



Teacher Handbook

2026-2027

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ABOUT MUNEER

Welcome to the Muneer Academy Family!

We are a professional learning community focused on student learning, committed to working together and striving to use student results to improve our performance. Our work is critical to our community and our schools must strive to exceed expectations.

This handbook is intended to be used by teachers and other school staff members to provide general information about Muneer Academy and to serve as a guide to the school's policies, rules and regulations, benefits of employment, and performance expectations. The handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school policies, state and federal statutes and regulations, and the best interests of the school.

It is important that we be aware of the expectations and responsibilities of our individual assignments. This handbook will serve as a useful guide throughout the school year as you organize your particular assignment and should be consulted frequently.

This Teacher Handbook contains personnel policies, regulations and interpretation, employment benefits, compensation and procedures, and division guidelines governing all teachers at Muneer Academy. The policies included are summarized; however, the entire manual of policies and procedures are not provided in this document. The School Board will occasionally make changes to the policy manual. These changes will supersede any compatible provisions included in this document. Suggested improvements to the handbook are welcome and may be submitted via email to teachers@muneeracademy.org.

VISION

Our vision is for our teachers, staff and parents to work together to create responsible, confident and enriched citizens who aspire to uphold the Islamic values of self- discipline, mutual care, and respect.

MISSION

Muneer Academy will provide an enriched learning community that encourages the importance of academic excellence, leadership and Islamic morals.

Muneer Academy has been dedicated to its mission of developing a generation of Muslim Americans who can succeed academically and represent Islam in society at large since 2018. The vision is to provide this desire to serve, which is achieved through the development of Islamic character and the provision of leadership opportunities and rewards.

Muneer Academy strives to provide students with the resources they need to support life-long learning and an Islamic climate that fosters noble character and righteous leadership. Muneer Academy's dedication to upholding high academic standards in an Islamic setting encourages students to concentrate not only on their studies, but also on their innate curiosity, reverence for knowledge and a willingness to use their intellect for the development and service of society.

Our method is to teach the value of sacred knowledge and relate the sources of Islam in the example of the Prophet Muhammad ﷺ and the Holy Quran. Muneer Academy's strategy for achieving its vision is to instill noble character and righteous leadership in students.

Our academy was founded because we recognized the growing needs of our communities to establish an educational institute meant to shape our Muslim American youth. In order to serve the various layers of our community, the foundation of Michigan Islamic Institute was laid in 2013 to educate our male students from across America. Several years later, we were blessed with the resources to open a branch of Michigan Islamic Institute for our local community members. The new branch, "Muneer Academy" opened in 2018 solely to provide an opportunity for local Muslim students to benefit from gaining a strong foundation in Islamic studies alongside their secular studies. The purpose is to preserve the upcoming generations in America by educating them in Islamic and secular education with true scholarship.

Muneer Academy started as a small school located in Masjid Uthman Bin Affan and has evolved into an academic competitor through the grace of Allah (swt) through a framework of continuous development, community support, and faculty and staff dedication to better achieve its vision. Muneer will continue to achieve and progress insha'Allah with sustained efforts and encouragement.

FORMS OF COMMUNICATION

ADMINISTRATIVE TEAM

Main Office/Staff Affairs
teachers@muneeracademy.org
586-999-9581

Principal
Shaykh Oosman Mustoofa
principal@muneeracademy.org

Payroll Manager
Usman Rehman
hr@muneeracademy.org

Director of Academic Studies
academics@muneeracademy.org

Director of Girls Islamic Studies
ilm@muneeracademy.org

Director of Boys Islamic Studies
hifdh@muneeracademy.org

CONCERNS AND GRIEVANCES

Employees are to inform Muneer Academy via email of any complaints or concerns they may have witnessed or heard to the main office or any administrative team member.

Proper documentation, evidence, or other pertaining information will be requested if the administration opens the complaint for investigation. If teachers have any complaints or grievances, please share them via email at teachers@muneeracademy.org or request to meet with an administrative staff member.

COMMUNICATION WITH PARENTS

Past experience has indicated that a key element contributing to parental satisfaction with our school is regular communication from teachers. Based on this understanding, teachers are requested to communicate with parents regarding their child's grades, classroom behavior, and classroom expectations. Communication standards ask teachers to:

- promote student success to parents
- contact parents the same day if a student experiences an academic or behavior issue in the classroom that could negatively affect their child
- respond to letters and emails within 24 hours of receipt

Teachers are not permitted to share any personal contact information (i.e. phone numbers or home address) with their student's parents, even at request. Communication with parents is provided through measures that will ensure a respectful and productive platform. The provided methods of communication are Gradelink, school Gmail account (teacher.muneeracademy@gmail.com), parent-teacher conferences, or meetings with any administrative team member and the parent.

Each teacher will be assigned a school email address for the purposes of intra-school and inter-school email correspondence. Teachers should check their inbox daily and should timely respond to emails which require a response but should avoid checking and responding to emails during instructional time.

EXPECTATIONS

RELATIONSHIP BETWEEN SCHOOL AND TEACHERS

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and school policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

PROGRESSIVE LEARNING AND TEACHING ENVIRONMENT

Your administrative team believes in the distributed leadership model to provide the hands-on, day-to-day coaching and support that helps teachers make a real difference in their students' lives. This model secures staff members' full participation in the school's goals, promotes meaningful collaboration and harmonious work relations, generates passion for accomplishing goals, and boosts student and teacher productivity. Muneer Academy will strive to keep this model with their teachers in order to promote progressive learning and teaching environment.

NOTICE OF NON-DISCRIMINATION

Muneer Academy does not discriminate on the basis of race, color, national origin, sex, marital status, disability, religion or age in employment, in its institute, programs and/or activities.

BUILDING MAINTENANCE

The administration is responsible for providing a safe and clean working environment. The administration will conduct periodic inspections of equipment through-out Muneer Academy campus for every classroom, bathroom, and office to maintain these standards. If equipment or property is broken or needs repairs and presents a risk of injury, please submit a service ticket through the Teacher Portal so that repairs may be undertaken: www.muneeracademy.org/teacher

TEACHER EVALUATIONS

Appraisals of the performance of teachers are to be conducted in accordance with the school's policy. Teachers are expected to participate constructively and positively in the appraisal process and to implement constructive suggestions and improvement strategies provided by the administrative instructional leaders responsible for the appraisal and supervision of instruction. Teachers will be evaluated on teaching strategy, instruction, student engagement, student grades,

lesson plans, plans for differentiated teaching methods, conflict resolution, classroom presentation, parent-teacher communication, co-worker communication/relations, attire, attendance, attitude, etc.

DISPENSING MEDICATION TO STUDENTS

Muneer Academy takes on the responsibility to care for a student that is ill or in need of medical attention. Medication to a student may be dispensed from the main office only to a student that is in need. Students who need to take prescription medicine must have a signed parent release form on file in the office. Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Medical procedures are not to be administered in the classroom except in a case of emergency such as; asthma/anaphylaxis protocol, CPR.

REPORT CHILD ABUSE

Michigan law and Muneer school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Teachers are to inform the Principal that they intend to make a report. Administrative staff may sometimes choose to make the report for the teachers. However, informing a Principal or other administrator does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

According to Michigan law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be: Placed in a situation that endangers his or her life or physical or mental health; Cruelly confined or cruelly punished; Deprived of necessary food, clothing, shelter, or care; Left unattended in a motor vehicle if such minor child is six years of age or younger; Sexually abused; or Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

INCREMENT WEATHER AND SCHOOL CLOSURES

When it becomes necessary to close school because of inclement weather or unforeseen closures, Muneer will send a school-wide message via email and text message correspondence to teachers by 6:00 AM EST. Parents will be notified through the School Messenger System and email. Please do not call the school or the administrative staff. If you have not heard an announcement of school closing on or before 6:30 AM on the day in question, you can assume school will be open.

