

THE AMANAH INSTITUTE OF ABAS

Official Student Handbook

Final Approved Edition

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Status. This is the final approved Student Handbook of The Amanah Institute of ABAS. It preserves the established handbook structure and incorporates the approved Student Policy Packet and Student Support, Rights and Separation Policy Packet.

Welcome to The Amanah Institute of ABAS

Welcome, Steward. At The Amanah Institute of ABAS, beneficial knowledge is treated as an amanah, a trust that must be learned carefully, practiced sincerely and carried with humility. This handbook explains the standards, responsibilities, rights and procedures that support a safe and serious learning community.

The term Steward means an enrolled student who accepts beneficial knowledge as a responsibility. A Steward is still a learner. Stewards may ask questions, receive correction, request appropriate support and seek review through the approved process.

How to Use This Handbook

This handbook is the central student guide for Institute expectations. Read it with any current enrollment notice, school schedule, course instructions, Student Agreement and written support plan that applies to you.

- Use Part I to understand Institute identity, School 1 and shared responsibilities.
- Use Part II for attendance, academic work, assessment and advancement.
- Use Part III for conduct, online learning, safety and the fixed three strike process.
- Use Part IV for accommodations, grievances, withdrawal, dismissal, privacy and media permission.
- Use Part V for action steps, contacts and acknowledgment.

Policy Order and Governance

This handbook works with the Conduct Complaints and Investigations Policy, Safety Protection and Boundaries Framework, Master Participation and Collaboration Agreement, Orientation Procedure and any written school specific instruction. If provisions conflict, an applicable law or mandatory safety duty controls first, followed by the later formally approved Institute policy. A specific written support or safety direction may control the issue it addresses.

Material policy changes require documented Institute review and written approval. A person with a material conflict must disclose it and recuse when reasonably possible. The Founder, or a formally authorized conflict-free decision maker when required, issues the final Institute decision.

Contents

Part	Included Sections
I. Institute and School 1	Identity, learning framework, program structure, rights and responsibilities
II. Academic Life	Attendance, academic expectations, missed work, honesty, sources, assessment and advancement
III. Conduct and Safety	Conduct standards, online conduct, prohibited conduct, three strikes, serious concerns and reporting
IV. Student Support and Rights	Accommodations, grievance, withdrawal, dismissal, privacy and photo or media permission
V. Student Action Guide	Quick steps, student checklist, acknowledgment and approval record

Part I. Institute and School 1

1. Institute Identity and Learning Framework

The Institute supports students in seeking beneficial Islamic knowledge through a structured path that connects learning with action. The public learning flow is:

Institute learning flow

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The internal progression used for course design and student growth is knowledge, understanding, practice, reflection, consistency, service and leadership. Each stage builds responsibility. Completion of a foundational course does not make a student a scholar or authorize independent religious rulings.

Evidence and Source Standards

Institute instruction distinguishes among the Qur'an, authentic Sunnah, qualified scholarly explanation, established knowledge, Institute-created frameworks and guided reflection or application. Students may respectfully ask for dalil, source clarification or the level of authority attached to a statement.

- The Qur'an and authentic Sunnah are primary revealed evidence.
- Qualified scholarly explanation helps students understand and apply evidence responsibly.
- Established knowledge includes reliable facts and methods appropriate to the subject.
- ABAS frameworks are educational tools. They are not revelation and must not be presented as revelation.
- Guided reflection and application help the student connect learning with conduct and worship.

2. School 1: Islamic Foundations

School 1 is the 16 week Islamic Foundations program in Aqeedah and Tawhid. It is designed for people near shahada, new Muslims, born Muslims seeking Islam without cultural confusion and students from age 13 through adulthood who are ready for the program.

The program includes direct instruction, guided practice, reflection, review and assessment. The School 1 structure includes a Week 7 midterm cycle and a Week 16 final cycle. The current class schedule, access link and submission instructions are issued separately at enrollment so this handbook remains accurate when schedules change.

School 1 Evidence	What the Student Demonstrates
Knowledge	Identifies foundational beliefs, essential information and vocabulary.

