



# STUDENT HANDBOOK

## IMPORTANT INFORMATION

School Name: Makki Educational Academy

School Address: 4926 N Kimball Ave, Chicago, IL, 60625

School Telephone #: (773) 588-5910 ; (312) 487-1332

School Hours: Mon – Fri , 8:25 am to 3:20 pm

Students are Tardy after 8:40 am

In Case of Absence: Email the School at [principal@meachicago.com](mailto:principal@meachicago.com) by 9:00 am

Tuition is Due: First of the Month (Monthly, Quarterly)

Notify Immediately: Change of address, Telephone #s, e-mail address

4926 N. KIMBALL AVE. CHICAGO, IL 60625 • [PRINCIPAL@MEACHICAGO.COM](mailto:PRINCIPAL@MEACHICAGO.COM)

[WWW.MEACHICAGO.ORG](http://WWW.MEACHICAGO.ORG)

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### **Makki Educational Academy Mission:**

Established in 2016, Makki Educational Academy strives to provide quality religious and secular education in an Islamic environment. With small classroom sizes for a supportive, exciting classroom experience, our classrooms are a place where children both learn and thrive. Our teachers stretch students' thinking and challenge them, but also let them feel successful.

### **Makki Educational Academy Vision:**

It is the vision of Makki Educational Academy (MEA) to provide an excellent education through high academic standards in a nurturing Islamic environment. MEA strives to empower young Muslims to become confident, contributing members of a global society.

## **Admission:**

Admission to Makki Educational Academy is open to all students in Pre-K to 7th grade. The school does not discriminate in enrollment on the basis of race, age, sex, religion, handicap, or national origin. MEA reserves the right to decline admission to students for the following reasons, which are not considered inclusive of all reasons justifying denial of admission:

If a student requires special education instruction beyond the purview of the school's capability or capacity; if a student requires English as a Second Language (ESL) beyond the purview of the school's capability or capacity; if a student is academically weak or has had serious discipline problems at previous school.

Enrollment opens during the month of May and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

1. Students already enrolled at MEA
2. Siblings of students already enrolled at MEA
3. MEA staff children
3. All others

## **Enrollment Requirements for New Students:**

In order for a new student to be considered for admission to MEA, the following must be on file at the school:

1. Completed and signed application form
2. Copies of student's academic record for the past two years (if applicable)
3. Copies of student's standardized exams for the past two years (if applicable)
4. Copies of discipline record for the past 2 years (if applicable)

A student will be allowed to attend classes only after they are fully registered in the school. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms. In order for a new student to be considered fully registered at MEA the following steps must be completed:

1. Submit an admission form to the office
2. Complete and sign all the required registration forms. This includes a signed form that acknowledges that the parents and students have read and will abide by the policies included in the parent-student handbook.
3. Pay the registration and Annual Fees as well as the first month tuition.
4. A certified copy of the student's birth certificate. The school shall promptly make a copy for its records, and return the original to the person enrolling the child.
5. Complete immunization record, dental and vision screening forms
6. Sign a release letter for the student's record.
7. Sign all promissory forms for tuition and assessment.
8. A copy of any/all standardized tests the child has taken in the last two years
9. Once an application is submitted, a placement exam may be scheduled along with an interview for all students. Administration will determine if this is needed.
10. After completion of the interview and placement examination and upon receipt of all relevant documentation, a decision will be made regarding admission and placement of each student. A letter will be sent home to confirm the decision of the school or office personnel will contact Parent/Guardian.

## **Enrollment Requirements for Returning Students:**

1. An online enrollment packet must be filled out and submitted along with the registration fee for each student that is re-enrolling.
2. Any overdue balances regarding tuition from the previous school year must be paid in full prior to re-enrolling.
3. Medical records mandated by law must be provided to the school prior to August 15. If re-enrollment is submitted after August 15, Parent/Guardian will be granted a 2-week time period to submit all medical records that are missing. Failure to do so may result in a suspension in your child's enrollment.
4. A student that was previously enrolled at another school, but did attend MEA in the past will need to apply as a new student if the application comes more than one year after leaving MEA.

## **Special Education Constraints:**

Makki Educational Academy will not be able to accept any student whose disabilities may be too severe for MEA to address. MEA will admit only students whose needs can be met.

