

Muslim Center Junior High School

2016-2017

Excellence in Education

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Mr. Mamnoon Marghoob
Chairman

Mrs. Nahid R. Farooqi
Principal

This Student Planner belongs to:

Name: _____

Address: _____

Phone: _____

Grade: _____

Homeroom: _____

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

Assalaam u alaikum Warahmatullah-e-Wabarakatuh!

It is my pleasure to welcome you to Muslim Center Junior High School. The faculty and staff join me in saying we're happy to have you as part of the Muslim Center family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. Open and clear communication between school and home is important to the success of our educational program.

Muslim Center Junior High School Student Planner has been designed to assist your child in organizing his/her daily, weekly, long-term assignments, and as a helpful reference for parents as they seek to provide academic support at home.

We welcome your participation and support during the school year. By working together, we will be able to reach our collective and individual goals. May we be guided and be provided great rewards for our children, both in this life and in the next. Ameen.

Sincerely,

Sr. Nahid R. Farooqi

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SCHOOL MISSION

Education in Islam is an obligation on both males and females. Therefore, the establishment of a superior educational institution is obligatory on us as a Muslim community. The Muslim Center Junior High School has been established with the twin goals of fulfilling our Islamic obligations with regards to worldly knowledge, as well as to provide our younger generation with clear spiritual direction in life. In short, we believe in achieving the best in this life as well as the best in the Hereafter.

The Muslim Center Junior High School is a dynamic institution, which offers parents and students an Islamically oriented environment contained within the modern educational method. The school is free from nearly every potential danger inherent in the public education system. Within a dignified and supportive setting, the school promotes academic excellence, creative development, critical reasoning skills, and the highest possible cognitive abilities. Students will learn to live Islam, as well as understand that they must neither reject this world nor prefer it over the Hereafter.

The school is blessed with a large Masjid facility on premise which allows for the holding of regular Zuhr and Jum'ah prayers. In addition, all Islamic holidays are observed, and special events in the history of Islam are highlighted and celebrated. Other features include region-wide speech competition, field trips, Eid activities, newsletter publications, and other memorable and exciting events.

As each year passes, you will see a growth in the students.. Perhaps the greatest advantage for the students is the Islamic atmosphere: discipline in the class which allows children to learn, Islamic brotherhood and sisterhood to foster a sense of belonging, and more individualized attention from instructors. Collectively, these characteristics bless the students with greater opportunities to excel intellectually and spiritually.

The policies, rules and regulation summarized in this manual have been conceived so that the entire school community may live in harmony and safety and thereby take full advantage of the unique educational process of the Muslim Center Junior High School. May we gain strength in carrying out these goals, and may He help us preserve Islam among our children and the generations to come. Ameen.

GUIDING PRINCIPLES

- The Muslim Center Junior High School affirms that there is only one God and that Muhammad, peace be upon him, is His servant and messenger.
- We promote the fact that Islam is the only way of life, which can bring success both in this life as well as in the hereafter.
- We maintain that the highest standards of moral behavior and conduct are what make a man or woman the best of creation.
- We promote the appreciation of lifelong learning within an environment of excellence.
- We recognize and value the individuality of every student, challenging each to his or her full potential.
- We educate the child as a whole, helping him or her to acquire skills to ensure a lifelong physical, spiritual and mental well being.
- As a family-oriented school, we believe that a partnership exists between the home and the school, which must be utilized to bring maximum benefit to the student.
- We appreciate and seek to learn from our cultural differences in the context of our one, united Islamic community.
- We seek out and nurture outstanding Muslim faculty and teachers who love young people, Islam, and teaching.
- Our curriculum and instructional methods not only keep pace with, but also surpasses the most excellent programs available.
- Individual attention and small class size is the key to bringing out the best potential of every student.
- We are the role models for our students. We must practice first what we would teach to others.

SCHOOL MOTTO, COLORS

The school motto is a combination of the dual Islamic ideals of being the best Muslim and the best educated among society. *The Muslim Center Junior High School is the best choice for Success in this world and in the Hereafter.* The school colors are blue and white.

ALMA MATER

From the sands of Makkah
To the shores of Tripoli
Wherever we find ourselves
Muslims we will be.

With the Qur'an as our guide
And the Prophet on our side
We'll live God's message
'Til the day we die.

O Islam we hear thy call
And for God we do it all.
Our elders help to show us how
So hail Thy cause, to Thee we bow.

