expected to leave their eating area clean and orderly. All trash is to be deposited in the proper containers
5. Students are not permitted to handle any other student's lunch Students are not allowed to play with food in any manner.



6. Students are expected to treat the lunchroom personnel and supervisors with respect Student are not to return to other parts of the building without written permission
7. Students are not permitted to use kitchenette at any time during school.

SCHOOL GROUNDS/PLAYGROUND RULES

1. Use all equipment properly and safely
2. Play only in the designated area
3. Fighting, wrestling, tackling, or rough horseplay is prohibited; play fighting often starts real fights, so it is not allowed
4. Throwing any unapproved objects such as, hardballs, snowballs, rocks, dirt, gravel, stones, woodchips or any other sharp or potentially dangerous object is prohibited
5. Students are not allowed to leave the playground area or school boundaries without permission
6. Students are to respect the boundaries of the playground/gym area.
7. Students are expected to finish games they have agreed to play and follow game rules and otherwise exhibit good sportsmanship.
8. Students are expected to respect and follow instructions of all adult supervisors Students are expected to line up quickly when the teacher signals
9. When Playing Soccer:
 - No full contact, slide tackling, tripping, shoving or fighting
 - Students should exhibit good sportsmanship, including all students that wish to play.
10. When Playing Football:
 - Only touch or flag football is allowed
 - Touching should be below the shoulders with no straight arming All football should be played away from buildings
11. When Climbing Equipment:
 - Use the "lock grip" for climbing and holding. Grasp bars tightly with fingers and thumbs Watch carefully when climbing down. Avoid other children climbing up
 - Do not allow too many people on the equipment at the same time
 - Do not sit on the rungs of the "monkey bar"
 - On the horizontal ladder all children should start at the same end, and use the lock grip. They should all move in the same direction.
 - Drop from the bars with knees slightly bent and land on both feet No running up steps
 - Feet first going down slides
 - One person at a time on the slide
 - Wait at the base of the slide before going up the steps. Wait until the person



comes down from the slide

- No jumping off the top of the equipment No crawling up slides from the bottom up No chicken fighting on the equipment
- Do not play tag on it - Do not run onto other equipment

12. When Playing on the Slides:

- Slide down one at a time, sitting down, feet first Go up the ladder and down the slide
- Do not go up the slide backwards
- Do not push each other on the slide or slide ladder Do not jump off the slide ladder
- Do not play under the slides

LIBRARY RULES

1. Intermediate students unaccompanied by a teacher must have a pass to use the library Loitering in the library is not permitted
2. Students are expected to be quiet and not disturb others No gum, food, or drink is permitted in the library
3. Students in Grade K -1st may not have more than 2 book checked out at one time. Students in grade 2nd – 3rd may not have more than 3 books checked out. Students in grades 4th – 8th may not have more than 4 books checked out.
4. Student are to return books on or before the due date
5. A student will be charged full price if a book is lost or badly damaged
6. Student will have their library privileges suspended as a consequence of repeat violations or even a single serious violation

COMPUTER LAB RULES

1. Students are to use the computer, disks, printer, and Internet in an appropriate manner and only for educational purposes
2. Students will be polite and only communicate with language that is acceptable for our purposes at school
3. Students will use their own work and not the work of others Students will be respectful of others when using the Internet
4. Student will have their Computer Lab privileges suspended as a consequence of repeat violations or even a single serious violation

SCIENCE LAB RULES

1. Students will use all lab equipment and supplies in the appropriate manner
2. Students will observe all safety measures as outlined by the teacher

BUS RULES

Although transportation is being provided by an outside source, Genesee Academy expects all students to



obey the driver and the follow the rules

1. You must stay in the seat assigned to you.
2. There can be no moving about when the bus is in motion
3. Keep hands and head inside the bus at all times.
4. Wait until the bus comes to a full stop before entering or leaving.
5. Absolutely no profane language or disturbing noises.
6. No eating on the bus.
7. Do not throw anything out of the bus or shout to passing motorists
8. Do not bother the driver with unnecessary conversation

CELL PHONE RULES

Student cell phone use is **completely prohibited** on school grounds. Students are encouraged not to bring their cell phones to school. While school is in session, any student found looking at or using their cell phone will have it confiscated, and the GA Discipline policy will go into effect.

PLAGIARISM

Plagiarism, as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Genesee Academy has a zero tolerance policy for plagiarism. Any student caught with plagiarized material will follow the GA Discipline Policy.

DISCIPLINARY ACTION/CONSEQUENCES

POSITIVE BEHAVIOR

A student will be rewarded for good behavior in one or more of the following ways:

1. Frequent Praise
2. House Points
3. Homework Passes
4. Free Time
5. Citizenship Award
6. Student telephones parents to share good news Administrator telephones parents to share good news Recognition in school newsletter
7. Student of the week or month
8. Lunch with the teacher or principal
9. Monthly special treat
10. Special dress down day
11. Ice cream Social
12. Principal's pride



NEGATIVE BEHAVIOR

In the event that a child does not follow the guidelines set out in the discipline policy, the following procedures are consequences for dealing with behavioral problems. These procedures do not take the place of other methods or approaches. Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record.

1. For inappropriate behavior, the student will be disciplined in one or more of the following ways:
2. Verbal reprimand or written reprimand
3. Student telephones parents to explain behavior Loss of privileges
4. Detention
5. Conference with parents Isolation
6. In or out of school suspension*
7. Expulsion

- A. **Detention** - Detention is a period of silent study, minimum of 15 minutes and maximum of 45 minutes. If positive forms of discipline are non-effective, detentions may be given. Parents will be notified to the reason, as well as the date and time the detention must be served during or after school detention. Manual work assigned by the teacher or principal during or after school detention must be completed.

If a student misses detention without prior notification and a legitimate excuse from a parent, he/she will be suspended from school.

- B. **Suspension** - Student offenses that are serious in nature will result in suspension. The Principal will determine the mode (IN vs. OUT of school suspension) and length of the suspension. Parents will be notified, and the student is responsible for all class work being done during that time. Absence due to a suspension is un-excused. While on an "OUT" suspension, the student should not be in or around the school.