ROLE MODEL

Muneer Academy strives to maintain and promote righteous moral values and ethics for students, teachers, and staff. It is our priority to make sure that students achieve their goals and become role models for others. Students are taught to follow the Prophet Muhammad ﷺ, the best role model for mankind. Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are, in all respects, to conduct themselves in a professional manner.

PROFESSIONAL ETHICS STANDARDS

The teacher maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning. Examples of teacher work conducted in the performance of the standard may include, but are not limited to: Collaborates and communicates effectively within the school community to promote students' well-being and success. Adheres to federal and state laws, school and division policies, and ethical guidelines. Incorporates learning from professional growth opportunities into instructional practice. Sets goals for the improvement of knowledge and skills. Engages in activities outside the classroom intended for school and student enhancement. Works in a collegial and collaborative manner with administrators, other school personnel, and the community. Builds positive and professional relationships with parents/guardians through frequent and effective communication concerning students' progress. Serves as a contributing member of the school's professional learning community through collaboration with teaching colleagues. Demonstrates consistent mastery of standard oral and written English in all communication.

As representatives of Muneer Academy, teachers and staff members are prohibited from outwardly displaying, promoting, or engaging in any behavior, attire, or expressions that contradict the Islamic values upheld by the school. This policy ensures that the educational environment remains consistent with the religious and cultural standards of our institution.

MORNING PRAYERS AND DUAS

As a private Islamic school, Muneer Academy adheres to the Prophetic teachings of Islam. Muneer Academy requires every 1st Hour Period to recite morning prayers/duas aloud every school day. Teachers will be provided a printout of the daily morning prayers/duas and are instructed to select one student to lead the recitation. Teachers will not be required to repeat the prayer, if they are not comfortable.

SUPERVISION

Proper supervision of students is an important responsibility for teachers and staff. Teachers and other adults responsible for student supervision are expected to meet the following:

- Classrooms, when students are present, are not to be left unattended (the need to make a copy is not greater than the need to supervise students). If an emergency requires that you leave your classroom, request that another nearby staff member cover your class or notify the office so that someone can provide assistance.
- If you are on recess or hallway duty, your responsibility is to supervise students in your assigned area. When talking with other adults or students, please remember that your primary responsibility is supervision. At all times, you are to be aware of what all students in your supervision area are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. Please remember, however, that this type of information about a student is confidential – do not share confidential information about students except with other staff who need to know the information to carry out their responsibilities.
- Be careful with touching students. Use of corporal punishment, in any form, is prohibited by Muneer Academy. In general, the touching of students should be limited to that necessary to protect the student or others from harm and that which professional educators determine appropriate for the purposes of building a proper student/teacher relationship.
- Be careful of your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses profane or abusive language, you should correct the student and take such disciplinary action as is appropriate.

LESSON PLANS

Lesson plans are a guide to your instruction, as well as a record of content taught. A model lesson plan format is available for reference by the administration. Teachers are required to prepare lesson plans on a weekly basis. All lesson plans for the week must be updated on Gradelink before the start of the week (deadline is Sunday midnight). The Principal may further require teachers to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the Principal. In addition, the lesson plan should identify the essential or key concept each lesson addresses as well as be properly titled and sectioned. Plans will be reviewed weekly by the administration and during observations and drop-in visits.

PRIVATE TUTORING

Teachers are not encouraged to provide private tutoring to students as a part of their position at Muneer. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Principal or office. Muneer is providing an onsite support team for mathematics and english/reading, therefore there is no need for a student to request additional tutoring after

school. Teachers should also not provide after school tutoring without prior approval from the administration.

STUDENT DISCIPLINE

All teachers must be familiar with the Student Handbook and the school's Disciplinary Policy (both can be found online at muneeracademy.org/teacher).

Discipline is everyone's responsibility. It begins with the student being responsible for his or her behavior and understanding the consequences it may cause. It continues with parents who expect their child to be held accountable and who support the legitimate and proper efforts of educators. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook of each assigned building. ALL staff members are responsible for ALL students in the hallways, restrooms, at assemblies, at activities, at lunch, and at other school functions where students and teachers gather. Consequences for inappropriate behavior should be applied to misbehaving students as provided by the student handbook, administrative regulations or directives, and the policies of the school.

The learning situation is so structured that complete cooperation between students and teachers is absolutely essential for an effective learning environment to prevail. Occasionally, a student may intentionally or otherwise attempt to disrupt the harmony of the classroom or the school. When this happens, we must evaluate the situation and apply the appropriate disciplinary measures.

- Under no circumstances will a school employee strike a student.
- Do not make empty threats. When it comes to discipline "say what you mean" and 'mean what you say". Then "do what you say".
- Be business-like in the classroom. A serious, professional approach to the classroom will eliminate a multitude of problems.
- DO NOT HESITATE to discuss any student behavioral problem with the student's parent/guardian and the school administration. Refrain from gossiping about students at all times.
- Teachers are encouraged to call parents to discuss discipline problems (school must be notified of the communication so that it can be in the school record).
- All staff members and teachers should read the current Code of Student Conduct.

STUDENT SEARCHES

School administrators are authorized to perform student searches and seize items that do not belong in school. At no time should teachers search students, backpacks, or personal possessions and seize possessions. If you suspect a student is in possession of a restricted item, contact a

school administrator immediately. Teachers are to accompany a student suspected of having an item in violation of school rules to the office immediately. Teachers shall not use physical force to detain the student or to make the student accompany the teacher.

STUDENT TRANSPORTATION

The transportation of students to and from school is not the responsibility of Muneer Academy. Teachers are not permitted to take students home. In case of emergency, the student may come to the main office to arrange for a secure and safe ride home.

CLASSROOM MAINTENANCE

Rooms should always be kept in excellent condition. At the end of your shift, make sure the boards are clean, the door is locked, and all lights turned off. An attractive room provides the proper environment for learning. Our school policy is that all classroom door knobs must be in the locked position. All classrooms must be locked any time you leave your room during the school day. Prior to the final checkout in July, your room will be checked for organization and to be certain that all items are put away. If any damage takes place, restitution will be applied.

PHONE POLICY

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time. Teachers may use cell phones for personal reasons only during planning periods if such use is of short duration, intermittent, and necessary to facilitate the work of the teacher or to address an emergency. Personal cell phone use is not prohibited during lunch duty.

MOVIES & MUSIC POLICY

Teachers are not permitted to show any movie/videos without approval from the school Principal or Curriculum director. TED talks and/or short Youtube clips relevant to the topic in discussion are allowed without approval as long as it is age and grade level appropriate. Music is not allowed in any situation. In lieu of music, teachers are allowed to play a nasheed that uses vocals only.

CONFIDENTIAL INFORMATION

In certain circumstances, teachers will receive confidential information regarding students' or employees' medical, educational or court records. Teachers and staff are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Teachers are instructed to not share their personal contact information or other staff members with parents or guests at Muneer Academy. In the event that a parent or guest requests contact information, please direct them to your school Gmail account (teacher.muneeracademy@gmail.com).

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board Policy.

POSSESSION OF DRUG, TOBACCO, AND WEAPON

It is absolutely prohibited for any employee of the school to engage in the possession, use, or distribution of alcohol or illicit drugs on school premises or as a part of any of the school's activities, or for any employee to be under the influence of alcohol or illicit drugs while on school premises or while attending any school activity. It shall be the policy of the school to require an employee who has been charged or convicted of a violation of any statute pertaining to the use of alcohol or illicit drugs to report such charge or conviction to the Principal or main office.

