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AL MUSTAFA ACADEMY & HUMANITARIAN SOCIETY

Aug15, 2024

Dear Al Mustafa Families,

Assalaamualaykum,

Welcome to another school year. For your benefit we have put together a few reminders so that together we can have a successful year for our children. Please note that the points discussed are a message to our students as well as their families

Some of the points discussed are from the Parent and Student Handbook which we encourage you to read thoroughly. Others are issues and concerns that we faced in the past. Information has been highlighted to draw your attention to key points.

- 1) **All school stakeholders (students, staff, visitors, families) are expected to behave responsibly following Islamic principles.** Improper use of language, rude or disruptive behavior is not tolerated and will be dealt with appropriately.
- 2) **Students are expected to comply with the directions** of administrators, teachers, student teachers, school aides, bus drivers, and other authorized volunteers.
- 3) **Students must come to school on time.** Students are expected to be punctual and present for all classes unless properly excused.
- 4) **Students must bring what they need to class.**

- 5) **Students must always walk inside the school.** Running in the hallways is dangerous.
- 6) **Everyone is advised to use indoor voices** when inside the school. Shouting is not allowed.
- 7) **No electronic devices are allowed in school** except with prior permission from the administration. Cell phones must be kept in the locker at the front desk and switched off for the entirety of the school day.
- 8) **School property is to be respected.** Damaged or destroyed school property will be charged to the families.
- 9) **Students are expected to wear the proper school uniform at all times during the school day,** when on school property, school buses, school field trips, and when representing the school. Nail polish and make-up should not be worn. Students not in their uniform by Monday, September 11 will not be allowed in school and will not be picked up by school bus.
- 10) **Parents are asked to send a note in advance or call the school by 8:30 a.m. if their child is to be late or absent.** If your child is too ill to follow the daily routines please keep him/her at home.
- 11) **If a student is to be absent from school for an extended period of time, the Principal and teacher must be informed in writing.**
- 12) **Please ensure that the school is notified immediately with up-to-date information if there are any changes to information** including address, telephone numbers (work, cell or home), emergency contacts, medical contact as well as custody arrangements which impact the student.
- 13) **We expect parents' support and endorsement for homework time,** and encourage them to take an active role in assisting their child to complete all assignments on time.

- 14) **If a student is ill, it is his/her responsibility to make up any missed work upon his/her return**
- 15) **Families are advised not to arrange holidays during the school term** as the absence disrupts the child's studies.
- 16) **Please ensure that the daily travel arrangements for students are arranged for and shared with your children in advance.**
- 17) **Healthy lunches** do not include items such as chocolate, gum, candy, soft drinks, or potato chips.
- 18) **Students are responsible for all of their belongings** including all uniform items, school supplies and personal items that they may have in their possession. All possessions should be clearly labeled with the student's name.
- 19) **Parents should contact the teacher to schedule a visit at a mutually convenient time and to avoid disrupting classroom activities** to speak with teachers. Please do not use drop-off or pick-up times to engage teachers in lengthy conversations concerning student progress.
- 20) During school hours, all **visiting adults must sign in and out at the office.**
- 21) **Make children aware of safety procedures such as crossing the street.** Obey traffic and parking rules. Parents are asked not to obstruct the school buses in any way.
- 22) **If the bus driver is distracted by student misbehavior, that student will be suspended from riding the bus.** A student may also face suspension from school depending on the severity of the misbehavior on the bus.
- 23) **Families must read the newsletters/WhatsApp messages sent home by the teacher/school in order to become familiar with events and**

activities within the school community. Please check with your child on a daily basis to check if there are any messages from school.

24) **This year we will be using Google Classroom to inform families regarding their child's academic progress and behavior.** This will be our official communication platform. **WhatsApp groups will still be used to communicate urgent matters to families.** Please note that there will be **special sessions to train families** who are not familiar using Google Classroom (e.g. setting up email/using Google account): These will take place on: Thurs. Sept. 7 noon time at south school; Sat. Sept. 9 1-2 pm at north school; Sun. Sept. 10 1-2 at south school; Wed. noon time Sept. 12 at the north.

Please do not hesitate to contact me if you have any questions or concerns. We appreciate your support and cooperation.

Wassalaam,

Ebrahim H. Dhooma

Principal

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