



MUNEER ACADEMY
INSTITUTE OF ENLIGHTENMENT
11200 EAST ELEVEN MILE ROAD
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MUNEERACADEMY.ORG

Muneer Academy Book Responsibility Agreement

At Muneer Academy, academic books are assigned to each student for the duration of the school year. These materials are essential to your child's learning and must be handled with care and responsibility.

Student Book Responsibility Guidelines:

- Each student will be assigned specific academic books, labeled with their name, which they will use for the entire school year or semester.
- Students are responsible for maintaining their assigned books in good condition.
- Books must not be shared, exchanged, or reassigned under any circumstances.
- Lost or damaged books will result in a replacement fee charged at the end of the school year (June), with no exceptions.

Examples of damage include (but are not limited to):

- Water damage
- Writing or drawing in the book (outside of permitted use)
- Torn or missing pages
- Significant damage to the cover

Important Policies:

- Students who have an account hold will not receive books until the hold is cleared through the main office.
- Students who are absent during book distribution are responsible for picking up their books from the main office upon return.
- No copies will be provided for forgotten, lost, or damaged books.
- Students must bring their assigned books to class daily.

Personal Belongings Policy:

- Students may not leave books or personal items (including Qurans or lunch boxes) in classrooms.
- All items must be stored in lockers or taken home daily.
- Items left behind will be placed in the lost and found.
- Lost and found items are cleared weekly (every Friday) and may be donated or discarded.

Acknowledgment & Agreement

I have read and understand the Muneer Academy Book Responsibility Guidelines. I acknowledge that all assigned books are my child's responsibility, and I agree to the terms outlined above, including replacement fees for lost or damaged materials.

Student Name: _____ Grade: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____