Students are required to make up all work that was missed during the suspension.

Normally suspension periods will be as follows:

First Offense: up to 3 days suspension

Second Offense: up to 5 days suspension

Third Offense: up to 10 days suspension

In case of five to ten (5-10) days or less, the Principals decision will be final.

- C. **Probation** - The Principal will determine if the student's behavior has seriously or continuously violated school rules and regulation; if so, he or she will be put on disciplinary probation. The length of the probation is sixty- (60) days, or as determined by the Principal. The parents will be informed by conference and /or in writing of the length of probation and consequences of future misconduct, such as expulsion. While on probation any infraction that results under normal circumstances in suspension will be grounds for immediate expulsion from the school.

- D. **Expulsion** - Expulsion is defined as removal of the student from school attendance for grave



reasons. If the child has been suspended from school more than three (3) times (maximum 6 days accumulated) in a marking period and/or five (5) times, (10 days) within a semester, the Principal will meet with the parents to discuss expulsion. Once expelled, a student may not be permitted to re-enroll in the school for a minimum of one semester.

Genesee Academy has the authority to suspend or expel, and to make reasonable rules and regulations regarding discipline as granted in Section MCL 380.1300: MSA 15.41300 of the Michigan School Code.

These policies or regulations apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school or the safety or the welfare of students or employees.

Reasonable effort is made to counsel students and parents so that drastic measures, such as suspension and expulsion, will not be necessary. However, occasions do arise when it is felt that such action is in the best interest of all. Individual disciplinary action is always considered in the light of the total record of a particular student.

INFRACTIONS

All behavioral infractions cannot possibly be listed in this handbook. Common sense will be utilized when dealing with infractions not addressed in this handbook and will be disciplined accordingly

Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record

1. The following infractions will result in a detention on the third occurrence:
 - Eating in the hallway or out of designated areas.
 - Chewing gum.
 - Tardy to class.
 - Uniform violation.
 - Jackets on or carried after beginning of second period.
 - Minor classroom misbehavior such as unrelated talking and disregard of classroom rules.
 - Wearing of make-up.
2. The following infractions will result in a detention on the first occurrence:
 - Minor altercation with other students, verbal or physical.
 - Showing disrespect to teachers verbally or with gestures.
 - Disorder and rude behavior during daily and Jumah prayer as well as various
 - School assemblies.
 - Use of profanity.
 - Writing on furniture.



- Skipping a class.
3. The following infractions will result in one or more days of suspension:
- Severe disrespect of an adult on school property.
 - Defacing or damage to property.
 - Cheating or copying of another student's work
 - Verbal abuse or obscene gestures toward staff member(s)
 - Improperly dressed
 - Unacceptable language
 - Leaving school grounds without permission
 - Fighting and/or intimidation
 - Skipping class or detention
 - Vandalizing school property
 - Stealing and/or destruction of property of the school, teacher or another student
 - Throwing objects or other physical assault on other student(s) or staff member(s)
 - Any act that would endanger the safety and/or welfare of the school community
 - Blatant disregard for rules and regulations or Islamic teachings.

On the third suspension the student will be informed that the next infraction will result in severe disciplinary action such as, but not limited to, being placed on disciplinary probation.

1. Exclusion from school may involve any of the following or a combination thereof:
- Suspension for a period of ten (10) school days or less.
 - Suspension pending investigation.
 - Suspension pending a hearing under Section 504 of the Rehabilitation Act of 1973.
 - Suspension pending an expulsion hearing.
 - Expulsion
 - Long-term suspension may be for a period in excess of twenty (20) days or permanent removal from school attendance; however this action requires the authorization of the School Board.



TYPICAL STEPS FOR DISCIPLINARY PROCEDURES

Step 1 - Warning. After two redirects, a teacher gives student a written or verbal warning. The student will also lose an in-school privilege, such as recess. During this time, the student will be directed to think about his/her behavior and what needs to be done to improve it.

Step 2 – Notification. Notification is sent to the parents indicating the discipline problem and what is requested of the parents. This notice must be signed and brought back to school the following day. The student will also lose an in-school privilege, such as recess.

Step 3 - Parents Called By Teacher. The parents will be called and informed of the disciplinary problem their child is having. The parents will be asked to speak seriously with their child and warn him/her of the consequences of continuing bad behavior. The student will also lose an in-school privilege, such as recess.

Step 4 - Detention. The detention period is 30-40 minutes. During this time, the student is required, if suitable, to write about why he/she is in detention, how the problem could have been avoided, what he/she is going to do to improve, and what should be the consequence for any further disciplinary problems. This paper must be taken home, signed and returned to school the next day. If the essay is not properly done or not signed and returned the following day, the student will be issued another detention.

Step 5 - Parent/Teacher Meeting and Contract. This meeting will be between the parents, teacher, and school administrator. The student may attend as needed. This meeting must be held within three days of the offense. A behavioral contract will be made and signed by all parties. This contract will include a behavior modification plan, a system of checking the student's progress, and the consequence of failure to meet the conditions of the contract. The student will also lose an in-school privilege, such as recess.

Step 6 - Suspension. The period of in-school suspension is 1-3 days. The student will report directly to the Office at 8:45 and will be given material to read about proper behavior and self-discipline, and later will have a discussion with a staff member regarding why he/she is there and what needs to be done to address the serious disciplinary problem. By the end of the day, the student will have written, if suitable, a paper describing: what he/she has learned that day, how she/he is going to change his/her behavior, and what should be the consequence if his/her behavior does not improve.

Step 7 - Parent/Teacher Meeting. At this meeting the first behavior contract will be reviewed. The contract will be modified accordingly and reissued. Also at this time, both the student and parents will be informed that any further infraction will result in the student being suspended from school. During this period, the student will not be allowed to come to school or participate in any school activities.

Step 8 - Disciplinary Probation. This meeting will be with the parents, student and school administrator and must be held within one week of the offense; otherwise, the student will be suspended from school until a meeting is held. At this meeting the behavior contract will be reviewed and modified. The student will immediately be put on disciplinary probation for a period of three months. During this time the student cannot receive any disciplinary infractions. At this



meeting, both the student and parents will be informed that any further infraction will result in the student being expelled from the school.