School 1 Evidence	What the Student Demonstrates
Understanding	Explains meaning accurately and distinguishes foundational concepts.
Practice	Applies learning to appropriate tasks, worship and everyday choices.
Reflection	Identifies where belief should influence behavior and where correction is needed.
Consistency	Shows repeated effort and completes required follow through.
Character	Practices honesty, humility, responsibility, respect and a sound response to correction.
Limits	Understands that foundational study does not authorize independent rulings or claims of scholarship.

3. Student Rights and Shared Responsibilities

Student Rights

- Clear information about course expectations, attendance, conduct, assignments and assessments.
- A learning environment that protects dignity, safety, privacy and meaningful access.
- Fair notice of concerns and a reasonable opportunity to respond before ordinary conduct findings or adverse decisions.
- Reasonable support and an accommodation process that focuses on access barriers.
- A grievance pathway for covered academic, access, privacy and administrative concerns.
- Protection from retaliation for good-faith questions, reports, requests and participation in review.
- Written notice of formal withdrawal, dismissal or other final status decisions.

Student Responsibilities

- Attend, prepare, participate and complete required work.
- Communicate truthfully, respectfully and through approved channels.
- Protect access links, student information, Institute materials and assessment content.
- Follow reasonable directions and preserve appropriate instructor-student, adult-minor and gender boundaries.
- Use knowledge responsibly, identify sources accurately and distinguish revelation from educational tools.
- Report safety concerns promptly and avoid retaliation or unauthorized investigation.
- Ask for clarification, support or review when a barrier or concern becomes known.

Part II. Academic Life

4. Attendance and Punctuality

Consistent attendance supports learning, accountability and fair assessment. Students should attend every scheduled class on time and prepared whenever reasonably possible.

Attendance Rules

- Use the Attendance Line or another approved channel as early as possible when an absence, late arrival or early departure is expected.
- In an emergency, report the absence as soon as reasonably possible.
- Provide accurate information. A student may not misrepresent attendance or ask another person to appear on the student's behalf.
- Follow the missed work procedure for instruction, practice, assignments or assessments not completed because of an absence.
- An approved absence or doctor's excuse may affect the attendance consequence, but it does not automatically remove required learning or assessment work.

Five-Absence Standard

Current Institute rule

Five missed class days during a school term without a doctor's excuse require the student to repeat that school. Repetition of the school is an academic and attendance outcome. It is not automatic dismissal from the Institute.

Absence	Institute Response	Student Responsibility
1	Attendance record and reminder of the missed work procedure.	Notify the Institute and complete missed work.
2	Written attendance notice and support check.	Identify barriers and follow the written plan.
3	Attendance improvement plan or conference.	Complete agreed steps and maintain communication.
4	Final attendance warning and review of barriers.	Address remaining requirements before another absence.
5	Repeat the school when all five missed days lack a doctor's excuse.	Receive the written status decision and reentry instructions.

The Institute may respond earlier when absences create a safety, access or academic concern. Approved accommodations and documented emergencies are reviewed under the applicable procedure. Attendance action must not be used as retaliation.

5. Academic Expectations Policy

Students are expected to participate consistently, complete assigned work honestly and demonstrate growing knowledge, understanding and practice. Time in the program alone does not establish readiness for completion or advancement.

Preparation and Participation

- Bring or open required materials and complete assigned preparation.
- Listen without unnecessary interruption and use class time for learning.
- Ask relevant questions and allow others a fair opportunity to participate.
- Attempt required practice, reflection, review and application activities.
- Tell the instructor when instructions, pace, format or access create a learning barrier.
- Use correction as part of learning and complete required revisions or reassessments.

Assignments and Assessments

- Submit work through the stated Institute channel by the stated deadline.
- Complete assessments under the conditions provided by the instructor.
- Demonstrate your own knowledge and explain submitted answers in your own words when asked.
- Complete required corrections, review work, retesting or reassessment.
- Protect assessment materials and do not share answer keys or restricted questions.

6. Academic Honesty and Technology

Academic dishonesty includes copying, unauthorized assistance, impersonation, falsifying records, using restricted materials and presenting another person's or a tool's output as original work when original work is required.