FACULTY AND STAFF

The Muslim Center Junior High School seeks out those teachers who have the best academic credentials and who also demonstrate conviction to follow the Islamic way of life. This is the minimum requirement in order to be a teacher in the Muslim Center Junior High School. We have an effective mix of instructors combining experience from public school, colleges, private schools, and other relevant vocations.

The faculty and staff are committed to the educational growth of all our children. They are qualified in the fields of English, Math, Arabic, Science, Islam, Qur'aan, Social Studies, and Literature. In addition, every one of our teachers has other knowledge that will be of future benefit to our children's growth as Muslim Center Junior High School expands such as Spanish, Creative Writing, Biology, Chemistry, Advanced Mathematics, etc. The Muslim Center Junior High School has indeed been fortunate to have a principal, vice principal, faculty, and volunteers who are dedicated to the cause of Education and a strong Islamic community. May we receive all the strength and ability to make our goals a reality. Ameen.

SCHOOL HOURS

The school day officially begins every morning with an assembly at 8:20 A.M., but students should be on the school premises by 8:15 A.M. Students are dismissed daily after 3:10 P.M. Parents who are transporting their children are urged to pick them up at dismissal time. Students using other transportation must report to their assigned locations.

HEALTH

Immunizations: "No Shots, No School." All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella. If a child is sick, please keep him/her at home. A Perfect Attendance award is not worth putting other children and staff members at risk for infection.

MEDICATION

Students are not allowed to take medications without the prior permission from the office. Those students who must take medication have to report to the school office before taking it. Students are not allowed to carry their medication around with them, but need to keep it in their school bags or in the school office.

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment: 1) Copy of birth certificate, 2) Original health card, 3) Copy of record request for transfer students (request should show enrollment date and parent/guardian signature if possible), 4) School must be informed about any accommodations received by the student under 504, 5) copy of IEP if applicable.

Admissions are open April to August for new admissions for the next year. Students are admitted to their appropriate grades after evaluation by designated officials and after consideration of the results of the entrance exams. For each child a separate application form must be filled out. Admission applications are available in the school office. There is an annual non-refundable registration fee for returning students. For further details, please contact the Muslim Center Junior High School office.

"The Muslim Center Junior High School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race, gender, or ethnicity in administration of its educational policies, admissions, scholarships, loan programs, athletic, and other school-administered programs."

TUITION

- Tuition is due by the 5th of every month. A late fee of \$25 will be added to late payments.
- Failure to pay two months tuition on time will result in the removal of your child from the class/school.
- Also, if there are any pending payments of any kind by the end of the marking period and/or year, your child will not receive his/her report card.

LUNCH

Lunch is provided at the school, and students are charged according to their family's income level. However, students are also welcome to bring lunch from home. They are discouraged from bringing any lunches that are considered unhealthy. Haram foods such as pork, alcohol related products, etc. are strictly forbidden.

During the lunch break, students will report to their designated lunch areas. Their lunchroom supervisor will dismiss them when their eating area is clean and tidy.

STUDENT PERFORMANCE AND EVALUATION

Report cards are sent home four times a year to the parents. It is the responsibility of the parent(s) to go over this document carefully with their child in order to encourage the student to improve his/her academic career. Parents must sign the report card and return it with their child to the school by the due date.

GRADING SCALE

Grades KG-5: Passing is 65% in all subjects. These grades will receive leveled progress reports.

Grades 6-8: Passing is 65% in all subjects, except for English and Math, in which subjects 70% is passing.

The grading policy for each class will be provided at the beginning of the year.

HONORS AND AWARDS

Best Muslim/Muslimah Award: For demonstrating admirable Islamic manners such as politeness, consideration, helping other brothers and sisters in the school. Four students will be chosen for the awards in this category: one male and one female student from each grades 1-4 and grades 5-8.

Honor Roll: For receiving a cumulative average of 90% or more with no final grade lower than an 80% per subject and a maximum of 10 absences. Note: Five lateness or early dismissals are equivalent to an absence. Students who receive honor roll will not receive any excellence or achievement awards, except in Qur'aan and Arabic.

Perfect Attendance Award: Given to students who have not missed any days of school. Students with five or more late arrivals or early dismissals will be disqualified. "Perfect attendance" means NO days missed. Excused absences are only those which are accompanied by a doctor's note.

Good Citizenship Award: Granted to one student per class based on teacher's recommendation. The criterion includes good behavior, helping within the classroom, being accommodating and respectful towards other students, and following rules.