## **Probation Period:**

All new students accepted into MEA are accepted on a 9-week probationary period. If, at any time during that period, the school feels that they are not a good fit at MEA, they may be asked to leave.

## **School Hours and Drop-Off and Pick-Up Procedures:**

Timings (Regular School Days):

Student Drop-Off: 8:25 a.m.

Student Pick-Up: 3:20 p.m.

**Ramadan:** MEA follows a reduced day schedule during the month of Ramadan which is communicated to the parents a few weeks in advance.



Only a Parent/Guardian or authorized persons will be allowed to drop off and pick up students from the school. Each Parent/Guardian has the duty to provide names of all the individuals who are authorized to pick up their child(ren) from school. Any unauthorized person will not be permitted to pick up a child from school, unless the Parent/Guardian provides advanced consent. Parents/Guardians must provide advance notice if a child will be dismissed early from school.

### **School Day and Dismissal Procedures:**

The school begins at 8:25 AM. The morning assembly is from 8:30 am to 8:45 am. Students who miss the morning assembly are marked tardy. Dismissal is from 3:20 pm-3:30 pm. Parents are required to pick up their child(ren) no later than 3:30 pm. Late Pick-Up fees will be assessed to parents if their children are picked up after 3:30 pm. Fees will be \$10 for every 5 minutes of delay, rounded to the next 5 minutes.

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the office can ensure that the student is waiting in the office when the parent arrives.

### **Additional Dismissal Notes:**

Students must remain within their assigned area and be alert at all times. No food or drinks are allowed during dismissal time. Students must remain in full uniform (including hijab for girls) until they leave the campus. Students should proceed directly to their cars upon arrival. Students should follow the directions given by teachers/administrators on duty at all times. Students are not permitted to play in the gym during dismissal time.

## **School Closings:**

For closings due to inclement weather, including early dismissal or morning delays, parents will be notified by text messages. If conditions arise which necessitate the closing of MEA (broken water pipes, gas leak, etc.) the office will send a text message and call each parent/guardian.

## **Attendance:**

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy. Students are expected to attend class regularly, so that they reap optimal benefits. In case of absence, the parents should email the school by 9:00 am to explain the reason for the child's absence. Also, upon returning to school, the parent must provide an excuse note to the Main Office. Make-up assignments should be obtained from each teacher by the student (for grades 3 and up) and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments. All assignments will be posted in Google Classrooms, making it easy for students to access. If students need to take an extended leave of absence, the parents must schedule a meeting with the Principal to discuss the nature of the extended leave of absence. A two-week notice should be given to the school to allow the teachers to prepare work for the students to complete in their absence. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student's promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

## **Absences:**

Excused Absence: illness (signed note from parent for less than 3 consecutive days, a doctor's note for 3 or more days), death or serious illness of an immediate family member, and other exceptional cases within the discretion of the Principal.

Unexcused Absence: vacations/travel, any absences in which a signed parent note has not been submitted

Regular attendance is essential if a student is to succeed in school. Routine doctor or dental appointments should not be scheduled during school hours whenever possible. In rare and exceptional circumstances, a note must be submitted to the school along with the proper arrangements for an early dismissal for a medical or similar appointment. The class work and homework the student misses will have to be made up the following day. For all students, attendance is taken the first period of the day. If a student must be absent from school for more than two days, it is the responsibility of the parent to contact the teachers and arrange for the pick-up of missed homework assignments. Students absent three or more consecutive days must present a medical note to the Office. Teachers are not required to prepare homework for students whose absences are unexcused. Make-up tests and/or assignments are at the teacher's discretion.

Students who are absent excessively (20 or more excused and/or unexcused absences during one school year) are subject to automatic retention (repeating the same grade twice). At the end of the school year, any student who has missed 20+ days (excused or unexcused) will have their records, and teacher recommendation presented to the Principal for a final decision regarding retention. The school shall assign no grades when a student is absent for more than 50% of the marking period.

## **Tardies:**

Attendance and punctuality are considered important aspects of student growth and education at Makki Educational Academy. A student is considered tardy if he/she does not make it to the morning assembly. Repeated tardiness is inexcusable and must be discouraged from the very beginning of the year. Being tardy three times in one trimester

may result in disciplinary action. Parents must accompany and sign-in children who arrive late (after 8:45 a.m.) to school.

