



Michigan Islamic Academy

"...AND SAY: LORD, INCREASE ME IN KNOWLEDGE"

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Dear MIA Family,

Asalamu 'alaikum and Ramadan Mubarak! May Allah (swt) accept your fast and du'a during this blessed month. I hope you are enjoying a wonderful, relaxing summer with family and friends during these beautiful and sacred days.

Alhamdulillah, MIA has been blessed with a dedicated and qualified teaching staff that will be working closely with you and your child, making every effort to help them achieve Islamically, academically and socially this year. Our staff has a renewed commitment to student learning: setting high expectations for our students to reach using innovative teaching techniques and collaborating with other staff members to continually self evaluate. It is our goal to create an enriching learning environment that engages the student. Most importantly, we will help students strive to be Muslim leaders and scholars that represent our community with diligence and poise. An invitation to our Parent's Curriculum Night will follow soon. During this event, we will discuss programs that will allow us to attain these goals, insha Allah.

Of course, as you are the first teachers in your child's life, we need your support and cooperation. Parent communication is of utmost importance both with teachers and administration. Parents play a vital role in the school community and in the success of their child. I look forward to working with you in enhancing the lines of communication to further help your child flourish.

All praise is due to Allah (swt) for allowing us the means to provide our children with an Islamic environment that incorporates all the principles of Islam. Providing our children with an education based on Islamic values is the best investment a parent can make! Jazakum Allahu Khairun for making that investment to help your child develop a sense of self-worth, pride and cultural identity.

The first day of school is quickly approaching and we wanted to be sure you have all the information you need to make the transition back to school easy for everyone. We are looking forward to a great school year and have a lot of wonderful activities and learning experiences planned for your child. Many of the teachers are already working hard in their classroom to get them prepared for their students. Please find some information below that we would like you to keep in mind as your child enters into Michigan Islamic Academy.

I pray that we share friendship, peace, and commitment as we work together toward another great year at Michigan Islamic Academy.

Respectfully yours,
Fayzeh Madani

Principal
Michigan Islamic Academy

First Day of School

The first day of school for students is Tuesday, September 6. If a student is not pre-registered parents must do so beginning Thursday, August 25 through Friday, August 26th between the hours of 9:30 a.m. and 3:30 p.m. If registration of a student is not completed before the first day of school, parents must accompany their child to complete the necessary paper work and to pay the registration fees before the student is sent to class. The first day will **be a full day** and dismissal will be at 3:30 p.m. Dismissal for the rest of the year, unless otherwise noted on the calendar, will be at 3:30 p.m. **Please note: Friday dismissal will be at 2:30 p.m. this year.**

Student Drop Off/Pick Up

The traffic flow and congestion during drop-off and pick-up times can be frustrating. As always, however, our kid's safety comes first, so please be patient and follow these important guidelines to ensure student's safety.

- All students, except Pre-K and kindergarten should be dropped off and picked up in the front of the school building using the drop-off lanes/pick up lanes.
- For safety purposes, students are not allowed to be dropped off on the opposite side of the school building at any time. It is very important that students do not cross the parking lot. Children should exit the car from the right side of the car only. Students in grades 1- 4 should be dropped off in front of the ramp of the trailer. Students in grades 5-12 should be dropped off in front of the main entrance to the school building.
- To keep traffic moving, always pull up as far as you can to leave maximum space behind you for other cars to pull in.
- At pick up times, children must wait in lines with their teachers until you pull over in front of the line to pick them up. For the safety of the children, please **do not** arrange to meet them at a particular place in the parking lot.
- Thank you for being courteous to and respectful of our staff and AAA Safety Patrol volunteers in the parking lot. We are there to ensure the safety of all children.
- Do not park in the parking spots located in the basketball courts. This area is for lining up the children. Pre-K/KG parents can park along the side of the trailer. Please walk along the side of the trailer to avoid crossing the parking lot.
- For parents who have children in different grade levels, I would suggest that you arrange your children's seating arrangement in your car to provide for quick pick-up and drop-off.