Step 9 - Expulsion. Once expelled, a student will not be permitted to re-enroll in the school.

Discipline Violation and Consequence

This policy is used as minimum consequences of a violation by the GA’s administration, the school principal has the right to apply portions of this policy as he/she feels appropriate based on the severity of violation.

<i>Violation</i>	Consequence - Steps
<p>A. Improper Checkout: Leaving class or the school premises, being in restricted areas during the student’s scheduled class hours and/or lunch period, or loitering on school grounds without authorization.</p> <p>B. Truancy: Unauthorized absence from school or class.</p>	<p>Step 1. Warning</p> <p>Step 2. Lunch/Recess detention and a call home to parents/guardians</p> <p>Step 3. Half day in-school detention and a call home to parents/guardians</p> <p>Step 4. Full day in-school detention and a call home to parents/guardians</p> <p>Step 5. Suspension from school (1-3 days)</p>
<p>C. Tardiness: Student is not in class when the bell rings.</p>	<p>1st Tardy: Warning</p> <p>2nd Tardy: Warning and call home.</p> <p>3rd Tardy: Will constitute one (1) absence, teachers will not repeat any materials missed by student while he/she was tardy. Parent Letter-Notice sent home.</p>

<i>Violation</i>	Consequence - Steps
<p>A. Improper use or possession of electronic devices:</p> <p style="padding-left: 20px;">a. Radios, CD/MP3 players, electronic games or other paraphernalia, and digital cameras are not to be used/played or operated without permission of the teacher.</p> <p style="padding-left: 20px;">b. Cell phones and pagers must be turned OFF (vibration and silent mode is considered as ON mode) and put away during school hours.</p> <p>Parents must get school’s permission before allowing their children to bring any of the above devices to school.</p> <p>These items are the responsibility of the student. The school assumes no responsibility for lost, broken or stolen items.</p>	<p>Step 1. Warning device is confiscated and will be returned the next day.</p> <p>Step 2. Device taken away from student and returned physically to parent. Parent must pick up the device.</p> <p>Step 3. Device <u>confiscated permanently</u>, will not be returned to student or parent.</p>



<i>Violation</i>	Consequence – Steps
<p>A. <i>Cheating:</i> The act of willingly and knowingly copying or using the work of others and representing it as one’s own and/or the act of using books, notes or other materials on a test without the knowledge or approval of the instructor. This includes changing grades in any instructor’s records.</p> <p>B. <i>Plagiarism:</i> Submitting another person’s writing, creation or ideas as his/her own.</p> <p>C. <i>Insubordination/Defiance of Authority:</i> Any student who refuses to comply with the requests of school personnel.</p> <p style="padding-left: 20px;">1) Refusal to obey</p> <p style="padding-left: 20px;">2) Disruptive Behavior/Disorderly Conduct: Any student exhibiting behavior which is disruptive to the orderly educational process of the school.</p> <p>D. <i>Persistent Disobedience:</i> Repeated violation of school rules.</p> <p>E. <i>Forgery/Misrepresentation:</i> Refusal to give correct name when requested to do so by an employee, or fraudulently using in any form the name of another person. Forging parent’s or guardian’s signature</p> <p>F. <i>Dissemination of unauthorized material:</i> The act of distributing unauthorized materials on school property.</p>	<p>Step 1. Student work will be confiscated and a grade of 0 will be given and a call home to parents/guardians</p> <p>Step 2. Student work will be confiscated a grade of 0 will be given and student will receive a half day in-school detention and a call home to parents/guardians</p> <p>Step 3. Suspension from school (1-3 days)</p> <p>Insubordination:</p> <p>Step 1. Parents will be notified and student will receive a half day of in school suspension.</p> <p>Step 2. Parents will be notified and the student will receive a full day of in school suspension.</p> <p>Step 3. Student will be sent home and the matter will be referred to the board for student expulsion.</p>

<i>Violation</i>	Consequence – Steps
<p>A. <i>Devices with wheels/hackysacks/items deemed inappropriate to an educational setting:</i> (i.e., in-line skates, skateboards, rollerblades, shoes with wheels, hackysacks, etc.) are considered to be a safety hazard in the school and/or a material disruption to the educational process; therefore, students are not allowed to use them in the building</p> <p>B. <i>Unauthorized areas/loitering:</i> Being present in an area without authorization. Remaining on school grounds with no apparent purpose.</p>	<p>Step 1. One Warnings and a call home.</p> <p>Step 2. Lunch/Recess detention and a call home to parents/guardians</p> <p>Step 3. Half day in-school detention and a call home to parents/guardians</p> <p>Step 4. Full day in-school detention and a call home to parents/guardians</p> <p>Step 5. Suspension from school (1-3 days)</p>



<i>Violation</i>	Consequence - Steps
<p>A. Offensive or Inappropriate Language or Gestures: Use of profane or obscene language and/or gestures.</p> <p>B. Public display of affection: Behavior which is inappropriate in the school setting or which shows a lack of modesty or tact. This includes any type of inappropriate gesture, conversation and/or sexual activity.</p> <p>C. Obscene materials or indecent exposure: Possession/distribution of any obscene material; inappropriate exposure of body parts</p> <p>D. Potentially dangerous or unsafe acts: Acts which have the potential to endanger the safety and well-being of self and/or others.</p>	<p>Step 1. Half day in-school detention and a call home to parents/guardians</p> <p>Step 2. Full day in-school detention and a call home to parents/guardians</p> <p>Step 3. Suspension from school (1-5 days)</p>

<i>Violation</i>	Consequence - Steps
<p>A. Theft, Burglary, Robbery: The intent, attempt, or act of dishonestly acquiring property of others (stealing).</p> <p>B. Possession of stolen property: Receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled and/or taken without proper authority.</p>	<p>Step 1. Return of or payment for stolen property and a call home to parents/guardians and a half day of in school suspension.</p> <p>Step 2. Return of or payment for stolen property , full day in-school detention and a call home to parents/guardians</p> <p>Step 3. Return of or payment for stolen property and suspension from school (1-5 days)</p>