### **Allergies/Special Accommodations:**

It is extremely important that the office staff and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to be aware of and educated about this matter. In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the school a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. Makki Educational Academy will cooperate with the family to the best of its ability to ensure the safety of the child.

### **Student Supervision Policy:**

Makki Educational Academy provides students' supervision daily during the academic year from 8:20 a.m. to 3:30 p.m. Monday through Friday while teachers and staff are on the premises for instruction. Makki Educational Academy is not liable for students who arrive at school grounds before 8:20 am or remain on campus after 3:30 p.m. Parents/legal guardians assume the risks involved if the student remains on the premises prior/after supervised hours. Parents/legal guardians are strongly encouraged to pick-up their child(ren) promptly at the dismissal time.

### **School Uniform Policy for Students:**

MEA expects all students to abide by the dress code. This includes hair, jewelry, shoes, make up, and clothing. Students who are repeatedly requested to comply with the uniform policy upon entering the building will be given a detention or more severe consequence. Excessive detentions in the same quarter for a student to comply with the uniform policy may result in a suspension.

**Hair:** Students must have regular haircuts. Hair must not be grown longer than normal wear, not covering eyes, etc. No designs or layer haircuts will be allowed. Also students must have natural hair color. No bleaching or "off" colors are allowed. Hair length and styles must meet expectations of the school administration. Absolutely no ponytails or Mohawk style haircuts.

**Nails:** Students must have clipped nails at all times.

**Shoes:** Students must wear solid black or navy socks and sneakers. No sandals or slippers are allowed.

**Jewelry:** The wearing of excessive amounts of jewelry is not allowed by any student. Boys are not allowed to wear earrings, necklaces, or bracelets. Boys/girls are not allowed to have any body piercing.

**Make up:** Students are not allowed to wear make-up or nail polish of any kind during school.

**Clothing:** The school has specific uniform specifications. Please obtain your copy for appropriate school uniform from the office. All students are expected to comply with the school uniform policy.

School uniform is required on all school days including field trips.

### **School Uniform:**

#### **Pre-K-Grade 8 Boys:**

- Light Blue Full or Half Sleeve Polo
- Navy Trousers
- White Topi

### **Pre-K-Grade 3 Girls:**

- Light Blue Full Sleeve Undershirt
- Navy Jumper (Must reach below the knees)
- White Trouser (Must be purchased from the school)
- Plain White Hijab (No embellishments allowed)

### **Grade 4-Grade 8 Boys:**

Light Blue Full or Half Sleeve Polo

Navy Trousers

White Topi

### **Grade 4-Grade 8 Girls:**

- Navy ankle length full sleeve abaya
- Plain White Hijab (Must fully cover chest area)
- White/Black/Navy Trousers

### **Allowed Cold Weather Indoor Clothing for Boys:**

- Plain Navy Vest or Navy Sweater

(Hoodies are not allowed)

### **Allowed Cold Weather Indoor Clothing for Girls:**

- Plain Navy Cardigan/Sweater

(Hoodies are not allowed)

### **Uniform Footwear (All Students):**

- Solid navy/black sneakers with non-marking rubber soles (light-up shoes and shoes with rollers are NOT allowed)
- Solid navy/black socks

Students are expected to come in uniform from the first day of school. A one-week window will be granted to new students to comply with the uniform policy before violations are given.

First Violation: The homeroom teacher/school secretary will inform the parents on the same about the violation and for it to be rectified by the next school day. Students will remain in the classroom.

Second Violation: The homeroom teacher will send the student to the Main Office and parents will be contacted by the secretary to bring appropriate uniforms to school. Students will be kept in the office until they are in the correct uniform. Students will not be permitted to attend classes, allowed to have gym/recess time and parents will be given the option to bring the uniform to school or to come and take the child home.

### **Right to Search:**

Makki Educational Academy retains the right to search lockers, desks, book bags, student uniforms, and electronics if suspicion arises. Reasonable searches of individuals may take place on rare occasions or during emergencies.

**Textbooks:**

All students are responsible for the books or materials received from the school throughout the year. If a book is lost or damaged by the students, then it is the parent's responsibility to replace it.