It shall be the policy of Muneer that all uses of tobacco and tobacco products (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e- cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, will be prohibited within the school's facility and the property owned by the school.

Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon and look-alikes, including, but not limited to, guns and knives are prohibited. Weapons under the control of law enforcement officials shall be exempt from this policy. A teacher may possess an item that may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in a manner approved and is maintained in a manner as directed by the administration.

WORKING ENVIRONMENT

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping.

CIVILITY

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, or anyone else having business with Muneer Academy. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and e-mail messages. Any employee aware of another employee's uncivil behavior shall report the conduct of the employee to the Principal. There will be no retaliation against a person for making such a report in good faith.

HARASSMENT POLICY

Harassment of employees, students, volunteers, or visitors will not be tolerated in the School. Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble individuals.

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a formal complaint in writing. The administration shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the school to promptly and reasonably investigate claims of harassment and to pass the findings on to the Principal, who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

SCHOOL POLICY ON DISPLAYING POSTERS AND PICTURES

This policy aims to maintain a respectful and inclusive environment within the school, particularly with regard to Islamic values and beliefs. All posters and pictures displayed must remain appropriate for all students and staff. All posters and pictures must be directly related to

educational content, school events, extracurricular activities, or motivational messages that promote a positive school atmosphere.

The school prohibits the display of pictures or images with eyes in any form within the school premises, including hallways, classrooms, common areas and notice boards. This policy is implemented to accommodate the beliefs of the Islamic religion, which considers depictions of living beings, potentially problematic.

While this policy may appear restrictive to some, we must work together to promote a learning environment where all students can thrive without feeling their religious convictions are being compromised.

DRESS CODE

It is important for teachers to project a professional image to students, parents, and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. It is expected that staff will present themselves according to school policy and as professionals. Our dress code ensures a dignified and appropriate appearance, reflecting our commitment to fostering an inclusive and respectful environment for both staff and students. By adhering to these attire guidelines, our faculty exemplify the importance of modesty and professionalism.

As professionals, teachers are expected to be aware of the standard to be maintained. Exceptions to the staff dress code will require administrative approval.

The proper attire for Academic Male personnel includes the following:

- Button-up shirts or polo shirts with collars.
- Slacks - professional style with appropriate fit, no denim of any color.
- Dress shoes or Tennis shoes or other appropriate shoes and socks must be worn. No slides or sandals.
- Exceptions may be made at the discretion of the school principal for spirit days, motivational activities, cleaning, and moving activities.

The proper attire for Academic Female personnel includes the following:

- All Muslim female teachers are required to wear a hijab.
 - In accordance with our school's commitment to upholding Islamic values and promoting a respectful learning environment, all Muslim female faculty members are required to wear a hijab before arriving at the school, throughout their time on the campus, and until

such time as they depart and have left the parking lot. We believe that this dress code not only fosters a sense of unity among our faculty but also serves as a positive example to our students, reinforcing the importance of embracing one's religious identity with pride and dedication.

- Dresses must be ankle-length dresses with sleeves that extend to the wrists.
- A shirt and pants combination may be worn.
 - It is essential that the shirt is long and must reach at least the knees and is worn with pants that extend to the ankles.
 - Pants must be loose and at least to the ankle.
- Low heeled shoes, tennis shoes or other appropriate shoes and socks/nylons must be worn.

The proper attire for Islamic Studies Female personnel includes the following:

- As an Islamic instructor, all clothes should be loose fitting, non-transparent and modest.
- Dark colored Abayas are to be worn.
- All female teachers must wear a hijab that covers all of the hair and the chest.

The proper attire for Islamic Studies Male personnel includes the following:

- As an Islamic instructor, all clothes should be loose fitting, non-transparent and modest.
- Thobe, Jubba, or Kurta/Shalwar must be worn.
- All male teachers must wear a topi/kufi/imama.

Restrictions for ALL teachers (Academic and Islamic):

- No open-toed shoes.
- No visible body piercing (other than ears).
 - This includes tongue piercing.
- No midriff tops, tank tops, halter tops, spaghetti straps, off the shoulder, low cut tops, or revealing apparel.
- No yoga pants, jeans, skinny jeans, leggings/jeggings, or stretch pants.
- Tight clothing or clothing top cut so low in front to expose any part of the breast or back.
- Unnatural hair colors [Only natural hair colors permitted, (i.e., blonde, brunette)].
- No sweatshirts or t-shirts bearing inappropriate logos or advertisements.

CELEBRATIONS/CLASS PARTIES

We understand that some accomplishments should be celebrated. We appreciate the enthusiasm for organizing class parties and fostering a positive learning environment. However, we kindly remind teachers to follow the necessary procedures to ensure that everything goes smoothly.

Before planning any class party, please obtain prior approval from the administration via email. This step is crucial to ensure that the event aligns with school policies, safety regulations, and the overall academic calendar. By seeking approval in advance, we can avoid any potential scheduling conflicts and ensure that the party is appropriately integrated into the school's plans.

Additionally, we request that you provide clear guidelines and reasons for hosting the party. These reasons could include:

- Academic achievements: Celebrating when the entire class performs well on a test or achieves a collective academic milestone.
- Completion of a project or book: Recognizing the hard work and dedication of students who have completed a challenging project or finished reading a significant book. This can serve as a motivational reward and encourage a love for learning.
- Positive behavior and attitude: Rewarding students for displaying exceptional behavior, such as demonstrating kindness, respect, and responsibility in and outside the classroom.
- Contributions to the community: Celebrating students' efforts in volunteering or making positive contributions to the school or local community.

As educators, we aim to strike a balance between celebrating achievements and maintaining a focused learning environment. Let's work together to create a memorable and productive learning experience for our students.

SCHOOL GUIDELINES

FACULTY MEETINGS

Faculty Meetings will be bi-weekly at 8:00 AM on Fridays (teachers will be given the staff calendar with the staff meetings schedule). Attendance for all faculty meetings are required. Please contact the Principal prior to the meeting if you are unable to attend.

SCHOOL ID BADGES

Muneeer Identification badges are provided by the school. These badges remain the property of the school when a staff member terminates his/her employment. ID badges must be worn at all times during Parent-Teacher Conference, field trips and other formal events that Muneeer hosts, to identify staff and faculty members from other adults in the school building. If a badge is damaged or lost, notify the Principal or the office staff immediately.

DRILLS/EMERGENCY

Required drills include [fire drills](#), lockdown/[intruder drills](#), [tornado drills](#), and evacuation drills. Teachers must always assume that an alarm signals a real emergency and proceed accordingly. From time to time the fire or police departments may present to observe procedures. Students and staff members should be vigilant in emergency situations.

All drills are practiced at least two times a year. Teachers must be familiar with the procedures. All drill policies are shared via email and are posted in each classroom notice board.

In the event of an intruder in the building, **Code Silver** will be announced to alert all teachers and staff of the situation. Upon hearing this code, teachers are expected to follow the exact steps of our [Intruder Drill](#). Further instructions will be provided by school administration or law enforcement as needed. All staff should familiarize themselves with the intruder drill protocols and review them regularly to maintain preparedness.

PROCEDURE FOR BOOKS AND CLASS MATERIALS

Books are to be issued to students according to the number that is recorded on the Textbook Distribution Form. Books must be distributed accurately so that students can be held accountable for lost or damaged books. All books will have a number (MA-01) and stamp located on the inside cover. Do not change the numbers that are marked in the book. Teachers must review this information with students that they are responsible for the book(s) and they WILL be charged for lost and/or damaged books.