<i>Violation</i>	Consequence - Steps
<p>A. Vandalism: Defacing or destroying school property or private property belonging to others, including but not limited to computer software or hardware.</p> <p>B. Arson: The willful and malicious burning of school property. Use of a cigarette lighter or other unauthorized device which can cause a fire on school property.</p> <p>C. False Alarms: The act of initiating a fire alarm, calling 911, and/or initiating a report warning of a fire, bombing or other catastrophe without just cause.</p>	<p>Step 1. Restitution of any expenses or penalties and a call home to parents/guardians and a half day of in school suspension</p> <p>Step 2. Restitution of any expenses or penalties and full day in-school detention and a call home to parents/guardians</p> <p>Step 3. Restitution of any expenses or penalties and suspension from school (1-5 days)</p>



<i>Violation</i>	Consequence – Steps
<p>A. Acceptable Computer/Technology Use Policy: The fundamental rule for use of GA computers/network resources is that all use must be consistent with the GA’s educational goals and behavior expectations. All students must sign an acceptable use policy agreement, which details these expectations. Additionally, schools have the authority to discipline students who use home computers in ways that “materially and substantially disrupt” school work or discipline in a school. This includes, but is not limited to, any inappropriate comments or threats using email, instant messaging, website profiles, text messaging, etc.</p>	<p>Step 1. Warning and loss of computer usage for 5 days call home to parents.</p> <p>Step 2. Full day in-school detention and a call home to parents/guardians</p> <p>Step 3. Suspension from school (1-5 days)</p>

<i>Violation</i>	Consequence – Steps
<p>A. Harassment: Unsolicited words (oral or written) or conduct which tend to annoy, alarm or abuse another person.</p> <ol style="list-style-type: none"> 1) <u>Verbal:</u> put-downs, name calling, “mean teasing”. 2) <u>Physical:</u> pushing, shoving, tripping, etc. 3) <u>Sexual:</u> making unwelcome sexual comments, advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. 4) <u>Racial:</u> verbal or physical harassment based on the race or ethnic background of a person. <p>B. Bullying/Intimidation/Threats: The real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, put-downs and inappropriate gestures, including ethnically-based or gender based verbal put-downs, extortion of money or possessions and exclusion from peer groups within school.</p> <p>C. Fighting/Assault/Battery: Violent behavior or threats of violence.</p> <ol style="list-style-type: none"> 1) Verbal Assaults by students against other students: Any statement or act, oral or written, which can be expected to induce an apprehension of danger of bodily injury or harm to another student. 2) Verbal Assaults by students against school personnel: Any statement or act, oral or written, which can be expected to induce an apprehension 	<p>Harassment:</p> <p>Step 1. Full Day ISS and a call home to parent or guardian</p> <p>Step 2. Suspension, 3 days based on investigation</p> <p>Genesee Academy has a zero tolerance bullying policy:</p> <p>Bullying:</p> <p>Step 3. 0 tolerance, suspension from school. Corrective Measures will be taken to ensure it does not continue.</p> <p>Fighting/ Assault/ Battery:</p> <p>Fighting: 3 days suspension-immediate.</p>



<p>of danger of bodily injury or harm to a school employee, volunteer or contractor.</p> <p>3) Physical Assaults by students against other students: Causing or attempting to cause physical harm to another through force or violence to another student.</p> <p>4) Physical Assaults by students against school personnel: Causing or attempting to cause physical harm through force or violence to a school employee, volunteer or contractor.</p>	
<i>Violation</i>	<i>Consequence - Steps</i>
<p>D. Possession/Use of Weapons, Firearms and Explosives: Possession, use, or threat of use of a firearm, explosive device (i.e. fireworks), or other object intended to cause bodily harm or property damage. Weapons, or instruments used as weapons include firearms, knives, chains, iron bars, brass knuckles, BB guns, pellet or paintball guns, slingshots, pepper gas, mace or other like chemical substances</p> <p>E. Ammunition: The possession of ammunition which is illegal or dangerous to themselves or others.</p> <p>F. Extortion, Blackmail or Coercion: Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by threat of force.</p> <p>G. Tobacco possession or use: Tobacco products are defined as including chewing tobacco, snuff, pipes, cigarettes, cigars and the like. Tobacco use by students is harmful, and illegal if under 18. The use and/or possession of any tobacco product is prohibited in any attendance center, at school sponsored events or on the school grounds.</p> <p>H. Alcohol/Drugs: Illegal or represented as illegal: The consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage or any illegal drug or drug paraphernalia are prohibited in any attendance center, on school grounds or at any school sponsored activity. Any students who have in their possession or are under the influence of an illegal substance will be refused admittance and entrance to any school sponsored activity and referred to the appropriate law enforcement authority. In the case of alcohol, the student may be subject to a personal breathalyzer test (PBT). Students knowingly transporting illegal drugs or alcohol or persons in possession of illegal drugs or alcohol may be subject to the same consequences as the person in possession.</p>	<p>Step 1. Suspension from school (1-5 days) Step 2. Expulsion from school</p>



APPEALS

Only out-of-school suspensions of more than ten (10) consecutive days or recommendation for expulsion may be appealed. Appeals are for the purpose of refuting the charges or penalty based on documentary evidence.

The Principal shall hear an appeal for an expulsion recommendation prior to the Board hearing. The Principal, after hearing all appeals, may decide to support and convey a recommendation for expulsion to the Board.

An expulsion hearing before the Board is the student and parent's opportunity to appeal the Principals recommendation for expulsion. This must take place within 5 business days after the recommendation for expulsion. During this period, the student cannot be allowed to return to school.

Only through official action by the Board may a student be permanently expelled from school. Within five (5) days of the conclusion of the hearing, the decision of the appeal body shall be forwarded in writing to the person or persons initiating the appeal.



GENESEE ACADEMY STUDENT COMPUTER NETWORK AND INTERNET POLICY

Computer and internet privileges will be issued to all enrolled at Genesee Academy. Students' use of a personal GA network and internet account is a privilege, not a right.