**Discipline:**

Discipline at Makki Educational Academy is built on the belief in the dignity of each person. Self direction, rather than external control, is the aim of our discipline. A climate of mutual understanding, respect, and trust is established to promote self-discipline. Students must understand that their rights are accompanied by responsibilities.

Each student has a right to:

- Be respected as an individual human being
- Equal educational opportunities without discrimination
- A safe, secure, positive learning environment
- Learn without disruption by others and to engage in normal school activities without harassment or harm from others
- Express his/her concerns and have them heard and respected as long as they are expressed responsibly and at an appropriate time
- Receive fair and consistent treatment
- Each student has a responsibility to
- Respect the authority of all school personnel in a courteous and cooperative manner



- Learn without disrupting others and engage in normal school activities without harassing or harming other students or teachers
- Understand and abide by all school rules
- Respect school property
- Discipline in an Islamic school is to be considered as an aspect of Tarbiyah and not a form of punishment. The purposes of discipline are:

To provide a classroom environment conducive to learning for all

To promote character training

Discipline is not an end in itself, but a means through which the student may become a self-disciplined person. It is toward building this attitude of responsibility and self-mastery that all of our disciplinary measures are aimed at. At the beginning of the school year, classroom rules of behavior are spelled out by the individual teachers. Rules are generally posted in the classrooms. General school rules are contained in this handbook and are to be observed by the student. Out of respect to the individual student and his/her family, steps taken to discipline a student are kept confidential.

### **General Expectations:**

- Students are to show respect at all times to all school personnel, his/her fellow students, and any others whom the student comes in contact with.
- Defiant and/or disrespectful attitudes, actions, speech, and discourtesy are not allowed. Students are to respect all property.
- Defacing, destroying, or stealing property belonging to the school, or other students is not allowed.

- Parents/guardians are responsible for the cost of repair or replacement of any damaged property.
- Students are to demonstrate self-control in their actions or speech: fighting or the use of abusive/foul language will not be tolerated.
- Consequences for the violation of any school or classroom rules will be given within 24 hrs. Typical consequences include detention, in-school or out-of-school suspension and/or loss of certain privileges such as but not limited to participation in the field trips, school competitions, Annual Day etc. Four behavior detentions in one grading period will result in an automatic in-school suspension (ISS). In case of serious misconduct, immediate suspension, followed by expulsion may result.

### **Disciplinary Definitions:**

Informal Talk – Teacher will speak with the student privately and try to reach an agreement regarding the student’s behavior in the future.

Parent Notification – The student and/or teacher calls and informs the parents of the student’s prohibited behavior. Students will take a note home from school, to be returned signed by his/her parents.

Parent/Teacher Conference – meeting of the parent, teacher, and student, with the option for the Principal/Principal to attend.

Detention – Student will stay after school for 1 hour, doing an offense appropriate assignment (at the teacher’s discretion).

In-School Suspension – Student will spend an entire day alone doing class work, and an additional offense appropriate assignment. Student will not have recess, lunch with his or her class, or any other interaction with his or her classmates.

Suspension – The removal of a student from the school for 3 days or less

Expulsion – Student is dismissed from the school indefinitely

## **School Behavior Rules:**

### **Classroom Rules:**

- Arrive to class on time
- Be seated and prepared to learn when the class starts, this includes having sharpened pencils, having homework, books and notebooks ready, etc
- Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
- Listen to the teacher and/or other students without interruption.
- Wait your turn before speaking.
- When in doubt, always ask questions.
- Have a positive attitude. Hats and hoodies shall not be worn during class. Please remove hats/hoodies upon entering the classroom.
- Follow directions the first time they are given.
- Stay on task.
- Participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Leave class during class time only with permission from the teacher

### **Lunch Hall Rules:**

- Walk slowly and in an orderly fashion into and out of the Lunch Hall
- Eat only in the assigned area
- Keep food off the floor
- Stay seated at the assigned Maida until you are finished eating. Talk quietly and only with those students seated at your Maida
- Clean up your area after finishing your meal
- Return to class only when dismissed by your teacher or the teacher on duty

### **Bathroom Rules:**

- Leave the restroom in good condition after use
- Boys are to sit, not stand, when using the bathroom
- Clean yourself with water, as per Sunnah
- Wash your hands with soap when you are finished
- Finish your business in the bathroom quickly without socializing and playing