GRADELINK

Gradelink is a school administration, school management, admissions and financial management system for K-12 independent schools. Gradelink allows schools to give teachers access to any given class. It is ideal for teaching by giving aides and the ability to assist with grade entry and attendance. This access can be granted by the administrator at the beginning of employment. Classes and students will be updated automatically every term for teachers. Teachers are required to post and grade homework, assignments, projects, exams, discipline reports, and attendance using Gradelink. Weekly grade updates are required. While there is no minimum requirement for the frequency of recorded grades, be sure to assess and grade frequently enough to readily and realistically justify the term and final grade reported to the student and the student's parent. Information pertaining to a student should not be shared or seen by other students or parents. Please adhere to the marking periods and records day guidelines to submit your grades for students on time (review the calendar on the school website).

Teachers must be familiar with Muneer Academy's Grading Policy when creating the Assignment Types on Gradelink. Grading Policy could be found on our website: muneeracademy.org/teacher.

PACING GUIDES AND CURRICULUM GUIDES

Instructional pacing guides and curriculum guides are documents for teachers about the flow of instruction for each course. The pacing maps should show what content/specific content that will be taught and what the corresponding time required to teach the material. It is crucial that Muneer teachers discuss and revise pacing guides so that every teacher knows where his/her class needs to be before class syllabus are given to students. Teachers will meet periodically throughout the year to review pacing maps and curriculum guides for each subject area with the Principal and other team members. Guides should include the content to be covered each grading period for the subject areas you teach. The content covered during the grading period should be noted on each major assessment given during the grading period. Pacing guides and curriculum guide revision will be guided by the Principal for instruction.

Curriculum development, implementation, and review shall be an ongoing process in the School. Each curriculum area shall be reviewed and revised by teachers and administrators when necessary. These timelines will provide for periodic review of each curriculum area.

PRINTING AND COMPUTER POLICY

Teachers will get a free printing quota. Additional printing quota can be requested from the main office whenever the teacher is in need of more printing. Teachers are not allowed to print on the student behalf. All students must print their own documents from home and/or the local library.

Teachers have access to the school's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school and any foul in the use will have one lose this privilege. It will be the responsibility of the teacher to lock and secure their computer during and after classroom instruction.

SCHOOL ISSUED POSSESSIONS

Muneer will issue possessions, in the form of laptops, desktops, keys, books, teacher material, TVs, and supplies, to teachers that they in return may use for their classrooms. Teachers will be required to take extra care of school property and materials. School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, TVs, laptops, desktops) are for approved school-related purposes only. No equipment or material will be loaned to any person or organization outside of Muneer without prior knowledge and approval of the Principal or the main office. Teachers will be issued keys to the school and keys for their classrooms. Teachers must not loan their keys or key fobs to non-school employees for any reason. Teachers are permitted to have access to school facilities during non-school time provided such access is basically for work-related purposes. When teachers leave the building, they are to turn off classroom lights, lock their classroom door, and make sure that the entry door used to gain entry is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

REQUEST CLASS/COURSE MATERIALS

If a teacher is in need of necessary classroom equipment or materials, they may submit a request to the Main Office. All teachers are allowed up to \$100 of reimbursement for school/classroom supplies ordered at the beginning of the school year.

For any additional items, the reimbursement form must still be completed by employees requesting materials, supplies, or equipment to be purchased for school purposes. Please wait for 1 – 2 weeks for your request to be processed.

Receipts, invoices, and other relevant documentation must be attached to the form for reimbursement to be processed. Original receipts are required – All receipts must be itemized and show proof of payment. The school will reimburse teachers for their actual and necessary expenses.

REQUEST FOR OFF-CAMPUS FIELD TRIPS

Muneer supports field trips that have solid educational value as long as the trips are within reasonable limits so that the teaching of basic skills within the classroom setting is not impeded.

A well-planned field trip is considered a worthwhile educational experience. Plan accordingly in order that all approvals can be secured.

- The principal shall be notified in advance of the trip. Field trips must have the endorsement of the principal and must be designed to augment the lesson plans of the teacher.
- All field trip arrangements are the teacher's responsibility, including transportation, waivers, chaperones, etc. The number of chaperones needs to be sufficient to maintain direct adult supervision of students at all times. The Principal is to approve the chaperone plan for each trip.
- Michigan Islamic Institute school buses may be used for transportation for field trips. Only authorized personnel may drive the school bus.
- Before each field trip each pupil must present to his/her teacher a document signed by the parent/guardian, giving the pupil permission to participate in the field trip.
- The administration should be notified immediately of any irregularities that occur while on a field trip.
- The teacher is to submit cover sheets for the trips in chronological order showing estimated: dates, departure & return times, destination, the name of the faculty member in charge, number of students, number of chaperones, and mode of transportation.

REPORTING ACCIDENTS

Proper supervision is required to aid in the prevention of student injuries while at school or during school activities. Remind students to slow down, look where they are going, and be aware of their surroundings. Alert supervision by adults is critical to preventing injury. Many staff injuries can be prevented by similar dutiful consideration. Be alert to your surroundings and practice careful movement throughout the building.

Any injury on school grounds or at a school activity requires documentation through a "Student Accident Form" for students and staff in the Main Office. Documentation should be completed and filed with the school office before leaving on the day an injury occurred. Parents/guardians of injured students must be contacted from the main office before you or the student exits the school building. Administrators must be notified of any injury, student or employee immediately.

If a student sustains a serious injury, immediately contact the administration. The administration will handle calling the ambulance and informing the parents. If the administration is unreachable, teachers should call the ambulance directly. Once student is safely transported, a teacher is ought to fill out the incident report and hand it to the Main Office immediately.

SAFETY PROTOCOL

Guidelines for safe work practices that teachers should follow includes:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to the main office immediately and complete the employee accident report.

HALLWAY MONITORING

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, nutrition time, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

All staff members are responsible for reporting students who are outside of class without a hall pass during instructional time by notifying your Administrator.

Students in the hall without a pass will be walked to the correct class, documented on our hallway truancy document, and receive an appropriate consequence.

- First offense: Verbal warning
- Second offense: Lunch detention
- Third offense: Parent Conference/ One day ISS

Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

Every student who leaves the classroom during instructional time **MUST**:

- Have a valid Yellow Hall Pass.
- Comply with the “Ten Minute Rule,” which states that no passes are valid during the first and/or the last ten minutes of class

- Teacher may set a timer (5 minutes) for each excused absence from class

SCHOOL VISITORS

All school visitors must check in at the front desk and receive a badge to be permitted on school property. Teachers and students are not allowed to open doors for guests. This policy ensures a safe environment and controls building access. Teachers should remain vigilant for unfamiliar individuals without visitor badges and report any concerns immediately. Do not open doors for anyone during or outside of school hours.

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short- term basis and only with permission of the Principal. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Muneer Academy's property.

Employees are not to bring their children to work with them in lieu of taking them to childcare or providing other means for their care. Exceptions may be approved by the administration.

AGGRESSIVE BEHAVIORS/BULLYING

Students who act in a threatening manner to adults or students may be exhibiting a pattern of "bullying". This bullying can be in the form of physical actions, emotional manipulation or verbal attacks. Bullying can be person to person by comments, actions or even by electronic means. If you witness any forms of this negative behavior to a student or experience this behavior towards yourself, please report it to the administrator by referral as soon as possible. Please review the Disciplinary Policy document and the Student Handbook so it is clear what is expected of you.

STUDENTS WITH SPECIAL NEEDS

Teachers should be vigilant of students who may have a learning disability or require special needs. This includes being aware of signs of ADHD, such as inattention, hyperactivity, and impulsivity, as well as difficulties in reading, writing, or math that may indicate a learning disability. Teachers must report to the administration of any student suspected of learning disability. For more detailed information, visit educational resources and guidelines on handling students with ADHD and learning disabilities, such as those provided by Muneer Academy's website: muneeracademy.org/teacher.