Presidential Excellence: Awarded to students with exceptional leadership skills who have an average of 90 or above, who have no more than 10 absences based.

Presidential Achievement: Awarded to students who show good leadership ability who have an average of 85-89 and who have no more than 15 absences; based and on teacher's discretion. Students who receive this award are not eligible for the Presidential Excellence award.

Attorney General "Triple C": Awarded to two students from the middle school who display character, courage and commitment.

Excellence Awards: Awarded to one student per subject from each class for displaying mastery over the subject, and securing a minimum of 90% in the subject area. Students with more than 10 absences will be disqualified.

Achievement Awards: Awarded to two students whose cumulative average in the given subject is from 85% or above, and who have no more than 15 absences.

Principal Awards: Awarded to one honor roll student from each class; final decision based on behavior, good character, and leadership skills.

Valedictorian: Awarded to the eighth grade graduate with the highest cumulative average of seventh and eighth grade completed at Muslim Center Junior High School; who displays excellent moral and leadership skills.

Salutatorian: Awarded to the eighth grade graduate with the second highest cumulative average of seventh and eighth grade completed at Muslim Center Junior High School; who displays excellent moral and leadership skills.

Reminder Notes:

Awards

- Students who receive honor roll do not qualify for excellence or achievement awards with the exception of Qur'aan and Arabic.
- If students are absent for more than 10 days, they are disqualified from Principals, Honor Roll, and Excellence Awards.
- If the students are absent for more than 15 days, they are disqualified from all academic awards.
- Students who enroll in the school late and attend the school for at least three marking periods will be eligible for awards if they provide a valid report card from their previous academic institution. This is under the discretion of the school administration.
- If a student is suspended he/she will not be eligible for any award (Honor Roll, Excellence, etc.)
- If a child enters Muslim Center Junior High School after completing the first marking period at another school, the first marking period grades will be considered for award distribution. However, these students will be exempt from those awards that require full year admissions at MCJHS. These awards are decided by school administration.
- If a child enters Muslim Center Junior High School after completing two or more marking periods at another school, the child will be exempt from all awards.
- If a child enters Muslim Center Junior High School between first and second marking period, the entry date, child's performance, and administration's discretion will be used to make a final decision.

Miscellaneous

- Students absent more than 20 consecutive days will not be permitted to take state exams.
- Students who have failed one (1) or more major subjects will not get their report cards until the parent(s) come for a meeting.
- Five lateness or early dismissals will be counted as one absence.
- Parents are not allowed to be on school premises after 8:20AM unless they have a scheduled meeting with a teacher or they are designated school volunteer for school event.
- All tuition is due by the **fifth** of every month. If the fees are not paid in full there is a penalty charge of \$25.00.
- If a student's financial records are not cleared by the fifteenth of June, they will not be readmitted the following academic year and their report cards will remain in the office.
- Graduating students and transferring students must also have their fees paid in full or academic records will not be faxed to their new school.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, or office telephone number, or emergency information during the academic school year.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television (CBS News) and radio stations (1010Wins). If public schools in the same area are closed, generally we are closed too. There will always be somebody in the office to answer calls.

THINGS YOU CAN DO TO HELP YOUR CHILD SUCCEED:

- Start each day right; a calm beginning at home helps children focus in school.
- Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps enough each night. (9-10 hours of sleep is recommended for children in 3rd grade and below, and 8-9 hours of sleep for children in 4th grade and above.)
- Praise your child each day for something he/she has done. Have a special place to put schoolwork or things brought home.
- Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
- Stress regular school attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation or medical condition, which could influence your child's behavior.
- Take your child to the library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, and all other required school supplies for your child to use.
- Review the skills taught at school during child's free time at home.
- Reinforce Islamic morals and behavior taught in school in the home.

TEXTBOOKS

Basic texts are provided to the students on a loan basis by the Department of Education, for their daily work. The books should be treated as borrowed property, and students must pay for the loss or abuse of textbooks. Students will not receive their final report card until they pay for the damaged materials.

Certain textbooks will be required which students must purchase from the school. The families that live outside of Queens may have to purchase textbooks from the vendors. Lists of the required books are available at the Muslim Center Junior High School office. Students who do not have textbooks after the first two weeks of school will not be allowed to attend classes until the situation is rectified.