- Please remember that parking in front of the school building is not allowed. If you have business in the school, please park on the side parking spots.
- Parking in front of the building to wait for your children for a long time disturbs the flow of the traffic. Therefore, for an easy dismissal, please ask your children in grades 5-12 to be on time and ready for pick-up when you arrive.
- We have school personnel to assist you and your children in making arrival and departure safe the first few days of school. We are looking for parent volunteers to help with this drop-off and pick-up "traffic patrol" throughout the year. Please call our secretary, Sr. Loretta, at (734)-665-8882 if you can help with drop-off/pick-up.
- Late pick-up fee of five dollars per every fifteen minutes per student will be applied at 3:45 p.m. In case of car pool, the late fee will be charged to the parent of the child.

Uniform Policy

I would like to inform the parents that this year, as in previous years, the uniform policy will be strictly enforced. Therefore, please read the uniform description (attached) and closely adhere to it. Parents of students not adhering to the uniform policy will be contacted and asked to bring in the appropriate uniform before their child can be re-admitted to class. As always, your cooperation and support of the school's policies are greatly appreciated.

On-Line Gradebook, RenWeb

MIA has been using "RenWeb as our school management software. Using RenWeb, parents can access the teachers' lesson plans, their child's grades, community service hours, etc. on any day of the week and at any time of the day. This is a useful tool that helps parents monitor their child's progress. Periodic progress reports will be sent to parents through RenWeb as well. An e-mail address for one or both parents is required in order for parents to be able to establish an account. Thus, please provide the office with an email address for one or both parents. The school will be holding orientation sessions for parents on the use of RenWeb on the following dates:

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|---------------------|-------------|
| Thursday, August 25 | 9:00- 10:00 |
| Friday, August 26 | 9:00-10:00 |

If you are unable to attend, please call the office to schedule an alternate date.

Communication is Key to Success

As we start the year, I want to renew my commitment to open, positive communication within our school community and with the community at large. I look forward to mutual commitment to open, honest, positive communications with all MIA stakeholders. In an effort to improve the channels of communication, we advise parents to follow these guidelines:

- If a concern is directly related to a classroom activity:
 - 1) Notify the teacher first. Identify the area of concern with the teacher.
 - 2) Develop a plan of intervention with your child's teacher to address the concern.
 - 3) Set up a time frame to follow-up on the concern.
 - 4) Schedule a meeting with the teacher to discuss the progress of the plan.

- If a concern is not satisfied following the intervention with the teacher:
 - 1) Notify the principal. Discuss the concern and the plan of intervention that was devised by parent and teacher.
 - 2) A meeting will be held with the principal, parent, teacher, and student to develop alternate measures to successfully deal with the concern.
 - 3) A written plan of intervention will be agreed upon by all parties and principal will follow-up on the progress with parent, teacher and student.

- If a concern is NOT directly related to the classroom:
 - 1) Notify the principal first
 - 2) Principal will investigate the concern, address accordingly, and follow-up with parent.

- If a concern is not satisfied following the intervention of the principal, parents should contact the following:
 - 1) School Board of Directors
 - 2) Parents should submit a formal letter to the School Board explaining their concern and the interventions measures that were designed and implemented.
 - 3) Parental grievance will be discussed with principal and the School Board during the monthly Board meeting.
 - 4) Parent will receive a letter from the School Board addressing grievance.

New Students

We welcome all new students to our family! We would like to make you and your child's experience at MIA as enjoyable and successful as possible. All new students (Montessori through grade 12) must take a placement test and meet with the teacher or an administrator depending on the grade. Teachers or office personnel will phone the parents to schedule an appointment during the week of August 22, 2011. Placement tests will be given in Arabic and Quran. Parents are kindly asked to refer to the admissions application regarding other documents that are

necessary upon enrollment. New parents will be informed of middle and high school orientations prior to the start of the school year.

Illness Policy

If your child (God forbid) becomes ill during school hours, you will be contacted to come and take him/her home. If you cannot be contacted the emergency contact person will be contacted. In severe cases the family physician will be contacted, in the case that both you and the emergency contact are not accessible. Therefore, if you have not filled out an emergency card yet, it is imperative to do so before the first day of school. It is also important that you notify the school when you have a change of address or telephone number (at home or business), and/or if there is a change in the name or telephone number of the person to be contacted if you are not available. For the benefit of your child and the rest of the students, we ask you to keep your child at home if he/she is not feeling well or has a temperature. Parents are asked to check RenWeb for child's missed assignments.