MEDIA AND SOCIAL MEDIA RELATIONS

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, contact with the media must be handled only by the Board members. Employees must

not represent themselves as an agent of Muneer Academy in public communication venues such as letters to the editor, blogs or social media networks. Muneer Academy requires teachers with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the website's server for a longer period of time.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Muneer Academy employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Muneer Academy. It is unprofessional and inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, or other school-sponsored activity.

ATTENDANCE

ATTENDANCE EXPECTATIONS

Regular, dependable attendance at work is an essential function of a teacher's employment position. Muneer recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day. The normal day of work for part-time teachers is four hours. The normal day of work for full-time teachers is eight hours including a 20-minute lunch period and one prep period. Teachers may have earlier or later arrival or departure times and be permitted to leave the building during the normal workday on an individual basis, provided that permission is obtained from the principal.

Academic employees are expected to arrive on campus no later than 8:15 a.m. Islamic Studies teachers are expected to arrive on campus no later than 12:35 p.m. All employees are responsible for all students during the time the students are under the supervision of the school. Hifdh and Alimah teachers are not to leave the school grounds any earlier than 15 minutes after dismissal. Exceptions must be arranged prior.

Teachers may be required to serve on the playground, lunchroom, before-school, after-school, hall supervision, study hall supervision, or other general areas of supervision as assigned by the administrator. The administration will attempt to make an equitable distribution of such Assignments. Teachers shall attend meetings called by Muneer, Directors, Principals, Team Leaders, except those meetings which are designated for optional attendance.

TARDY/LATE ARRIVAL

As part of our commitment to maintaining a productive and efficient learning environment, teachers are expected to arrive promptly and be prepared for their scheduled duties. All teachers are required to arrive at the school premises by 8:00 a.m. This early arrival will provide ample time for teachers to prepare for their scheduled duties and ensure a smooth start to the school day.

The official start time for school remains at 8:30 a.m. Teachers are expected to be present in their designated classrooms or assigned areas by this time. Any teacher who arrives after 8:15 a.m. will be considered tardy. It is essential to remember that punctuality is not only a professional expectation but also an example for our students. Consistent tardiness can disrupt classroom routines, impact instructional time, and adversely affect the overall learning environment.

To encourage and enforce punctuality, the school will implement the following consequences for repeated tardiness:

- a. **First Occurrence:** (5 Tardies a Semester) Verbal reminder from the school administration to stress the importance of punctuality.
- b. **Second Occurrence:** (7 Tardies a Semester) Verbal reminder from the school administration to stress the importance of punctuality.
- c. **Third Occurrence:** (9 Tardies a Semester) Written warning highlighting the repeated tardiness and a discussion with the teacher regarding the issue.
- d. **Fourth Occurrence:** (11 Tardies a Semester) Implementation of a one-week suspension without pay, consisting of five consecutive school days.
 - i. If a teacher reaches the tardy threshold of four occurrences in one school year, they will be suspended for one week, which will amount to five school days. During this suspension period, the teacher will not receive any pay. At the start of each new school year, the tardy count will reset to zero for all teachers, providing everyone with a fresh opportunity to maintain punctuality.

We understand that unforeseen circumstances may arise, leading to occasional tardiness. In such cases, teachers are encouraged to communicate with their immediate supervisors as soon as possible to explain the reasons for their lateness.

Upon receipt of a genuine explanation, the school administration will review each case individually and consider any valid extenuating circumstances before taking further action.

This revised policy aims to maintain a conducive learning environment for our students and uphold the professionalism of our teaching staff. We appreciate your cooperation in adhering to these guidelines and ensuring the smooth functioning of our school.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the school administration.

ILLNESS/SICK LEAVE

Personal Illness or Injury – also known as sick leave. Teachers are entitled up to five days of paid leave per year for personal illness or injury. To receive payment, the absence must be reported in time to be included in the absence week's payroll. Whenever a teacher has been absent due to illness or injury less than five days in a work year, the difference between the five days and the number of days actually used by the teacher are accumulative. Teachers who have exhausted their sick leave allotment may apply for additional sick leave through submitting a request in writing to the school administrator.

Family Illness – A teacher may use his/her sick leave allowance and accumulation for the Illness, injury or death of an immediate family member.

REQUESTING LEAVE AND SUBSTITUTES

Every employee has an obligation to maintain regular and reasonable attendance as a condition of employment. However, we recognize that there may be certain infrequent circumstances that might prevent you from being at work. Absence from work due to unexpected reasons must be reported prior to the school day, by 8:00 AM.

All staff members who teach classes or supervise students are **REQUIRED** to leave **DETAILED** substitute plans when you are absent in order that your routines can proceed as normally as possible in your absence. Please use the following link to request a substitute and to leave detailed lesson plans: muneeracademy.org/sub.

Work time missed during your regular schedule will not be compensated when you have used all five sick days. If a teacher plans to take leave for an extended period of time (15 days or more), they may complete the sub form. Long-term leave will be granted only under the following conditions:

- This leave will be without pay.
- Application must be filed with the school administrator at least one month in advance of the date the leave is to take effect. If the absence is anticipated for the ensuing school year, an application for leave must be filed no later than May 31 of the preceding year.
- A teacher who is granted this absence will be reinstated to employment with the school only if there is a vacant position for which he or she is qualified.
- Teachers are not to leave during the following important times in the school year: at the start of the school year, during first semester exams, and during second semester exams.

MATERNITY LEAVE

Muneer Academy will offer maternity leave for only female employees who have been teaching at Muneer Academy for up to two years (had two years of full time employment at Muneer Academy OR four years of part-time employment at Muneer Academy). The maternity leave will pay female teachers that have given birth, for one month's salary (which consists of two payrolls).

PAYROLL

PAYROLL GUIDE

For all finance questions and pay-related inquiries, please contact Usman Rehman, our Payroll Manager, at hr@muneeracademy.org.

Muneer's academic teacher work pay period is biweekly and is processed on Fridays. If payday falls on a federal holiday, teachers will receive their paycheck on the preceding workday. All payments shall be made by direct deposit. Based on a five-day workweek, a teacher workweek shall consist of 20 hours, however, assigned classroom instruction and preparation shall not exceed a total of 55 hours during a normal teacher work pay period. The teacher will not be compensated during extended breaks. However, if a teacher decides that they need more time to prepare for class, they may come during their regular work schedule and get paid for their time. Holiday bonuses may be provided at the discretion of the administration.

PAYROLL HOURS BREAKDOWN

To calculate the compensation for each employee, multiply their hourly wage by the number of hours they have worked in a biweekly period, up to their respective maximum hours as specified in their contracts. Remember that any extra hours worked beyond the stated limits will not be eligible for additional payment unless approved by the administration beforehand.

Compensation:

- All employees will receive a wage as specified in their contracts.
- All teachers will also be paid for the following days:
 - Labor Day - 1 day
 - Thanksgiving Day - 1 day
 - Winter Break- 5 days
 - MLK Day - 1 day
 - Ramadan Break - 5 days
 - Memorial Day - 1 day
 - Eid Day - 1 day
 - Snow Day - up to 3 days
 - Summer Break - 5 days
- All other paid time off (PTO) will be outlined in individual employment contracts. For any specific questions or clarifications regarding pay, please contact HR directly.

Payment schedule:

- Payments will be issued either biweekly or monthly, based on the terms outlined in individual contracts.

Part-time employees:

- Part-time employees will be compensated for a maximum of 5.5 hours per day.
- Part-time employees will be compensated for a maximum of 55 hours biweekly period.