### **School Property Rules:**

- Keep all school furniture and property free of damage

- Show responsibility and respect for school equipment: TV's, Projectors, Computers, etc
- Follow allowed access rules for computers

### **Hallway and Stairway Rules:**

- Follow directions at all times
- Show respect for others
- Walk quietly in the hallways and stairways and keep your body to yourself
- No running, shoving or pushing
- Keep to the right of the hallway or stairway and walk behind the person in front of you
- Go directly to your next class
- Speak in a normal tone of voice; no yelling or screaming
- Keep hallways and stairways clean; no littering

## **Bullying Policy:**

Makki Educational Academy strives to provide a safe, positive learning climate for students in the school. **Therefore, it shall be the policy of MEA to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.**

- All forms of bullying and cyberbullying by students are prohibited.
- Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff-member.
- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

## **Parent Concerns:**

We encourage parents to contact their child's teacher whenever they have a question or concern. The following stepwise protocol is to be followed in the sequence given below:

1. Email the teacher and make an appointment to speak with the teacher.
2. If you do not feel the issue has been resolved, then inform the teacher and make an appointment through the office to meet with the Principal.
3. After meeting with the Principal, if you feel the issue is still not resolved, you must inform the Principal about your concerns in writing within 10 days.
4. The Principal will present your written concerns to the School Committee within seven school days from the time of receiving your complaint.
5. The School Committee will give you a written reply within seven school days after being contacted by the Principal.

6. Within one week after your contact with the School Committee (step 5), if you feel the issue has still not been resolved to your satisfaction, you must submit a detailed letter to the Principal.

7. Then the School Committee will make an appointment with you to hear your grievance along with the Principal and the teacher.

8. The School Committee's decisions are final. Any parent who fails to follow this procedure will jeopardize their child/children's enrollment at Makki Educational Academy.

### **Communication:**

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are expected to keep up with their child's academic progress and to attend all Parent Teacher Meetings announced by the school.

Parents may request a meeting with their child's teacher at any time during the school year. Parents must make an appointment if they wish to meet their child's teacher.

**Teachers are not allowed to confer with parents during class time under any circumstances.**

If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child as soon as possible without disrupting the educational process.

Parents may request a meeting with the principal regarding any matter. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet the principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the principal directly. The school will abide by court decisions regarding communication with non-custodial parents.

- It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. Unless otherwise required by the parents, the school will consider any communications, agreements, conferences, or notifications of one parent regarding school matters sufficient.

Anyone who openly defames or threatens the wellbeing of the school and any of its staff may be asked to withdraw from the school.

### **Emergency Contact Information:**

Emergency contact information as well as the physical and mailing address for each child must be available and up to date. It is imperative that the office has the parent(s)' work numbers and also a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)' work or home telephone numbers as soon as they occur

### **Field Trips:**

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Field trip day is a regular school day and students are expected to report to school and go on the field trip. Students who do not report to school on the field trip day will be considered unexcused. These students will not be able to make up for any missed work. Students must complete and return the permission slip to the teacher responsible for the field trip by the deadline date. The school also may request the presence of the parent on the field trip in order for their child to be allowed to participate in the trip. School personnel will provide the best possible supervision for your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.



Please note: Siblings will not be allowed to accompany MEA students on the field trips, even if their parents are chaperones

The school may deny a student the privilege of a field trip if the student has several school policy violations.

**Grading System:**

- A (Significantly Exceeds Standards): 90–100%
- B (Exceeds Standards): 80–89%
- C (Meets Standards): 70–79%
- D (Marginally Meets Standards): 60–69%
- F (Fails to Meet Standards): Below 60

**Student Records:**

The school considers student records confidential and they may only be viewed by school authorized personnel. Records will not be provided to non-school personnel except by written request from the parents/guardian of the student or in accordance with applicable privacy laws. Record requests must be delivered to the school by mail or in person. Parents may request a copy of all or some parts of the student’s record. The office requires two working days’ notice to process the request.

Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file to the contrary.

## **School Curricula:**

MEA is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Illinois State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Qur'an, Islamic Studies. Curriculum maps are available for parents upon request.

Makki Educational Academy encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if any school materials and equipment are lost or damaged.

