



Parent-Student High School Handbook



GA

Seeking Excellence



Genesee Academy

2019-2020

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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 IB 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 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 High School 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

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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

Well being 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 curb-side.
- Do not leave children unattended in vehicle at anytime.

WHILE IN BUILDING DURING SCHOOL HOURS

- Do not walk to any class room 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 class room.
- Absolutely no arguing and fighting with any staff members in class room 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 according to the Model Core curriculum of the state as well as the national standards.

HIGH SCHOOL PROGRAM

THE INTERNATIONAL BACCALAUREATE CURRICULUM SERVES AS THE CORNERSTONE OF THE GENESEE 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 in grades 9 and 10 to develop the skills and conceptual understanding necessary to make real-world connections across the curriculum. The IB MYP for grades 9 and 10 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 areas of the students choosing focusing on the process of a long term project
- Community Service

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/CLUBS

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

Qur'an Competition,
The Hajj program,
MIST (Muslim InterScholasticTournament),
National Honor Society (NHS),
IINN Academy Research Program,
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. However, for those students who are considered having moderate levels of special needs, the school was able to accommodate some of them (case by case) tapping on the resources and services from the surrounding public schools. The school is working hard to get these services through different Titles (Federal and State grants) and through the resources from the community.

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 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 first priority because of their essential need for an Islamic Education

REGISTRATION PROCEDURES

Early registration for new and returning students takes place in March 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 (might change from year to year).

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 might be required, one each from two of the student's current teachers, and one from the principal of the previous school of attendance.

*****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 all applicants.

TESTING

All applicants are expected to take an entrance test. All other students should register to take the entrance test on one of the dates announced by the Office.

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.

- Payment of a \$100 registration fee (might change from year to year) and the first tuition payment according to The Genesee Academy's Tuition Plan.
- \$400 Materials fee (might change from year to 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 \$300.00 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-1st day of school year and 1st week of Jan.
- Plan C: 4 installments – due on 1stFriday of Sept., Nov., Jan., and March.
- Plan D: monthly ACH or automatic bank withdrawals – withdrawn on 1st day of every month starting Sept. 1st and ending May 1st. Bank draft agreement attached.

The first tuition payment, and \$400 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% price reduction is available for additional children, and GA will take the reduction off the lower fee.

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. .



- 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

GENESEE ACADEMY LANGUAGE POLICY:

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

At Genesee Academy, the program of instruction is taught in English since this is the primary language for most of the students. Since Genesee Academy is a faith-based school, the Arabic language (being the language of the holy book, Quran) is taught as a second language to all students from Kindergarten to high school.

In addition to different strategies and methods used to cater to different levels of the students in the Arabic classes, a pull out and after school systems have been in place to give extra help to those students who struggle in the classrooms.

As Genesee Academy is growing, the board and the administration will continue to assess the students' population background and interest on an annual basis to decide if any other languages are needed to be taught as part of the IB program.

GENESEE ACADEMY HIGH SCHOOL ASSESSMENT POLICY:

All Genesee Academy students will be assessed using different methods (formative and summative). The semester grade is calculated according to the following: 40 % for each of the two marking periods and 20 % for the cumulative 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 tests, quizzes, projects, homework, portfolios, class participation, presentation and labs as determined by the teacher.

GRADING SCALE:

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		

GPA Scale

A: 4.00	C: 2.00
A-: 3.80	C-: 1.80
B+: 3.50	D+: 1.50
B: 3.00	D: 1.00
B-: 2.80	D-: 0.80
C+: 2.50	E: 0.00

To determine the numerical value of a letter grade earned in an Advanced Placement classes/Honor classes classes offered at Genesee Academy High School, the numerical value of the grade (as defined above) will be as follows:



GPA AP/Honor Scale

A: 5.00	C: 3.00
A-: 4.80	C-: 2.80
B+: 4.50	D+: 2.50
B: 4.00	D: 2.00
B-: 3.80	D-: 1.80
C+: 3.50	E: 0.00

HOMEWORK/MAKE UP HOMEWORK

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 any 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.

