

GENERAL INFORMATION

SCHOOL LUNCH PROGRAM

At present, ATA does not intend to offer a hot lunch program. However, on days in which hot lunch will be served, parents and students will be notified. Because of our Islamic dietary laws, we must remind non-Muslim parents and students that pork and/or pork by-products should not be brought to school - in a student's lunch, or otherwise.

TEXTBOOKS AND MATERIALS

Providing student textbooks and special materials are the responsibility of the parent. Therefore, parents will be expected to pay these fees upon registration in order that the student's books may be purchased immediately. No books will be ordered for any student, unless that parent has paid these fees. A limited number of used textbooks may be available upon a first come basis.

FUND RAISING

ATA, being a private religious school, does not receive funding from government sources. Its main source of income is from tuition and fundraising efforts. Therefore, we expect parents, students, and staff, to be actively involved in all fundraising events and activities. Failure to do so does cause great difficulties for the school budget and will result in higher tuition costs.

VIRTUAL PTO MEETINGS

ATA is the school for your child. Becoming involved in PTO is a must for every parent because it provides an opportunity to contribute suggestions and ideas for the improvement of the educational program.

The PTO meeting schedule will be decided at the first parent meeting of the new school year. You will receive a notice from the office prior to each meeting. These meetings are intended to be limited to a maximum of one hour, so as not to infringe, unnecessarily, upon your valuable time.

Our PTO is intended to be active throughout the school year - working on educational programs, fundraising events, and enrichment activities for our students.

FINANCIAL AID

ATA does have a very limited financial aid program for needy students. Parents may inquire at the office and fill out an application. However, all applications will be reviewed by a Review Committee or the Director and aid will be given based upon qualification and available scholarships.



“WE CARE ABOUT YOUR FUTURE”

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ **AL-IKHLAS TRAINING ACADEMY**

Pre-School through 12th Grades



Nadir S. Ahmad
Director

Dr. Adella Abdul-Alim
Mid/High School Principal



Jaha Sayeeda Rashid
Elementary School Principal

General Information Pamphlet

2020 ~ 2021

Revisions For COVID-19

Virtual Learning

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HOURS OF OPERATION

During the period of COVID-19, the school office hours are from 7:50 a.m. to 4:00 p.m., Monday through Friday. The school day begins, for students, at 8:30am. and ends at 3:30pm. Students will be marked tardy after 8:40am. For information on days in which the school will be closed, please consult the school calendar. In the event of unscheduled closed days, parents will be notified.

DAILY ROUTINES

Each day at ATA is meant to be one of growth and progress for our students. Therefore, students are expected to be on time and equipped with the proper tools for work and learning. Assemblies for Middle and High School students will be held on Mondays at 8:50am. Assemblies for Elementary School will be held on Tuesdays at 8:50am. **Special assemblies** may be called at the discretion of the Director or Principals whenever necessary.

ADMISSIONS POLICY AND CRITERIA

ATA has a non-discriminatory policy, therefore, no student can be denied admission because of race, religion, creed, or national origin. However, we do reserve the right to deny enrollment because of a record of unacceptable behavior and/or academic performance.
A certified copy of student birth records must be submitted upon registration, along with an updated copy of immunization records.
For transferring students, there must be an official transcript of courses taken and grades received. ***These students may be required to take a placement test in reading and mathematics to determine placement or special needs.***

TUITION REQUIREMENTS

All tuition payments are expected to be made on the due date, unless that date falls on a Saturday or Sunday. If this be the case, then the tuition is due on the following Monday. **If tuition payments are late, there will be a late fee assessed.** Tuition fees are owed for the entire school year, even if your child is absent for an extended period or time. Parents will be asked to withdraw their child/ren if they fail to pay their tuition according to the agreement made with the school.

No students will be admitted with past due tuition balances. Parents must meet with the Director and make acceptable arrangements to pay off their balances.

UNIFORM DRESS CODE

All students are required to wear school approved uniforms. Students must be in uniform on the first day. If not, they will be sent home until such time as they have their uniforms. **No exceptions!**

However, during this period of virtual or online learning, students are not required to be in the school approved uniforms. They are expected, however, to be dressed modestly and appropriately for their class sessions. When not, their teachers may ask them to leave class and get properly dressed.

AIMS AND OBJECTIVES

Among the aims and objectives of ATA are the following listed below:

- * To develop in each student a healthy respect for the ever presence Allah (SWT) and respect for His creation.
- * To provide the environmental conditions conducive for the proper spiritual, moral, intellectual, social and physical growth of each student.
- * To foster in each student a positive self image and respect for his/her own individual worth.
- * To develop the level of consciousness in each student to recognize the importance of individual, family, community, national and global responsibility.
- * To develop in each student greater industrial usefulness, which will result in greater and increased earning power.
- * To develop in each student effective reading, writing, speaking, and math skills, in order that the student will become socially and academically literate.
- * To develop in each student, self motivation and actualization.

SCHOOL ETIQUETTE

Al-Ikhlās Training Academy is an Islamic institution, therefore, we expect that the behavior and manners of the students comply with our Islamic value system. We place great emphasis on student conduct and behavior, at all times, and encourage the support of our parents in making sure that their child/ren behave accordingly.

If students are to learn and grow properly, the environment must be conducive. ***Disruptive behavior can not be tolerated under any circumstances.*** Students who are continuously disruptive and resistant to school policy and regulations will run the risk of being expelled from school.

ACADEMIC EXPECTATIONS

Students are expected to maintain an appropriate academic standing throughout the school year. Such academic responsibilities as homework, class work, assignments, projects, etc., are expected from each student and failure on behalf of the student to complete these, satisfactorily, could bring unpleasant consequences. Students are expected to maintain a grade point average of at least **2.0**, which is equivalent to “C”, throughout the school year. Special conferences will be called with the parent and student whenever students are failing to maintain the above stated average.

A teacher or the administrator may request a conference with a parent whenever deemed necessary.

PARENT CONFERENCES

ATA has an open door policy for parents. Therefore, parents can visit the school at any time. Our only requirement is that parents sign in at the school office and receive a visitor's pass before going to their intended destiny. We also request that parents **do not** disturb the teacher during classroom instructional time. If there is a need to confer with the teacher, then the parent should schedule an appointment. In the event that there is a need to meet with the administrator, please schedule an appointment at least one day in advance. If the meeting is of an emergency nature, then the Principal or Assistant Principal will make her/himself available to meet with the parent.