Full-time employees:

- Full-time employees will be compensated for a maximum of 9.5 hours per day.
- Full-time employees will be compensated for a maximum of 95 hours biweekly.

Overtime Compensation:

- Any additional hours of work beyond the maximum hours stated for each employee category will not be compensated unless they are pre-approved by the administration. In other words, overtime work requires prior authorization from the administration to be eligible for additional payment.

Compensation during Extended Break:

- During extended breaks, teachers are permitted to come into the school and clock in for paid hours. However, there is a limit to the number of hours that a teacher may clock in. During these hours, teachers must complete a detailed log of their activities. For more information, please contact the school principal.

PAY RAISE

Teachers interested in a pay raise may reach out to the main office to complete a salary review form. Promotion is not automatic nor does it simply depend on the length of employment. All promotions are recommended and made on the basis of demonstrated merit.

PAYROLL TAX FORMS

All part-time teachers are automatically issued 1099 forms for tax reporting purposes. We understand that some teachers may prefer to be on W-2 instead of 1099 tax forms.

As such, both full-time and part-time teachers have the option to request a switch from 1099 to W-2 and vice versa. To make such a request, teachers must send an email to hr@muneeracademy.com specifying their preference. The main office will then process the request and notify the concerned teacher of the decision.

Please note that each teacher's classification will be assessed individually based on factors such as the nature of their work, the extent of their independence, and applicable legal regulations.

Human Resources will maintain a record of these requests, and all decisions made regarding the classification change will be communicated to the respective teachers in a timely manner.



Academic Handbook

2026-2027

ACADEMIC HANDBOOK

Welcome to the Muneer Academy Academic Handbook.

Muneer Academy is a professional learning community focused on student learning, academic growth, Islamic values, and continuous improvement. We are committed to providing students with a strong, structured, and meaningful educational experience that prepares them for success both in this life and the next. Our academic program is built on high expectations, purposeful instruction, student accountability, and collaboration among teachers, students, families, and administration.

This Academic Handbook is intended to serve as a detailed guide to Muneer Academy's academic expectations, instructional practices, grading policies, curriculum procedures, assessment guidelines, student support systems, and academic responsibilities. While the Teacher Handbook focuses on professional conduct, employment expectations, personnel policies, and general school procedures, this Academic Handbook focuses specifically on the academic program and the systems that support student learning.

The purpose of this handbook is to provide clarity, consistency, and direction for all academic matters. It is designed to help teachers understand the expectations for planning, instruction, assessment, grading, communication, intervention, enrichment, and student progress monitoring. It also serves as a reference for academic procedures that should be followed throughout the school year.

Each teacher is responsible for becoming familiar with the Academic Handbook and for implementing the expectations and procedures contained within it. Although this handbook provides detailed guidance on many academic topics, it is not intended to cover every possible situation that may arise. When academic concerns or circumstances occur that are not specifically addressed in this handbook, the administration will make decisions based on school policy, student needs, professional judgment, and the best interests of Muneer Academy.

The administration is responsible for interpreting the academic policies and procedures contained in this handbook and reserves the right to revise, update, or clarify expectations as needed. Any changes made by administration or the School Board will supersede previous guidelines included in this document.

The Academic Handbook is an important tool for strengthening consistency across classrooms and departments. It supports our shared goal of helping every student grow academically, develop strong character, and reach their highest potential through a well-organized and purposeful educational program.

Suggested improvements to the Academic Handbook are welcome and may be submitted to the administration for review.

GENERAL GUIDELINES

RULES

1. Teachers are required to come at 8:00 AM.
2. Class syllabus and pacing guides must be submitted before the first day of school to academics@muneeracademy.org.
3. On the first day of school, all students have an Assembly first thing in the morning.
4. Daily attendance will be taken by the teacher via Gradelink.
5. The built-in cabinets in the classrooms have keys. If you do not have a copy, please ask the office. Please keep your cabinet key with your classroom key. The cabinet with the hammer will be labeled with a red sticker. You may also use the cabinets to place your teacher editions, papers, and anything that you'd like to keep safely.
6. Teachers, please note that to come into the Muneer parking lot, please use Burg Rd. To exit the parking lot, please use 11 mile Rd. For the safety and well-being of our students, there is only one entrance (Burg rd.) and one exit (11 Mile rd).
7. ALL teachers are required to go over the syllabus with their students in the first week of school. A digital copy of the syllabus should also be emailed to parents via Gradelink.
8. [Morning Duas](#) will be both over the PA system as well as one class captain leading in every class. All teachers will be provided with a laminated copy of the morning duas. Please post the morning duas on your Gradelink/Google Classroom page.
9. Students are NOT allowed to eat in the classrooms.
10. All 4th-period boys side classroom teachers MUST have students flip chairs before dismissing students for lunch (girl side teachers do not have to do this as the classrooms will get used in the afternoon classes).
11. All teachers must update Gradelink weekly (Sunday midnight).
12. Our doorknobs must always be in the lock position, even if we decide to teach with our classroom doors open.
13. All 4th-period teachers and Islamic Studies teachers MUST turn off the lights before leaving the classroom.
14. All passwords to the computer, teachers' lounge and bathrooms will be on the teacher resource page: muneeracademy.org/teacher
15. Please be mindful that the Teachers' Lounge should stay clean. Please do not leave your belongings there. Please wash and put away your cups/mugs.
16. Please DO NOT allow students to come into the Teachers' Lounge.
17. All children MUST be in babysitting only. Please do not allow your children to roam the hallways and enter the Teachers' Lounge.

EMAILS

List of important department emails:

Use academics@muneeracademy.org for any academic-related matters (ie. questions regarding the curriculum, pacing guides, lesson plans, final exams, struggling students, etc.).

Use teachers@muneeracademy.org for technical and management issues such as, the lock is not working, lost a key, needing a sub, etc. This email is checked by our Office Staff.

Use principal@muneeracademy.org to communicate with the principal directly.

Use hr@muneeracademy.org for all finance questions and pay-related inquiries.

Please DO NOT use admin@muneeracademy.org as all admin problems should go to teachers@muneeracademy.org.

SCHOOL CULTURE

At Muneer Academy, we are committed to creating a positive school culture that reflects our vision and mission. Our goal is for teachers, staff, and parents to work together to help students become responsible, confident, and enriched citizens who uphold the Islamic values of self-discipline, mutual care, and respect.

In alignment with our mission, we strive to provide an enriched learning community that encourages academic excellence, leadership, and Islamic morals. Positive behavior is an important part of this mission. We believe students should not only be corrected when needed, but also recognized and encouraged when they demonstrate strong character and make positive choices.

To reinforce these values, Muneer Academy uses initiatives such as Spread Salaam (Peace presentation, Peace Poster), Peace Tickets, Student of the Month Assembly - Themes & Awareness , and other forms of recognition. These programs encourage students to practice respect, responsibility, kindness, leadership, and self-discipline in their daily actions.

Through consistent encouragement and collaboration between teachers, staff, parents, and administration, we aim to build a school environment where students feel valued, supported, and inspired to live by the values of Muneer Academy.

Our Positive Behavior Intervention System: What is PBIS?

DISCIPLINARY ISSUES

At Muneer Academy, we take discipline seriously because we believe that a safe, respectful, and structured learning environment is essential for student success. We also believe that discipline is most effective when teachers, administration, students, and parents work together to solve problems.

Teachers are expected to use appropriate classroom management strategies and address minor behavioral concerns within the classroom whenever possible. However, we understand that some disciplinary issues may require additional support. Muneer Academy administration is always ready to assist teachers in handling ongoing, serious, or difficult student behavior concerns.