AUTHORIZED USE

The use of a student's account must be in support of education and research.

INTERNET USAGE AND COMPUTER USE ETIQUETTES

Students are expected to abide by the generally accepted rules for using school network, internet and computers in general. These include (but are not limited to) the following:

1. Maintain the security of the network by keeping information, especially passwords and accounts private.
2. Refrain from behavior or activity that damages or disrupts the performance of the network.
3. Use the network for approved legal activities that have educational relevance. Honor all rules of copyright and personal property.
4. Avoid the spread of computer viruses by not connecting to suspect sites, copying software from Torrents or Warezzware, etc.
5. While on GA campus students are not allowed to use unauthorized communication or social networking tools including accessing email, Internet chatting, instant messaging, newsgroups, etc.,
6. Students may not go to any sites not academically related or permitted by the teacher.
7. Refrain from playing games, checking stocks, surfing sports/videos/eBay/etc., sites.
8. Printing only what is necessary for schoolwork.
9. Bringing unauthorized items into the computer lab, including food, drinks, etc. is not allowed.
10. Installing unlicensed software on school equipment.
11. Sending unsolicited junk mail or chain letters is prohibited.
12. Tampering with hardware or computer is prohibited.
13. Following the teacher instructions.
14. Staying in your given seat.
15. Staying on task and completing assignments.

INAPPROPRIATE USE

Inappropriate use includes, but is not limited to, those uses that are specific named as violations in this document. It includes any activity that violate the rules of network etiquette, or that hamper the integrity or security of this or any network connected to the internet.

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to hard or destroy data of another user, the internet, or any network that is connected to the internet. This includes, but is not limited to the deliberate creation and/or propagation of computer viruses. Any interference with the work or other users, with or without malicious intent, is construed as mischief and is strictly prohibited.



Vandalism is also defined as destruction and stealing of property. Students that are caught destroying and tampering school computers will lose their privileges for the rest of the year. Genesee Academy has a zero tolerance policy.

ELECTRONIC MAIL VIOLATIONS

GA students are not allowed to use electronic mail, Facebook, MySpace, Twitter or any internet chat sites at school. They are also not allowed to access their personal email from school.

FILE/DATA VIOLATION

Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.

PRINTING

If a student needs to print an assignment at school because their printer is not working, the office will print students work for 25cents a page.

DISCLAIMER

Genesee Academy makes no warranties of any kind, whether expressed or implied, for the internet services it is providing. Genesee Academy will not be responsible for any damages suffered.

RESPONSIBLE INTERNET BEHAVIOR AND ETHICS WHILE OFF-CAMPUS

As a Genesee Academy student you represent your school amongst your school both on-campus and off-campus. Above all anything that violates Islamic character should always be avoided at all costs. Therefore any student who wishes to use social networking sites, email or other means to discredit Genesee Academy, its teachers, staff and administration will be subject to school disciplinary policy. Depending on the violation this kind of behavior may result in suspension or even expulsion from GA. Genesee Academy takes the well being of its student and staff very seriously. Using internet to harass, threaten or make unwelcome remarks to other students, staff or parents in any form would be subject to most serious consequences such as expulsion.

PICTURES AND VIDEOS:

Any videos or pictures taken at school cannot be posted at on the internet without the permission of all the individuals in the pictures/video and their parents.



COMPUTING AND TECHNOLOGY POLICY

CONTRACT

I have read and understood Genesee Academy’s Computing and Technology Policy and will abide by the Policy and use technology responsibly and ethically. Should I commit any violation, I understand that my access privileges may be revoked, school disciplinary action at the sole discretion of the GA administration may be taken, and both civil and criminal prosecution under the law may be pursued against me.

Student’s Name(s): Student’s Signature Date Grade Level:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As the parent or guardian, I have read and discussed the terms and conditions for Internet access as set forth in Genesee Academy’s Computing and Technology Policy. I understand that this access is designed for educational purposes and that my child is expected to act responsibly and ethically in regards to the use of technology. Violation of this policy can have serious repercussions, including but not limited to, loss of access privileges, school disciplinary action, and both civil and criminal prosecution under federal or state laws.

_____ Date: _____/_____, 2010.

Parent/Guardian’s Signature

Please return this completed form.

Students are not allowed to use GA computer equipment until this form is returned and on file.

HEALTH & SAFETY POLICIES

IMMUNIZATIONS & IMMUNIZATION CERTIFICATES

Michigan State Law, Part 92, Act 368, requires all children enrolling in a public, private or parochial school to have a Certificate of Adequate Immunization for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hepatitis B, varicella (chicken pox), and in some cases tuberculosis.

The parents of a student must provide school office with documentary evidence that he/she has been immunized against the above, no later than the 15th day after admission. Parents or guardians must arrange for the student to get the necessary immunization shots (if they have not met the requirements) no later than the 30th day after admission. Failure to do so will prevent the student from attending classes until the certificate has been submitted.

VISION AND SCREENING

All students entering Kindergarten in the fall must get a vision and screening test done. Michigan Law (House Bill 5094) requires students entering school at kindergarten level to present a statement confirming that they have received the Michigan Department of Community Health Vision Screening or eye examination by a doctor prior to entering school.

HEALTH PROBLEMS

If your child is ill, it will be difficult for him/her to perform well at school, and his/her need for medical attention should not be neglected. To protect other students, faculty and staff from health hazards, any students with contagious illnesses (including a flu, virus, bad cold or fever) should not attend school. Also, if your child is vomiting or exhibits other symptoms of illness, he/she should remain at home for the day.

WHEN TO RETURN OR NOT RETURN TO SCHOOL:

1. Any child who has a fever of 100 degrees or more should not return to school until 24 hours of normal temperature have passed.
2. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain at home until symptoms have diminished.
3. Any child who vomits should not return until 24 hours have passed with no vomiting.
4. Diarrhea may be difficult for a child to manage in school and may be symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids that can be better managed at home.