Average Length of Assignments:

Grade 9th -12th: 120-180 minutes

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.

WEIGHTED GRADE POLICY:

All students participating in Advanced Placement (AP) and Honor courses will receive weighted grades. The grade scale for the AP/Honor courses will be according to the scale mentioned above.

TRANSFER CREDITS/CREDIT RECOVERY/RETAKE POLICY

All academic credit from other schools is transferable if the credit is equal to credit earned at Genesee Academy High School. One-half (.5) credit is granted per semester for each subject meeting five (5) days per week, one (1) period per day.

A student can earn and transfer a maximum of three (3) credits from summer school for the purpose of credit recovery/retake toward graduation while enrolled in grades 9-12. A student may attempt up to one (1) credit per summer with the permission of a counselor or a principal. For retake, both classes and grades will show on the student's transcript. The highest grade will be counted into the student's cumulative GPA.

DUAL ENROLLMENT

Dual enrollment is a program which allows the students to take a class at local colleges or universities and receive credit from the college as well as from Genesee Academy. Students are eligible to dual enroll in classes if their GPA is 3.0 or above and after they get the approval from the counselor/principal. The classes that are eligible for dual enrollment should meet one of the following two guidelines:

- 1) The College class is one that is not offered at Genesee Academy.



2) The student must have exhausted a program of study by successfully completing the highest level offered at Genesee Academy in that discipline.

The final approval from the principal is required for any dual enrollment classes.

For more information about dual enrollment, please, go to: www.michigan.gov/dualenrollment

ONLINE ENROLLMENT:

Students can take online courses for:

- 1) Credit recovery/retake.
- 2) Or, extra/elective credits. In this case, the guidelines of the dual enrollment policy are applied.

TESTING OUT:

“A student has the option of testing out of all courses offered at the high school. The tests will be administered prior to the first week of each semester. A student will be responsible to pass a comprehensive examination with a C+ (or 78%) or better; In addition the assessment used to determine a pupil’s mastery of the subject matter may include (but not limited to) written papers, projects, presentations, and/or other forms of authentic assessment.

Successful completion of the exam and assessment(s) will count toward graduation credits. Year-long classes require both 1st and 2nd semester exams with a combined score of C+ (78%) or better. The pupil will earn credit for the course, if the high school department minimum score is attained. No grade will be factored into the cumulative GPA. The credit will be listed on the pupil’s transcript as a tested out course. A pupil who earns credit under this section cannot later take a lower sequence course in the same subject area”.

GENESEE ACADEMY ACADEMIC CONDUCT:

Genesee Academy expects and encourages high standards of students' conduct. The high standards include but not limited to the discipline, integrity, respect, and academic honesty. Genesee Academy expects that the students do their best with the guidance from the school; therefore, we believe that any student's work that is done and turned in is the result of the student's own efforts. Genesee Academy has a zero tolerance for any academic malpractice.

Genesee Academy and IBO defines malpractice as behavior that results in, or may result in, a student or any other students gaining an unfair advantage in one or more assessment components.

Malpractice includes:

Plagiarism: this is defined as the representation of the ideas or work of another person as the student's own.

Collusion: this is defined as supporting malpractice by another candidate, as allowing one's work to be copied or submitted for assessment by another.

Duplication of work: this is defined as the presentation of the same work for a different assessment components and/or diploma requirements.

Any other behavior which gains an unfair advantage for a candidate or which affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying records, disclosure of receipt of confidential information about assessment).

Any student caught with any academic malpractice will follow the Genesee Academy discipline policy.



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. In addition, the parents can monitor their child's progress through checking "Gradelink" (online grading book) on a regular basis. Report cards are picked up by the parents every marking period. Students will receive grades in achievement, conduct and effort.

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 - 12th 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 standardized tests each year.