CURRICULUM

Students are required to study the following subjects, in the context of the guidelines provided by the Education Department of the State of New York: Mathematics, Science, Social Studies/History, Gym, Foreign Language (Arabic), and English, as well as Islamic Studies. Art, writing skills, and speech are incorporated into the curriculum with particular emphasis in the Junior High grades.

HOMEWORK

Homework is assigned daily in class. **Parents are urged to establish study hours at home during the week.** Homework and various other assignments are given for several reasons: to review and clarify concepts, to apply those concepts, to reinforce the material presented in class, and to further enhance critical thinking skills.

Homework and assignment policies are as follows:

- Students are expected to complete assigned work by the established due dates provided by the teachers.
- Late homework must be accompanied by a legitimate excuse, such as a doctor's note. Without such an excuse, the assignment grade will be lowered as a penalty.
- Students who do not hand in assignments on time will receive no credit for that assignment.
- Students who fail to hand in three or more assignments within a marking period risk a failing grade for that subject. Students will have the time allotted for the particular homework assignment to turn in any missing assignments.
- All graded homework assignments returned to students must be kept until the end of the marking period. They must be available on demand from the teacher.
- In case of students' absence, it is the parent's responsibility to pick up all homework and assignments from their teacher.

TESTS AND EXAMINATIONS

Regular testing is essential for evaluation of students' work. Teachers observe a regular schedule of tests and quizzes. Every effort is made to avoid more than two tests in a day. Children with an excused absence will have a chance to take the test or quiz they

missed during the week they return to school, based on the discretion of the teacher. Students in grades 1-6 will receive mid-term and final examinations.

PARENT-TEACHER CONFERENCES

Regular conferences are held during the school year. A teacher may contact parents through other means such as sending notes home, phone calls, special conferences, etc.

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office. At this time, the secretary will assist you in arranging a conference with your child's teacher. **Parents are not allowed to approach teachers during school hours without prior appointment; in such a case, teachers have the right to refuse the meeting.**

Teachers are not required to give parents their personal phone numbers. Teachers are not expected to attend any calls or answer any emails from parents or students after working hours.

ACADEMIC INTEGRITY POLICY

Honesty and integrity in academic matters is essential in order to ensure that knowledge is transmitted effectively. More importantly, Islam places the utmost importance upon being truthful in all aspects of life: social, business affairs, familial as well as academic.

Plagiarism is not only immoral, it is illegal. When a student cheats or copies the hard work of others, he not only prevents himself from gaining the benefit of education, but he also steals the rights of others who went through the work and studied hard for the recognition. It is unfair and wrong for a person to gain awards and high grades if he truly did not earn them. Hence, violations of basic honesty with regards to homework, classwork, tests, exams, etc. may result in failing or even expulsion.

Academic Integrity Policy is as follows:

- All students will receive a copy of this manual and the issue of academic integrity will be discussed in class so that every child will know the consequences and dangers of dishonesty.
- Each teacher carries out his or her daily class business with justice and fairness and makes the students aware of his or her expectations concerning homework, tests, etc.
- If any student is caught copying the work of another, then both the one who cheated, as well as the one who let them cheat, will receive a "zero" mark for that particular assignment. They will not be allowed to make that assignment/test. Students who cheat may also receive after-school detention.
- If the problem persists, then the appropriate steps will be taken, including: 1) Conference with the parents, 2) After school detention and/or 3) suspension.

EXTRA-CURRICULAR ACTIVITIES

As the Muslim Center Junior High School continues to grow, there will be new opportunities and outlets for creative, developmental, as well as physical growth. Currently, there are after school extra-curricular activities, which although are not associated with the school itself, they are offered by the Muslim Center to interested parents. Please call the Center for further details.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips.

STUDENT ATTITUDE

The Muslim Center Junior High School expects its students to come to school with a positive attitude. The teachers and faculty members of the school expect courtesy, respect, and general good behavior from each child. We believe strongly that a student's attitude plays a major role in his or her ability to excel in social, academic, spiritual, as well as athletic endeavors. Students are urged to treat other students as brothers and sisters deserving of respect and kindness.

PERSONAL RESPONSIBILITY

Whenever a large number of people gather, it becomes necessary to establish rules, which allow them to coexist together in safety and security. At the Muslim Center Junior High School we hold that the first area of responsibility is towards our Creator. Next, we must be responsible to each other as members of the community established by our Blessed Prophet Muhammad (p). In this context, each student must take it upon himself to control his actions vis-à-vis the rights of others and to take pride in one's

own self-discipline and bearing. By using common sense and adopting a positive outlook on their purpose in this short life, students will better be able to enjoy their stay at the Muslim Center Junior High School.