Note: Any child who runs a fever of 100 degrees or more or presents signs of a contagious disease will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. Please keep your emergency phone numbers up-to-date and provide us with SEVERAL names and numbers of people who can care for your child, if you are unavailable. It is so sad to watch a sick, feverish, crying child wait for hours while we attempt to locate a responsible adult. Don't let this happen to your child. If your child remains at home because of illness, please telephone the office to notify the school of the excused absence. If a child becomes ill during the school day, the school will contact you to come to the school and take the child home. Upon return, your child should bring a doctor's note or a note from the parent or guardian noting the illness.

It is the responsibility of the parent or guardian to inform the office and the child's teacher in writing of



any allergies, long-term health problems or medical problems that may need attention while at school. This should be included on the Emergency Card. Doctor-recommended directions for immediate action or first aid should be provided in writing.

ADMINISTRATION OF MEDICINE:

School policy prohibits school faculty and staff from administering any medication (even aspirin or acetaminophen) to students without the written permission from the parents and written directions from the physician. If a child is recovering from an illness and medication needs to be administered, the following procedures must be complied with:

1. Parents must bring the medication to the office and sign the Medication Log. Do not send any medicine to school with your child.
2. Instructions for administering medication must be supplied by the physician and kept on file in the office. (This note is in addition to the label from the pharmacy and must clearly indicate the quantity of medication, the time of day it is to be given, and for what duration of time it should be taken).
3. The medication itself is left in the locked First Aid Cabinet, and must stay in the Original container supplied by the pharmacy.
4. School faculty and staff only will administer the medication.

ILLNESS AND INJURY (AT SCHOOL)

If an illness, accident or injury occurs at the school, the office will be immediately notified. If it is a minor injury, it will be treated at the office and the child will go back to class. If it is more serious and requires parents or medical attention, we will make the student comfortable and contact the parents to come and pick up the child. If there is no response at home or at the parent's place of employment, we will call the emergency number provided on the Emergency Card. If no one can be reached, we will contact the family doctor for directions. (It is for this reason that the Emergency Card needs to be kept up-to-date).

COMMUNICABLE DISEASE

If a student is sent home with a suspected communicable disease, the school must report it to the local health department. If your child is kept home because of this, please report it to our office so that we may notify other students and parents.

Students suffering from a communicable disease must be excluded from classes and cannot be readmitted without written approval from the Public Health Department or the family doctor. Please refer to the Genesee County Health Division - Communicable Disease Reference Chart for the type of disease and the exclusion period from school.

It is strongly suggested that a child be kept home after a bout with the flu for at least 24 hours after his/her temperature returns to normal. Do not send your child to school with an elevated temperature.

If a student must stay in at recess, or be excused from physical education, a note from their doctor must be given to the school, stating the reason and the length of time excused. Under normal circumstances, if a child cannot go out for recess, he/she should not be in school.

LUNCH & SNACKS

Parents are responsible for providing their children's daily lunch and snacks. As a reminder, we urge parents to provide a nutritious and well-balanced lunch for their children. Foods from the four (4) food groups with a non-carbonated beverage should be included - whole wheat breads & grains, meat, milk & dairy and fruits & vegetables.



We strongly discourage "junk" and "empty-calorie" foods. If a child learns good eating habits while he/she is young, he/she will develop healthy eating habits throughout his/her entire life. Also, studies have shown that a "child's performance in school is directly affected by the types of food he/she eats". Students are not permitted to bring lunches to school that require it to be heated. Students are not allowed to use the microwaves.

Children will be expected to eat their meat/protein item with their beverage first, followed by the fruit item and finally their "cookie" or snack.

In the near future, we anticipate parent volunteers to develop and carry out a school lunch program.

CHILD ABUSE & NEGLECT

We are required to report all cases of suspected child abuse or neglect to the Michigan Department of Social Services. All school employees and volunteers are required to follow the guidelines of this law.

EMERGENCY PROCEDURES

SCHOOL EMERGENCY DISMISSAL PROCEDURES

School will remain in session until 3:35 PM unless there is an emergency in the building or when inclement weather develops after school is in session. We must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL. In the event of fire or other disaster (May Allah forbid) an emergency plan will be put into effect to assure as much protection for the children as possible. Faculty and staff orientation includes training for such situations. Fire procedures are posted in each classroom.

SEVERE WEATHER

Genesee Academy follows the guidelines of the Carman-Ainsworth school district concerning school closing. When Carman-Ainsworth schools are closed due to severe weather conditions, Genesee Academy will also be closed. The decision to close the school is made as early as possible, usually before 6:30 a.m., or later if there is a sudden change in the weather. Parents must listen to the local TV or Radio stations to determine when Genesee Academy is closed. There will be no direct contact between the school and each family. Do not call the principal or teachers.

CLOSING WHILE SCHOOL IS IN SESSION

If a severe weather emergency forces a closing while students are in school, we will do our best to call and notify each family. In the event that the school is unable to contact someone at home, we must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL.

TORNADO WARNINGS & DRILLS

In the event of a tornado WARNING (a tornado has been sighted in the area), students will be escorted to a designated protected area until an "all clear" is given. Students will not be dismissed from school during a tornado emergency, even if the school day is over. If A PARENT INSISTS ON TAKING A CHILD WITH THEM, THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE CHILDS SAFETY AFTER LEAVING THE BUILDING. Also, tornado drills will be conducted at our school several times during the months of March, April, May, and June.

FIRE DRILLS

Fire drills will be conducted several times throughout the school year. The Principal and Staff will



supervise these drills.



HOME AND SCHOOL RELATIONS

In order to provide an effective educational program Genesee Academy strives to maintain close communication between the home and the school through the following means:

OPEN HOUSE

An Open House and Back-to-School Night for parents and students is held in the fall. All parents are encouraged to attend. This is a chance for parents to get acquainted with the school, teachers, our educational program, and school policies. A parent may schedule a separate conference with the teacher at this time.

NEWSLETTER / SCHEDULE OF EVENTS

Notes, monthly calendars, newsletters and other communications are sent home regularly. The school website www.gaflint.org holds the yearly calendar, daily up-dates, and principal's letters. Parents are encouraged to visit the website daily for updates. If you have any questions or concerns email them to principal@gaflint.org.