M-STEP

In the spring of each school year the M-STEP test is administered to all students in the 3rd, 4th, 5th, 7th, 8th, and 11th grades. Subjects covered include Reading, Mathematics, Science, Social Studies and Writing.

PSAT

In the spring of each school year, Genesee Academy administers a nationally standardized "PSAT" (pre SAT Testing) test to all students enrolled in 8th, 9th & 10th grades.

MME

In the spring of each school year, Genesee Academy administers a Michigan standardized "MME" test (SAT Test, Workkeys, and M-STEP tests) to all students enrolled in 11th grades.

STUDENT RECOGNITION / HONOR ROLL

In order to achieve high honor roll status, a student must achieve a 3.60 grade point average out of 4.00. Students may achieve second honors with a GPA of 3.00.

Citizenship Honor Roll will be awarded to any student who receives all excellent 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 3.00 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 Dress Code 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.

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.

GRADUATION REQUIREMENTS:

The student has to fulfill the minimum requirements for the Michigan Merit Curriculum (MMC) in order to graduate with a diploma. Please, refer to the MMC high school graduation requirements documents for details.

COLLEGE REQUIREMENTS

	Average high school G.P.A. for freshmen	Average ACT Scores
Central Michigan University	3.3	22
Eastern Michigan University	3.1	21
Ferris State University	2.5	17
Grand Valley State University	3.5	24
Kettering University	3.6	26
Michigan State University	3.6	25
Mott Community College	2.4	NA
Northern Michigan University	3.0	22
Saginaw Valley State University	3.2	21
University of Michigan - Ann Arbor	3.8	27
University of Michigan-Flint	3.2	21
Western Michigan University	3.2	22

Many colleges/universities **re-compute** the student’s grade point average (G.P.A.) using the following five (5) subject areas for admission purposes: English, mathematics, science, social studies, foreign language. A college entrance exam such as the ACT or SAT is required. **See college catalogs for specifics.**

Admission requirements vary from one college to another and are also dependent upon the program a student wishes to enter.



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. Any visitor interested in attending a class, he/she gives the administration at least 24 hours notice, and the administration will get back with the visitor to confirm the date/time of visit. Meeting with a teacher must be scheduled in advance; conferences with teachers cannot 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 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 8:30 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. 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 student will be permitted to return to a classroom after the dismissal time. Students 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.

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.

HIGH SCHOOL CHECK IN PROCEDURE

All students who arrive at any time after school has begun must report to the main office upon entering the building.

HIGH SCHOOL CHECK OUT PROCEDURE

If a student must leave school early, a parent/guardian must call PRIOR to the student leaving the building. If no call has been made, the office will attempt to call a parent/guardian or person authorized on the student's emergency data card to release the student. All students must check out through the main office. If a student leaves the building without following these procedures, he/she will be unexcused. No call can be made to excuse the student AFTER the student has left the building without properly checking out. When a student returns to school, he/she must check back into the main office, otherwise, he/she will be marked absent for the rest of the day.

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 occur:

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 at or after 3:00 pm.

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 absences per course per semester.

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 lose a credit for that course.**
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.

EXAMPLES OF 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 8:30 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.

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 student 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.

EXTENDED LEAVE:

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 Dress Code POLICY

Unless otherwise noted below, the following rules apply to all students:

ALL STUDENTS

- Modesty and decorum should be observed at all times
- Clothes must be clean and ironed at all times
- Baseball caps and other hats are not allowed
- Shoes must be non-marking and rubber-soled

GIRLS HIGH SCHOOL DRESS CODE:

- Hijabs should be worn at all times.
- Collar shirts, blouses and jumpers must be knee length with full sleeves.
- Skirts should reach the ankles
- Slacks must be loose
- Girls may wear the traditional over garment (Jilbab)
- No high-heeled shoes; No sleepers.