## **Homework:**

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class.. On average, the total time for all subjects assigned should be as follows:

Kindergarten: 15 – 20 Minutes per Day

First and Second Grade: 30 – 60 Minutes per Day

Third through Fifth Grade: 60 – 90 Minutes per Day

Sixth through Eighth Grade: 1 – 2 Hours per Day

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that classwork has been completed in class. If classwork has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to continue reading during these breaks and/or vacations.

## **Reading at Home:**

Research shows that students who read 20 minutes a day do well in school, learn 1,800,000 words per year and score an average of 90th percentile on standardized tests. At Makki Educational Academy, we require each student to spend at least 20 minutes each afternoon/evening, reading. Parents should set an example and read in front of their children to encourage love for reading. Ask your child questions about their reading and take them often to the library.

## **Heath:**

All students must have the appropriate immunizations within the first 30 days of school. Students will not be permitted to stay at school on the 31st and subsequent days, until immunization requirements are fulfilled, and the form has been submitted to the office.

Our policy regarding illnesses has been established to ensure the safety, wellbeing, and health of all of our students and staff. Parents are expected to keep children home when they show signs of illness. If a child has any of the following symptoms, he/she should not come to school for a full 24 hours after symptom(s) occur. If such symptoms occur during the school day parents will be contacted to come pick up the child. It is the responsibility of the parent to pick up the sick child as soon as possible. No child that has the following symptoms will be allowed to remain in school. There are no exceptions.

- Temperature of greater than 100.5 F
- Vomiting Diarrhea
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Difficult or rapid breathing
- Rash or infected skin patch

If your child is exposed to any reportable disease at the school such as chicken pox, tuberculosis, lice, meningitis, H1N1, or any other reportable disease not mentioned, you will be notified in writing by the school.

In addition, the teacher and the Principal also have the authority to determine if a child is well enough to stay in school. If a child contracts any communicable diseases, parents are required to report it to the office immediately. The child MAY NOT return to the school without a doctor's note stating the child presents no risks to him/herself or others or proof of treatment in case of lice.

### **Medication:**

Makki Educational Academy employees are not permitted to administer medications of any kind (prescription or non-prescription) to the students . No student is allowed to administer his/her own medicine or have it in his/her possession.

### **Healthy Snack Policy:**

In order to promote healthy lifestyle among the students, MEA follows a healthy snack policy. Students are only allowed to have a healthy snack during snack time. They are encouraged to bring fruits, vegetables, milk, flavored yogurt, cheese, nuts etc. Junk food of any kind such as chips, juices, candy etc. are strictly prohibited at the school. Any unhealthy snack brought to the school will be promptly taken away by the staff.

### **Games, Electronics and Other Non--Instrumental Devices/Materials:**

Toys and/or electronic devices should not be brought to school. These items include radios, dolls, games, trading cards, cell phones, mp3 players, or any other electronic device. Such items will be confiscated and kept in the office until a parent/guardian comes to pick up the confiscated item. Items confiscated the second time will be held until the end of the school year. **In addition, buying/selling and trading of such items, or any other items, on school property is strictly forbidden. Anyone engaging in this activity will be subject to disciplinary action.**

### **Cell Phone Policy:**

Students will not be allowed to have cell phones during school hours. If students need to use a cell phone before and/or after school, they must turn in their cell phones to the main office each morning by 8:30 am and can pick them back up after 3:15 pm. MEA is NOT responsible for ensuring the safety of cell phones that are brought to school. If students are found to have cell phones during school hours, the phones will be confiscated and kept in the office for parents to pick up. If the phones are confiscated the second time, they will not be returned until the end of the school year.

### **Extracurricular Activities:**

Makki Educational Academy offers a host of school competitions and extracurricular activities throughout the school year. **The administration reserves the right to deny a student the privilege of participating in a school competition or an extracurricular activity if they have discipline violations or concerns during the school year.**

### **Staff Personnel Listing:**

All school staff can be reached at the school's office. Parents may leave a message for any staff member, and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information. The school will not interrupt a class to deliver a message, except in severe emergencies.

## **Handbook Revisions:**

Makki Educational Academy has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to current parents in the school office at the beginning of each school year. It is the duty of the students and parents to obtain and familiarize themselves with the most current handbook.