

Assalamu Alaikum Dear Parents,

Welcome to the 2017-2018 school year! On behalf of the administration, faculty and staff, we would like to welcome you and your children to the new school year. I would like to share with you some exciting news, and also for the safety of our students and the smoothness of school operation, I would like to point out few items as we begin the year:

School Day: School will begin Monday **August 28, 2017**. The first day of school is a half-day (**dismissal is at 12:00 pm**). The school day usually begins at **8:30am** until **3:40pm** for the regular full school day. The doors of the school will open everyday at 8:20am. Do not drop off your children earlier than that; we cannot be responsible for them until the doors open. If you would like to walk your children into the building for their first day, we request that you park your car in the parking lot and not on the ramp.

Student Pickup: 1st – 12th Grade Students will be dismissed from the New Gym at **3:40pm** (at **12:00 pm on half days**) and the ELC students (and their siblings) will be dismissed from ELC entrance. We request that ALL parents wait in line along the ramp in two lines. For the safety of the children we ask that you remain in your cars as we call your children for you. We also request that parents refrain from parking in the parking lot and walking up to the door to retrieve their children. We would like to avoid any student accidents as they cross in front of cars to get to the parking lot.

New Grade Management System: Insha Allah, this year we will have a new grade management system called “Gradelink”. The parents and the students will access this system to check the grades, communicate with the teachers, and to keep up-to-date with their children academic and behavior progress. The log in information will be sent to the parents soon.

Parents’ Volunteering: This year, we will continue with the parents’ volunteering program. Every family is required to volunteer 10 hours per year. This is to help the parents to contribute their time to the school so that the volunteer load will not be a burden on the PTO members and the few volunteers only. I have attached the PV policy and the Tally card.

IB-MYP Program (6th – 10th Grades): The required community service hours are as follows: 6th grade = 10 hours, 7th grade = 15 hours, 8th grade = 20 hours, and 9th & 10th grades = 25 hours.

High School Building: The high school students will still be entering through the main door of Genesee Academy and will be dismissed through the main gym.

High School Attendance: The high school classes start at **8:30 am promptly**. So, we appreciate the cooperation from the parents to make sure that the students are at the school on time. Un-excused absences and tardies will be a cause for the student to lose the class credit.

Clubs: We are happy to announce that this year we will continue integrating the clubs into the school day time (on Fridays after lunch); the clubs will take place every other Friday.

Teams: This year we will continue having teams for the teachers to facilitate the development of the curriculum, coordination of the field trips, exchanging experiences, etc... There will be K-5 team, 6-8 team, and 9-12 team.

Uniform Policy: I have attached the school uniform policy. Please, go over it with your children to make sure that they abide by it. LAND's END is the uniform company that the parents will purchase their kids' uniform from. The uniform with old logo will still be allowed this year which will be the last year for it.

Emergency Cards: Student emergency cards need to be updated every year as information changes. Please, make one card for each student and turn it in to the office.

Attendance and Punctuality: School doors will open promptly at **8:20am**, and the school day begins at **8:30am**. It is important that students arrive in school on time; students arriving late are rushed, unorganized and cause disruption in their class. Insha Allah, This year we will monitor the attendance closely and will enforce the attendance policy with consequences.

Illness: Students that miss school due to illness are required to bring a doctor's note the next day.

MTA: Insha Allah, the buses will be running on the first day of school. Sr Marie has already emailed the parents the details.

Supply List: The supply list was sent earlier (if you do not have it, please, request it from the office).

Revised School Calendar: I have attached a revised school calendar.

Tuition: This is a reminder that if the parents did not pay their dues from last year, the children will not be allowed to start the school on Monday. We appreciate the cooperation of the parents in this matter to avoid any inconveniences or embarrassment. In addition, we would like to remind parents of the tuition policy. Late payments and delinquent payments make it difficult for the school. Paying in a timely fashion is an Amana on every parent and we appreciate the effort that you do to make this happen. It is incumbent on every family to fill out the tuition agreement; the first installment of tuition is due the first day of school.

Again, we are excited to start the year, and we ask Allah to make a blessed and successful one. If you have any questions, feel free to call the school (810)-250-7557.

Imad Tibi

GA Principal