PARENT SUGGESTIONS

We welcome and encourage parent's suggestions. Parents are asked to send their remarks in writing to the school office of the Principal! Administrator at principal@gaflint.org. (Please note that unsigned letters will be disregarded).

PARENT CONCERNS

Should a parent have a concern regarding their child and wish to speak to the teacher, he/she is requested to contact the school to schedule an appointment, or to request a note or phone call from the teacher. Appointments must be scheduled for times before or after school. The office staff will not disturb the teacher or students during class time. Teachers are responsible for classroom concerns, and their full attention must be given to their students without outside distractions.

STUDENT CONCERNS OR PROBLEMS

Should a student have a specific concern, every effort will be made to resolve it on a one-to-one basis. The following are the steps for resolving a problem:

1. Student meets with teacher
2. Student and parent meet with teacher
3. Student and parent meet with teacher and principal
4. If no resolution is reached at these meetings, the school administrator will make the final decision, and the parents will be given a copy.

MESSAGES

The office will only deliver messages to students before 3:00 p.m. except in the case of emergency. Every effort should be made to limit the number of messages to students.

OTHER COMMUNICATIONS

- Curriculum Night – To review and discuss curriculum with the teachers
- Email – office@gaflint.org



THE PARENT ORGANIZATION

Membership in the Parent Organization is open to any parent or concerned individual who has a committed involvement in Genesee Academy. Membership standing is based on compliance with the purposes and basic policies of the Organization.

The Parent Organization as a support system for the School is very essential. However, it is not a policy-making body and does not interfere with the management of the school. All functions carried out by the Parent Organization will be coordinated with and approved by the school Principal or Administrator.



GENERAL INFORMATION AND MISCELLANEOUS

HOLIDAY CELEBRATIONS

Genesee Academy celebrates only the two Islamic holidays; 'Eid al-Fitr (after Ramadan) and Eid alAdha (during the Haj season).

The school does not permit the celebration of birthday and non-Islamic holidays such as Halloween, Christmas, and Easter in school. However, the school is closed during traditional American holiday to accommodate our teachers, such as (Christmas) winter break and (Easter) spring break.

CLASSES

Classes begin at 8:30 a.m. Students will be escorted to class by their class teacher. The class periods are 50-minute duration. Students are expected to be respectful to the administration, teachers, and parent volunteers. Students are to be attentive, responsible, and careful of personal property as well as the property of others. Our students should remember that we are indebted to the one who has taught us even one letter.

LUNCH

At the present time, the Academy does not have a formal hot lunch program; students eat their lunch in the multi-purpose room or in their own classrooms. Lunch rules are as follows: *Good table manners are expected of everyone. Keep your food on your plates; do not throw it away. Students are expected to eat their own lunches. Food should not be shared. Students are expected to keep their voices at a reasonable level. No loud talking and yelling inside. Students should not play around/at the tables or desks.*

RECESS

All students are to go outside when the weather permits unless they have a written excuse from home. We do not go outside when the temperature is below 30 degrees. If a child has been sick or if he/she has a bad cough, etc. it is all right for the parent to send a note to the teacher requesting that he or she be allowed to stay in at recess for one or two days. Excuses for a longer period of time will be given only with a doctor's request. Normally, if the child is well enough to come to school, he/she is well enough to go outside for a short time. Children remaining inside are to bring a book or quiet activity to an assigned area. Students cannot be left in their room unsupervised. It is the parent's responsibility to insure that the child is adequately dressed to go outside. All students go outside when the outside temperature is above 30 degrees.

HOW TO DRESS FOR OUTSIDE RECESS

Children will have outdoor recess each day. Please be sure your child is dressed appropriately for the weather conditions. We will on occasion be in, but for the most part, we will have outdoor recess as much as possible. Therefore, it is important that your child come to school with hat, gloves, boots and warm coats in the winter, to avoid having to sit in class all afternoon with wet shoes and socks. Sometimes rain or very cold weather keep students inside during recess or at least shortens the time they are allowed outside. Schools also want to keep to a minimum the number of calls the office must make to homes for dry clothes. Raincoats are recommended. Please do not send umbrellas, as they are difficult for children to manage.

HALL PASSES

Students must remain in classes during scheduled lessons, and must not leave their desks without their teacher's permission. Other than cases of extreme emergency, students should not approach the office without their teacher's permission. Parents may be called only with the Administration's permission.



PRAYER HALL

As Muslims, the children are taught to respect the prayer hall. The children are expected to remain quiet until the prayer has begun. Playing, loud talking or unnecessary movement will not be tolerated in the prayer hall. Students will be assigned a prayer spot and must pray in their assigned place

SALAH (DAILY AFTERNOON PRAYER IN CONGREGATION)

Salah is the second important pillar of Islam. Students must approach it with the proper degree of decorum.

- *Students should not loiter in the Wudu area.*
- *Students must enter the prayer area quietly and prepare to line up for prayer properly. Unnecessary conversation is discouraged.*
- *Students must obey and respect their supervisor teacher in charge for the day.*
- *After prayer students should not loiter, but return to class as quietly and as orderly and possible.*

LAVATORIES

Students must observe the Islamic values of cleanliness in the restrooms. Students must not put paper towels in the toilets (only toilet paper is allowed). Boys must be seated when using toilet.

Students must not throw soap into the toilet or on the floor. Make sure that the water is turned off after washing. Try to keep the restrooms as clean as possible.

TRANSPORTATION

Transportation to and from the school is the responsibility of the parents. Genesee Academy **does not** provide bussing services. Currently the public transportation system (MTA/YOUR RIDE) is providing services to the school for transporting students to and from school. Monthly passes can be purchased from MTA or payment can be made on a daily basis. Bussing fees are not included in tuition costs.

Areas currently being serviced include: Flint, Swartz Creek, Flushing, and Grand Blanc. Students living in these areas may be eligible for service. If you are interested in transportation form MTA/YOUR RIDE please fill out a request form and return to the Genesee Academy office. This will then be forwarded to MTA for them to schedule transportation of your child. MTA will then inform you when service will begin and approximate pickup and drop off times. Please do not assume your child will be picked up until you have officially heard from MTA or the Genesee Academy office.