PERSONAL INFRACTIONS

Personal infractions include cheating, theft, persistent harassment of others, continued destructive behavior, inappropriate interaction with members of the opposite gender, obscene language, gambling, possession of contraband (illegal) objects, smoking, persistent recklessness, fighting, misuse of school equipment, possession of phone, mp3 players, video games, inappropriate magazines and/or pictures, weapons, valuable jewelry, and possession of contraband (etc. Items which are not allowed in school may be subject to confiscation and will only be returned to the parents or legal guardians.)

Children will at times quarrel with one another. It is natural and a part of the learning process in which they will learn to interact with others who they disagree with. However, if there are any altercations between students, the teacher must be notified IMMEDIATELY. Parents CANNOT approach or discipline another student.

DISCIPLINARY PROCESS

One or more of the following actions can be taken for determining consequences after infractions have occurred:

- 1) Parents are contacted/Warning letter is sent home.
- 2) Student receives lunch detention
- 3) Student receives afterschool detention
- 4) Parent/Teacher conference is called.
- 5) Parent/Teacher/Principal conference is held.
- 6) Student receives suspension.
- 7) Student receives expulsion.

CLASSROOM CODE OF CONDUCT

In the interest of establishing a proper learning environment, certain rules will be observed by all students in their daily classes. These include but are not limited to the following:

- All students must be in their classes on time and occupy their assigned seats.
- There will be no gum chewing, eating, talking, shouting, drinking, unnecessarily moving around, or leaving class without the permission of the teacher.
- All students must come to class prepared with pens (black/blue), pencils, notebook, textbooks, and completed homework assignments.
- All students are required to raise their hands before speaking in class.
- All students must copy from the board their classwork, homework, and other assignments before leaving class.
- Students must be aware of the code of conduct required by Muslim Center Junior High School.
- Students who need to use the restroom must ask the permission of the teacher, get up from their seats quietly, and then return as quickly and quietly as possible.
- Students will treat their teachers and fellow classmates with respect.
- Students must abide by the classroom rules set by the teachers.

BUS RULES

The following rules will apply to all who use school arranged and private transportation:

- Occupy the assigned seats and refrain from moving around the vehicle.
- Rules of conduct which are used in the classroom apply on the buses as well.
- Obey the driver at all times!
- Be at the pick-up location on time or before, for bus loading.
- Wait until the driver has signaled for you to leave the vehicle before getting out of your seat.
- Do not board the vehicle until allowed by the driver.
- Drivers may only drop off students at places other than their regular stops by directive from the office.
- Keep hands, feet, and head inside the bus.
- Help keep the bus clean and sanitary.
- Do not yell, call out, and/or throw anything out of the bus.
- Do not throw objects or bother the driver in any way.
- When stepping off the bus, obey all traffic signals when making your way home.

Note: If any student is found in defiance of any of the rules, he/she may be subjected to disciplinary measures including not being able to ride on the bus for the rest of the school year.

RESTRICTED AREAS

Students are not allowed to be in the following areas without a staff member present: Principal's office, Vice Principal's Office, masjid area, parking lot, kitchen, elevators, and any other areas which the administration designates as such.

LEAVING SCHOOL EARLY

Students who must leave early from school should have their parents contact the school office through written requests. Phone requests cannot be honored. Parents or designated guardians should arrive in person, report to the school office, and sign their child out before they can leave with their child. If the child leaves the school premises before 3:00, five times during the school year, they will not be eligible for perfect attendance award.

VISITORS

Students and/or parents must get prior approval from the office before bringing any visitors to Muslim Center Junior High School. **Visitors are expected to observe all the Muslim Center Junior High School rules.**

STUDENT PERMANENT RECORD

Muslim Center Junior High School maintains a permanent file for every student in which grades, awards, special notes as well as any infractions are recorded. The purpose of this is to be able to be fair and just when evaluating their performance needs, and for sending transcripts to other educational institutions upon request. This information is not available to the general public and can only be released to other schools upon formal request. The principal handles all matters in connection to student records.

WUDU PROCEDURES

When the teacher dismisses the students to make wudu for their salaah, the following rules must be strictly followed: Students will make their wudu as quickly as possible and then return to their classroom. The teacher will take the students to the salaah hall where they will perform their salaah. After the salaah is finished they will return to their classroom.