BOYS HIGH SCHOOL DRESS CODE:

- Slacks
- Shirts
- No sleepers
- No tight or skinny pants or shorts (Gym shorts allowed during gym class and must be knee length)
- No offensive language or inappropriate graphics on any attire.

IMPORTANT:

Any unacceptable uniform/dress is at the discretion of the administration. The school administration reserves the right to judge what complies with the school uniform/dress code. Students violating uniform policy or dress code may be sent home



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.

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 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. On field trips students are to adhere to GA dress code.

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.



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- 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. 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 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. Adhere to the school dress code. 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 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, 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 in the classrooms and during the instruction time.
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



11. 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
12. Be insubordinate
13. Use inappropriate or foul language at any time Wear hats or caps in school
14. Throw snowballs

BUILDING RULES

Every student 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.

BUILDING RULES

1. 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 home work 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.

LUNCHROOM RULES

1. Students are to enter the cafeteria/gym in an orderly fashion Running, pushing, and shouting are prohibited
2. Students are expected to leave their eating area clean and orderly. All trash is to be deposited in the proper containers
3. Students are not permitted to handle any other student's lunch. Students are not allowed to play with food in any manner.
4. Students are expected to treat the lunchroom personnel and supervisors with respect. Student are not to return to other parts of the building without permission

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. Student are to return books on or before the due date
4. A student will be charged full price if a book is lost or badly damaged
5. 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

DISCIPLINARY ACTION/CONSEQUENCES

POSITIVE BEHAVIOR

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

- a. Frequent Praise
- b. Homework Passes
- c. Citizenship Award
- d. Student telephones parents to share good news Administrator telephones parents to share



- good news Recognition in school newsletter
- e. Student of the week or month
- f. Lunch with the teacher or principal
- g. Monthly special treat
- h. Ice cream Social

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. For inappropriate behavior, the student will be disciplined in one or more of the following ways:

1. Verbal reprimand or written reprimand
2. Student telephones parents to explain behavior Loss of privileges
3. Detention
4. Conference with parents Isolation
5. In or out of school suspension*
6. Expulsion

- A. **Detention** - Detention is a period of silent study, minimum of 15 minutes and maximum of 60 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

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.
- Dress Code.
- 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.

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.

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 staffmember(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="margin-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="margin-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> <ol style="list-style-type: none"> 1) Refusal to obey 2) Disruptive Behavior/Disorderly Conduct: Any student exhibiting behavior which is disruptive to the orderly educational process of the school. <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>Harrassment:</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 breathalyzertest(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 25 cents 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: ____/____, 2013.

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.

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 student 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 student with a cold needs additional rest and fluids in order to avoid complications and should remain at home until symptoms have diminished.
3. Any student who vomits should not return until 24 hours have passed with no vomiting.
4. Diarrhea may be difficult for a student 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 student 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 student 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:

5. Parents must bring the medication to the office and sign the Medication Log. Do not send any medicine to school with your child.
6. 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).
7. The medication itself is left in the locked First Aid Cabinet, and must stay in the Original container supplied by the pharmacy.
8. School faculty and staff only will administer the medication. Children are not permitted to keep medication with them during the school day.

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 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 student 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".



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 weather 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, calendars and other communications are sent home regularly. The school website www.gaflint.org holds the yearly calendar, application, principal's weekly update, and any other school related documents and news. 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 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 EidalAdha (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 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.*

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. 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. Please, contact the school office for the transportation cost.

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.

PRIVATE TRANSPORTATION

When transportation is not provided by the school, the following should be considered regarding private transportation. Genesee Academy does not accept financial liability or responsibility for volunteer drivers transporting students to school-sponsored activities. Parents need to assess the risk and benefits of their children driving either themselves or other students, or riding with a volunteer driver. Genesee Academy does not screen these private driving arrangements

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. Students 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. 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.

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. 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.



SEXUAL HARASSMENT POLICY

Harassment may be because of race, color, sex, national origin or physical handicap or physical characteristics. Harassment in the 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.