If a disciplinary issue cannot be resolved by the teacher, the teacher should submit a discipline report through the official school reporting form: muneeracademy.org/discipline

Once a report is submitted, administration will review the concern and work directly with the student and parents to help resolve the issue. Our goal is to support teachers, guide students toward better choices, and maintain a positive school culture rooted in responsibility, respect, and accountability.

All teachers should also review the following documents:

[Disciplinary Policy](#)

[Incident Reports](#)

[Discipline Reports - Discipline Form | Muneer Academy](#)

[Student Handbook](#)

SAFETY DRILLS

To help ensure the safety and preparedness of all students and staff, our school conducts regular emergency drills, including fire, tornado, and intruder drills. These practice drills help everyone become familiar with safety procedures and know how to respond quickly and calmly in the event of an actual emergency.

[Active Shooter Drill School Document – Video](#)

[Tornado Drill](#)

[Fire Drill](#)

PARENT COMMUNICATION

A strong partnership between home and school is essential to each student's success. Open, consistent communication helps parents stay informed, supports student learning, and strengthens the relationship between families and teachers.

To promote effective communication, teachers are expected to:

- Maintain current lesson plans and classroom information in [Gradelink](#) so families can stay informed about classroom learning and upcoming assignments.
- Communicate with parents in advance of upcoming quizzes, tests, and major projects to help students prepare and encourage family support at home.
- Contact parents when a student demonstrates academic concerns, including poor performance on a quiz, test, or project, so that strategies for improvement can be discussed and implemented collaboratively.
- Participate in [Curriculum Night](#), providing families with an overview of the curriculum, classroom expectations, grading practices, and instructional goals for the school year.
- Participate in Parent-Teacher Conferences (PTCs) to review student progress, discuss strengths and areas for growth, and develop plans that support continued academic and personal success.

TEACHER DUTY RESPONSIBILITIES

To help maintain a safe, welcoming, and well-supervised school environment, all teachers are assigned supervision duties on a rotating basis, typically once per week. [Duty assignments](#) may include **morning arrival, lunch supervision, and dismissal**.

Teachers are expected to report to their assigned duty location on time, actively supervise students, greet students as they arrive, promote positive behavior, and address or report any safety or disciplinary concerns. These responsibilities are an essential part of maintaining a positive school culture and ensuring the safety and well-being of all students. Teachers are expected to remain at their assigned duty station until they are relieved or until the scheduled duty period has concluded.

FIELD TRIPS

Teachers are encouraged to organize educational field trips that enrich classroom instruction and provide students with meaningful, hands-on learning experiences related to the subjects being taught. All field trips must support the school's educational objectives and be appropriate for the students' grade level.

All field trips require **prior administrative approval** before any reservations, commitments, or communication with families are made. Teachers are responsible for submitting the required field trip request, coordinating logistics, obtaining signed parent permission forms, and following all school policies and procedures regarding student supervision, transportation, safety, and conduct.

Well-planned field trips provide valuable opportunities to extend learning beyond the classroom while fostering student engagement and real-world application of course content. Previous field trips: [Library and Catalog](#).

CURRICULUM

PROFESSIONAL LEARNING COMMUNITY

“A collection of superstar teachers working in isolation cannot produce the same results as interdependent colleagues who share and develop professional practices together”

Professional Learning Communities (PLCs) are a mandatory part of Muneer Academy’s academic program. PLC meetings provide teachers with the opportunity to work together, review student progress, share instructional strategies, discuss challenges, and plan meaningful support for students. All teachers are expected to actively participate in PLC meetings, come prepared with the required materials, and complete the PLC agenda/documentation form after each meeting. Collaboration is essential to strengthening instruction, promoting academic excellence, and ensuring that teachers are working together toward the shared mission and vision of Muneer Academy.

In each group session, the following document must be completed: [PLC Agenda](#)

Always remember: *The culture of Muneer Academy will not be built by one person, one policy, or one meeting. It will be built through our daily choices. Let us be one school, one team, with one shared mission.*

PACING GUIDES & CURRICULUM PLANNING

Teachers are expected to use pacing guides to ensure consistent, organized, and goal-oriented instruction throughout the academic year. Pacing guides provide a roadmap for each course by outlining the units, learning objectives, real-life relevance, instructional goals, and assessments that will be used to measure student understanding.

Pacing guides should be **realistic, flexible, and goal-oriented**. Teachers should plan according to the instructional calendar while allowing appropriate time for review, reteaching, student questions, and mastery of content. The goal of pacing is not simply to cover material, but to ensure students develop a strong understanding of the concepts and skills required for success.

Effective pacing guides should include: ([Chart 1](#) [Chart 2](#))

- **Units and Topics:** A clear breakdown of the major concepts and skills students will learn.
- **Learning Objectives:** Specific goals that identify what students should know and be able to do by the end of each unit.

- **Engaging Activities** (Subject/Department Resources - [LINK](#)): Teachers are expected to incorporate engaging, student-centered activities that promote active learning and meaningful participation.
- **Relevance and Real-Life Connections** ([LINK](#)): Opportunities for students to understand how course content applies beyond the classroom through real-world examples, scenarios, and applications.
- **Assessments**: Planned methods for measuring student learning, including projects, quizzes, tests, presentations, and other forms of evaluation.

Teachers should regularly review their pacing and make adjustments when necessary while maintaining communication with administration regarding significant changes or challenges in meeting course goals.

GRADELINK EXPECTATIONS

Gradelink is the official platform for lesson planning, grading, attendance, and parent communication. Teachers are expected to keep all information accurate and up to date throughout the school year.

- **Weekly Lesson Plans**: Lesson plans must be entered and updated on Gradelink by Sunday at 11:59 PM for the upcoming week.
- **Weekly Grade Updates**: Teachers must update student grades in Gradelink at least once each week so students and parents have access to current academic progress.
- **Incomplete Grades**: Any assignment marked as Incomplete (I) should be updated promptly once the student submits the required work. Teachers should not leave incomplete grades unresolved for extended periods without documenting the reason.
- **Attendance**: Attendance must be entered accurately each school day.
- **Communication**: Teachers should regularly monitor Gradelink for announcements and ensure information visible to parents is accurate and professional.

Gradelink is not optional but an essential part of each teacher's professional responsibilities. Through regular communication and collaboration, we create a supportive learning environment that helps every student reach their full potential.

HIGH SCHOOL CREDIT SYSTEM & GRADUATION REQUIREMENTS

Teachers play an important role in ensuring that students earn the credits necessary for graduation. All high school teachers are expected to understand the school's [credit](#) system, monitor student progress, and communicate concerns to administration as early as possible.

All high school courses are aligned with the Michigan Common Core State [Standards](#). Teachers are expected to:

- Teach the approved curriculum.
- Ensure instruction meets grade-level standards and learning objectives.
- Assess students regularly to monitor mastery of required standards.
- Maintain appropriate documentation of student progress.

COMMUNITY SERVICE REQUIREMENT

[Community service](#) is an important component of the high school experience and encourages students to develop responsibility, leadership, and service to others.

Teachers should:

- Encourage students to participate in meaningful service opportunities.
- Remind students to complete required documentation and submit community service hours by the established deadlines.
- Direct questions regarding approved service activities or graduation requirements to administration.

Failure to complete the required community service hours may delay a student's eligibility for graduation until the requirement has been fulfilled.

CREDIT RECOVERY

Students who do not earn credit in a required middle and high school course may be required to complete a credit recovery program.

Teachers should understand that:

- Credit recovery is intended to help students recover lost credits while demonstrating mastery of the required standards.
- Placement into credit recovery is determined by administration.
- Classroom teachers may be asked to provide grades, assignments, assessments, or other documentation to support student placement.
- Credit recovery is not intended to replace regular classroom instruction and should not be viewed as an alternative to completing coursework during the school year.