PARKING LOT PROCEDURES

When picking up or dropping off your children please remain in your car, in line, and wait for your child to come out of the building. Cars must not be unattended, as they will block the way of others. Please do not ask children to cross between cars. Anyone who is picking up or dropping off children in any sort of car pool arrangement must report it ahead of time in writing to the office. This will allow Genesee Academy to release your child in that group to other involved parents in the group if necessary. For any special requests to ride with someone else, a child must have a written letter in advance requesting that. A student will not be allowed to go without the letter and a pass from the office. Last minute requests cannot be accepted. Parents picking their children up should park near the new gym. Bus riders exit through the old gym.

USE OF GENESEE ACADEMY GROUNDS

Students involved in activities after schools are not to be on school property unsupervised. It is a parental



responsibility to bring children to activities and to pick them up on time. Parents are to make sure the adult in charge of the activity is present before they drop their child off for an activity. The school is not responsible for the safety of any children on school property after regular school hours. However, the school requires release form to be signed for after school activities.

TEXTBOOKS

Textbooks are the property of the Genesee Academy and are on loan to the students for the school year. Workbooks are consumable and are purchased for various subjects. Children are held responsible for the condition of all textbooks and library books checked out to them. All textbooks must be returned in good condition at the end of the year. A charge will be assessed if these books are lost or damaged. The fine for damaged or lost books usually depends upon the cost and condition of the book. Fines that are not paid by the end of the year will result in the school withholding the student's report card. Parent must purchase replacement of lost workbooks.

LOST & FOUND

Because of the similarity of many articles and supplies, it is very important that students identify their possessions clearly. Names should be marked plainly on all articles of clothing such as coats, gloves, hats, boots, and lunchboxes. All books should be marked legibly with the student's name so those lost articles may be returned to the student. Articles found on school premises should be taken to the Lost & Found in the designated area. Articles that are not claimed within two (2) weeks will be given away.

SUPPLIES AND MATERIALS

To help preserve the consumable materials and supplies, Genesee Academy asks that parents supply extra pencils, loose-leaf paper, paste, crayons, markers, glue, notebooks and other materials for their child. At the beginning of the year, each teacher will give a supply list to the students. These supplies will need to be replenished periodically. Please encourage your child to take proper care of materials. We urge you to become familiar with your child's instructional materials. Parents in grades Pre-K through 3 may take turns providing snacks for their child's class.

STUDENT RECORDS

Student records are transferred by mail. The parent or guardian will be asked to sign an authorization form provided by the new school, which will be mailed to the leaving school, giving authorization for the transfer of records to the new school.

With prior arrangement, parents have the right to view their child's records. All student records are confidential and primarily for local use.

MOVING FROM THE DISTRICT

Official school records will be sent to the receiving school at their request. Under certain circumstances copies can be made of student records and given to the parents or guardians. The school should be notified in advance when a student is leaving.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under Section #438(b) it is Genesee Academy's policy not to release student directory information without the prior written consent except for subpoena or legal consent. (1) (B) Protection of the Rights and Privacy of Parents and Students -student records may not be released without the written consent of the parents to any individual or agency other than to the following: officials of other schools or school system in which the student seeks or intends to enroll, upon the condition that the act includes the following:

- A. The right to be provided a list of the types of education records, which are maintained by the institution and are directly related to students.
- B. The right to inspect and review the contents of those records.
- C. The right to obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost of the educational institution's reproduction costs.
- D. The right to a response from the institution to reasonable requests for explanations and interpretations of those records.
- E. The right to an opportunity for a hearing to challenge the contents of those records.

EDUCATIONAL RIGHT AND PRIVACY

Genesee Academy complies with the Family Educational Rights and Privacy Act 1974, as amended. The act provides parents, guardians and eligible students (a student who has attained 18 years of age) access to student records and places restrictions on the release of those records to a third party.

It is the responsibility of the principal to maintain student records and educate the staff regarding proper information, which will be placed in the student record. These records are to be locked at all times. The principal or designee shall record each request for and release of information in a permanent record book. School personnel within the system may examine students' records for legitimate educational purposes. Officials or other schools may obtain records for a student who intends to enroll in their school. The school will supply information from records without a signed consent form only upon receipt of a subpoena or judicial order; the parent or guardian or eligible student will be notified of such release in advance of compliance therewith. Student records are available for inspection by a parent or guardian upon completion of a written request form. The parent or guardian of a student, who is 18 years of age, may inspect records only with the written consent of the student. A minor student is not permitted to see his/her records without the written consent of a parent or guardian. A parent, guardian, or eligible student wishing to review records must complete a written request form, which is available at the principal's office in each building. The review of the student record will be in the presence of the principal or his/her designee. A parent, guardian, or eligible student has the opportunity to seek correction of the records of the student through a request to amend the records or a hearing with the principal or his/her designee. A parent, guardian, or eligible student is permitted to place a statement in the education records of the student. The principal's decision may be appealed. Copies of the student education record shall be made available upon request for a minimum fee of \$1.00 and five cents per page of copy. There shall be an additional charge for all material mailed sufficient to cover the cost. Fees are to be paid before copies are made.



ELEMENTARY SEXUAL HARASSMENT POLICY

Harassment may be because of race, color, sex, national origin or physical handicap or physical characteristics. Harassment in the elementary school is considered to be any actions in the aforementioned situations that make a student feel unsafe or uncomfortable.

Harassment includes, but is not limited to; name calling, inappropriate touching of a person or clothes, improper remarks or jokes, or any improper action displaying power over or hostility toward a person.

Genesee Academy will not tolerate any harassment of individuals. Sexual harassment is unlawful under both Michigan and Federal laws. All contact between students, teachers and other employees should be in keeping with respect for the individual and should create a favorable learning environment.

Reports of harassment will be investigated and anyone found to be in violation will be subject to disciplinary action according to the building discipline plan.