ATTENDANCE

School attendance is the cornerstone to receiving the maximum benefits from any educational atmosphere. When the child is absent, they lose valuable instruction time; they fall behind their peers and may suffer from anxiety and frustration at having to catch-up. Therefore, students and parents are urged to make every effort to ensure regular, punctual attendance.

The school year consists of 180 days. Official school hours are from 8:15 a.m. to 3:10 p.m. It is mandatory for all enrolled students to attend in all aspects of the assigned curriculum. No students will be allowed to leave school grounds during official school hours unless the parent or legal guardian has made a proper request in the office. Parents are required to pick up their children at exact dismissal time. The specific policies for students' absences are outlined below.

ABSENCES

It is incumbent on the parent or guardian to notify the school of a student will be absent. Long-term absence of fifteen days or more may result in failure for the term. Parents must see the principal before making decisions for a long-term absence of their child/children. **Students who are absent for more than one month will NOT be allowed to take New York State Exams.**

LATE ARRIVAL

Students must be prepared to arrive at the school prior to the assembly bell at 8:20. Any arrivals after this time will be considered a late arrival.

DRESS CODE AND REGULATIONS

We expect our students to dress modestly and follow uniform policy. The dress regulations for girls and boys will be sent home at the beginning of the year. Every week, there will be random uniform checks. Any child in defiance of this policy will first be given a warning, then a letter will be sent home, and finally the student will be sent home.

Grooming

Personal hygiene and cleanliness are important characteristics of any successful person. All students must come to the school in neat, ironed, and clean uniforms. Boys should take care to keep their hair at a reasonable short length. Hair mousse and gels are not permitted. Finger-nails must be kept short and must be clean. Teachers will monitor student cleanliness and parents will be asked to pick up their child and rectify the situation if the need be.

FIRE SAFETY

Every precaution is taken to ensure the safety of all children in case of an emergency. In case of fire or other emergencies, procedures are posted in the school explaining the method of exiting the building. Teachers will escort the students to the

designated safe zones. **Occasional safety drills throughout the year are conducted to streamline and practice these procedures.**

SPECIAL NEEDS AND COUNSELING

Muslim Center Junior High School currently has no specific arrangements for teaching students with special education requirements or students with Attention Deficit Hyperactive Disorder (ADHD). The school must be informed about any accommodations received by the student under 504 or if the student has received an IEP, a copy must be submitted to the school. Limited tutoring is available for students who have fallen behind in certain subjects. Counseling needs are handled on an ad-hoc basis involving students, parents and the office. However, the Muslim Center Junior High School has no specific arrangements at this time nor does it take any responsibility in this regard.

FINANCIAL AID

The stated policy at the Muslim Center Junior High School is that parents must fulfill all tuition requirements as stated in the registration information. The school offers discounts for multiple enrollments from one family.

PARENTS' INVOLVEMENT

Parental participation is critical to the academic success of the student. Therefore, all parents are urged to become part of Muslim Center Junior High School's learning and teaching community by donating their time, energy, and expertise.

FUNDRAISING

Operating a school requires a great deal of money. Parents are strongly encouraged to participate in all fundraising activities of the school. They should actively seek to include their relatives, friends, and other members of the community as well.

Our school has been paramount in educating Muslim children in Queens, NY. Our graduates have gone on to pursue higher education in prestigious high schools and colleges. Our goal is to produce responsible American Muslim citizen leaders for this nation who can take the responsibility of bringing Islam to the masses.

*"Acquire knowledge. It enables you to distinguish right from wrong;
it lightens the way to heaven;
it is our friend in the desert, in our society, in solitude, companion when friendless;
it guides us to happiness; it sustains us in misery;
it is an ornament among friends and armor against enemies.
Knowledge is a duty incumbent on every Muslim, male and female."*

Prophet Muhammad (PBUH)

PARENT HANDBOOK SIGNATURE FORM

I, _____, have reviewed and understood the handbook which contains school policies. Failure to sign or return this form does not affect the student's responsibility to act in accordance with policies outlined in the book.

PARENT/GUARDIAN _____

DATE _____

STUDENT HANDBOOK SIGNATURE FORM

I, _____, have received a copy of this handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents. I shall ask my parents to read the handbook also, and discuss it with me within one week from now.

Student Signature _____

DATE _____