NWEA MAP GROWTH ASSESSMENT

Our school administers the NWEA MAP Growth Assessment to measure student academic achievement and growth throughout the school year. NWEA provides valuable data that helps teachers identify whether students are performing at, above, or below grade level while highlighting each student's individual strengths and areas for improvement.

The purpose of NWEA testing is not simply to generate scores, but to inform instruction. Teachers are expected to use NWEA data to ([Refresher](#)):

- Analyze individual student performance and identify learning gaps.
- Differentiate instruction to meet the needs of all learners.
- Set academic goals for students and monitor their growth over time.
- Identify students who may require intervention, enrichment, or additional support.
- Collaborate with administration and colleagues to develop instructional strategies based on assessment data.

Following each testing window, teachers will review student reports and participate in data discussions as directed by administration. NWEA data is an essential component of our school's continuous improvement process and is used to evaluate instructional effectiveness, guide curriculum planning, and ensure that students are making meaningful academic progress.

Teachers are expected to administer the assessment according to NWEA testing guidelines and maintain a secure, distraction-free testing environment to ensure accurate and reliable results.

PARENT TEACHER CONFERENCES

PTC Teacher Checklist

<u>Prepared Materials</u> ☐ Digital copy of previous quarter grades ☐ Digital copy of current quarter grades ☐ Digital copy of NWEA Scores ☐ Student Work Samples ☐ Parent Signup Schedule ☐ Timer - ☐ 7 minutes conference ☐ 3 minutes for questions ☐ Notes on Student Performance ☐ Positive & Area of Growth	<u>Delivery</u> ☐ Give a warm greeting ☐ Make eye contact ☐ Smile ☐ Start with the Positive ☐ Keep Track of Time ☐ Ask a parent to email additional concerns ----- ☐ Step 1: Review NWEA scores ☐ Step 2: Review quarter grades ☐ Step 3: Review current progress with work samples, if possible. ☐ Step 4: Address conduct ☐ Step 5: Allow for parent questions
<u>Preparation of Classroom</u> ☐ Clean classroom ☐ Set 2 chairs across the teacher table for parents ☐ Leave 2 chairs outside of classroom for new appointment	<u>Announcements Before PTC</u> ☐ Post your schedule for PTC on your Google Classroom and Gradelink account ☐ Please send an email to ALL parents of students who you would like to meet!

Some questions that we encourage parents/guardians to ask their child's teachers:

- How are you measuring my child's progress? Through tests? Class participation? Projects?
- How is my child's behavior?
- Is my child trying as hard as he/she can?
- Does my child participate in class discussions and activities?
- How well does my child get along with others?
- What kinds of tests do you give?
- How does my child handle taking tests?
- How can I help my child?

GRADING POLICY

Grading Scale

A+	98 & Above
A	97 - 93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
E	59-50
F	49-0

Letter Grade GPA Equivalent

A+	4.33
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33 12
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
E and F	= 0

Homework and daily in-class work may account for up to 25% of the final grade. The remaining 75% of the final grade is to be determined on fair and equitable, multiple measures of assessments* that will permit a student to demonstrate his/her mastery level of the course's content.

* Examples of assessments may include, but are not limited to chapter tests, quizzes, projects, presentations, labs, etc. Assessments may be of any type that will demonstrate knowledge gained.

All assignments not graded as assessments shall be considered homework and are to be graded no lower than an F 49% per task. However, if a student does not turn in an assignment (not graded as an assessment), after the teachers has made at least three (3) reasonable attempts to provide students an opportunity to complete and turn in for credit, the assignment will be given a 0% in the gradebook, unless prohibited by the student's IEP or 504 Plan.

High School: 40% each card marking, 20% final exam grade per semester. Credit will be given if the student achieves at least a D- 60 % average and passes 60% of the card marking periods and semester exams combined.

Final Exam

Students who are absent for the semester exam shall work with the teacher to schedule the make-up exam prior to the close of the grading window period and must have administrative approval to make-up exams. Final semester exams may not be given early unless extenuating circumstances exist as approved by the administration. **Make-up exams must occur after the original final exam is administered to students unless approved by the administration.** In such instances, an alternative final semester exam may be used. Students will receive an "F" as a final mark until the final semester exam is taken by the student and graded by the teacher.

Teachers, each semester, will submit a copy of their examinations to their administrator one week prior to the exam day. In the case of performance or oral exams, a description of the required activities will be submitted. Answer keys will accompany such materials as may be appropriate. Student exams, after grading, will be retained by the classroom teacher for one (1) additional semester.

Incomplete

A grade of incomplete ("I") may be given by the teacher with the approval of a building administrator and only under extenuating circumstances. When an "incomplete" is issued, the teacher is responsible for changing the mark on the grade sheet to a conventional ("A"- "F") grade within five (5) school weeks of the time of issuance. It is the student's responsibility to request assigned work missed and to complete all of it, including tests, within time limits as established by the teacher and the building administrator.

FINAL EXAMS GUIDELINES

Reminder for Students

1) Reminder on what to bring on Exam Day:

- a) Water bottle - keep it under the table ONLY
- b) A small snack (not messy, not crunchy) - keep it under the table ONLY
- c) 2 pencils
- d) 2 pens
- e) 1 eraser
- f) Books to read or study materials

2) Reminder on Exam Rules:

- a) Zero tolerance cheating policy
- b) No restroom breaks during exams - use the restroom before the exam begins or during the break
- c) No coats, jackets, or hoodies during exams
- d) No pencil bags
- e) Raise your hand to speak
 - i) Speaking without being called will be considered cheating
- f) Students must raise their hands to turn in the test
- g) One may put their head on the desk to think
- h) Silence is required, even if the exam is completed

3) Additional Reminders!

- a) Write legibly on your exam
- b) Better to guess and try rather than to leave it blank
- c) Stay positive
- d) Stay hydrated, eat healthy, & sleep well
- e) Make dua before & after!

Reminder for Teachers

1) Exam Format:

- a) Final exams should consist of enough questions to take about two hours.
- b) Questions should include, but not be limited to, fill-in-the-blank, multiple-choice, and short answers.
 - i) Given the subject matter, questions should use a variety of content materials covered. For example:
 - (1) Science and math teachers should include diagrams, tables, charts, and graphs.
 - (2) Social Studies teachers should include physical and political maps.

- c) The top left corner of the exam copies must have the subject written.
- d) Leave space for students to write their names.

2) Proctoring the Exam:

- a) Each teacher will be proctoring for **two days** (one their own exam and one for another subject).
 - i) Math & Social Studies
 - ii) Science & English Language Arts
- b) Proctors must arrange student seating (students MUST NOT sit next to someone from the same grade level).
- c) All exams must start at the same time.
- d) Proctors must walk around the entire time.
- e) Proctors must not provide any assistance that could compromise the integrity of the assessment.
- f) Proctors cannot allow restroom breaks.

3) Printing Exams

- a) Please DO NOT print the exams on the day of. We recommend keeping your exams printed and ready 2 days prior to your exam date.

4) Collecting Exams

- a) Teachers will be provided 9 x 12 Kraft envelopes to place their exams in.

5) Location for the Exams

- a) Boys will take their exams in the Banquet Hall.
- b) Girls will take their exams in the Gathering Room.
- c) Students are to report to their first-period classes and will be called to the hall.

6) Reminder for teachers that teach the **Girls ONLY**:

- a) The girls' Islamic Studies exams start a week before academic final exams. Please DO NOT give tests/quizzes or heavy homework during that week. That week should be review week for their academic classes.

ACADEMIC EXAM SCHEDULE

MONDAY

English Language Arts

TUESDAY

Math

WEDNESDAY

Science

THURSDAY

Social Studies