Attendance

All MIA students are required to arrive at school no later than 8:20 a.m. All students are required to attend morning assembly. Students should actively participate and demonstrate courteous behavior. Students who are late to assembly will receive an unexcused tardy. Thereafter, students must report to every class period *on time*. Teachers are not expected to hold up instruction or repeat themselves due to tardiness. **For every three unexcused tardies, middle and high school students will receive a notification sent home to parents through RenWeb.** In severe cases, the parent will be requested to meet with the administration and may be asked to withdraw their child from the school. Parents will be required to meet with the administration should their child receive unexcused absences more than five times. A high school student who is absent 9 times in a semester in any course will be dropped from the course and will not receive credit for the class. The parent will be informed that their child will be dropped from class after the 9th unexcused absence. Students will be responsible for any delay of graduation due to the above policy.

School Closing/Parent Notification

MIA administration will send Parent alerts through RenWeb as needed for any incident ranging from in-school emergencies to school closings, bus delays, cancellations or schedule changes.

Parent Alert speeds instantaneous notifications to parents; it provides accurate and instantaneous notifications via:

- Text messages to cell phones
- Voice calls to work, home and cell
- Emails to multiple addresses

Please note that MIA will also post announcements for school closing and delays on television station WDIV Channel 4, radio station WWJ 950 AM, and the school's website at www.mia-aa.org.

Electronic Devices

The use of electronic devices of ANY kind is not permitted on school premises. Special exceptions: cellular phones and photo/video recording devices. Rules for exceptions: Students are not permitted to carry cell phones during school hours. All cell phones are required to remain OFF in lockers until after school hours. Students are not allowed to take video or photos in school or during related events without written permission of the parties involved. Captured media are not allowed to be posted on the internet without permission from school administration. **Students who fail to comply with the above rules risk losing privileges and devices, suspension, or expulsion.**

**MIA Teachers & Staff
2011-2012**

It is with great pleasure that I welcome our new and returning teachers and staff.

Elementary Department:

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| Montessori Pre-K | Sr. Sabuhi Imam, program director Sr. Iman Ali, assistant/Arabic, Quran, Islamic Studies Sr. Reem Shihab, assistant |
| Montessori KG | Sr. Maysa Nahlawi/Sr. Hamidah Kaufman |
| First grade | Sr. Sakina Husain |
| Second grade | Sr. Suhair Abderrazzaq/Sr. Liliana Aggour |
| Third grade | Sr. Rizwana Shakir/ Elementary Department Chair |
| Fourth grade | Sr. Amina Madih |
| Fifth grade | Sr. Beverly Qoronfleh |

Sixth-twelfth grade core academic subjects:

Math, Science, & Technology Department:

Br. Abdallah Jaber
Br. Ahmed Abdi
Sr. Nadia Jawhar
Sr. Samah Tout
Sr. Shatha Muhammad/ Department Chair
Sr. Talath Ansari

English Department:

Br. Amir Naeem
Sr. Kim Malzone/Department Chair
Sr. Sumaiya Gavel/ Department Co-Chair

Social Studies Department:

Sr. Fatima Alsadah/ Department Chair

Br. Sundiata Allison

Art Department:

Sr. Sara Partridge

Physical Education:

Br. Ahmed Abdi

Br. Amir Naeem

Sr. Nadia Jawar

Arabic, Quran, & Islamic Studies (elementary through high school):

Sr. Asia Salih

Sr. Fatiha Alem/ Department Chair

Sr. Hadaf Shihab

Sr. Hafida Baghdadi

Sr. Kawther Youness

Sr. Samah Tout

Support Staff:

Sr. Leila Quraishi/Elementary

Sr. Rula Hashem /Accreditation committee

Sr. Saima Asad /Accreditation committee

Transportation:

Br. Saad Shihab

Br. Yahya Al-Robyai

Administrative Staff:

Sr. Fayzeh Madani, principal

Sr. Kim Malzone, assistant principal

Sr. Loretta Poisson, administrative assistant

Sr. Hamidah Kaufman, administrative assistant