- Do not copy another person's answers or allow another person to copy yours.
- Do not use an answer key before completing an assessment unless the instructor authorizes it for study.
- Do not use unauthorized notes, devices, websites or assistance during an assessment.
- Do not change, invent or misrepresent attendance, practice records, scores or completion evidence.
- Do not impersonate another student or allow anyone to complete work in your place.

Technology and artificial intelligence may be used for study only when the instructor permits it. Students must identify outside assistance when required and must not use a tool in a way that defeats the purpose of an assignment or assessment. Confidential student records, private communications, unreleased materials and a minor's personal information must not be placed into a third-party or artificial intelligence tool without written authorization and appropriate safeguards.

7. Missed Work and Makeup Work Procedure

A student remains responsible for learning and assignments missed during an absence, late arrival or early departure. The normal makeup deadline is before the beginning of the next scheduled class unless the instructor provides a different written deadline.

Student Procedure

1. Report the absence, late arrival or early departure through the Attendance Line or another approved channel.
2. Review available class resources and contact the instructor through an approved channel to identify missed instruction, assignments, assessments and materials.
3. Complete ordinary missed work before the next scheduled class unless a different written deadline is provided.
4. Submit homework and ordinary makeup work to ABASHomework@gmail.com or the current approved submission channel. Use the subject line: Student ID, Student Name, School, Assignment Title, Date Missed.
5. Confirm the work was sent and keep a copy until completion is recorded.
6. Attend any required correction, review, retesting or reassessment session.

Missed Assessments

A missed quiz, examination, oral assessment, presentation or supervised activity may require a scheduled makeup session. Contact the instructor no later than the next scheduled class. The instructor will provide the format, supervision requirements and written completion time. A protected assessment may not be completed independently unless authorized.

Extensions and Multi-Day Absences

When an approved illness, emergency or other documented barrier prevents completion by the normal deadline, request an extension through an approved channel. Identify the affected work and the time needed. When reasonably possible, request the extension before the deadline. The instructor or authorized representative will approve, adjust or deny the request in writing.

An extension changes only the written deadline identified by the Institute. It does not erase the assignment, guarantee a passing result or remove an attendance consequence unless the attendance decision says so.

When Makeup Work Is Not Completed

- The work remains missing or incomplete.
- Correction, review or reassessment may be required before advancement.
- Repeated incomplete work may lead to an academic support plan, completion with conditions, deferred completion or repetition when another approved rule requires it.
- Failure to complete work is academic unless it also involves dishonesty, falsification, refusal to follow a reasonable direction or another conduct violation.

If the next scheduled class is cancelled or the Institute enters an announced break, the deadline moves to the next class the Institute holds unless a written instruction states otherwise.

8. Academic Support, Progress and Advancement

Students should request clarification or support as soon as a barrier becomes known. The Institute may use plain language, additional processing time, guided review, oral response, readable formats or another reasonable support when appropriate and available. Formal accommodation requests follow Section 14.

Satisfactory progress may include attendance, assignment completion, assessment effort, response to correction and demonstrated growth. At the applicable review point, the Institute may approve completion, approve completion with conditions or defer completion until required work, correction, practice or remediation is complete.

Serious dishonesty, doctrinal mishandling, retaliation or a serious safety or boundary violation may delay or prevent advancement regardless of numerical performance. Decisions should be documented and handled through the applicable review pathway.

Part III. Conduct and Safety

9. Student Code of Conduct

The Student Code of Conduct protects a learning environment based on adab, honesty, dignity, safety and responsible use of knowledge. It applies during classes, meetings, support contacts, Institute-related online spaces and other activities connected to the Institute.

Conduct Standards

- Communicate truthfully and respectfully with instructors, staff, volunteers, guests and students.
- Disagree with an idea without attacking a person's dignity or using humiliation.
- Follow reasonable directions and avoid deliberate disruption.
- Allow others a fair opportunity to speak, learn and ask questions.
- Respect different ages, abilities, learning needs and levels of prior knowledge.
- Receive and offer correction without mockery, intimidation or public shaming.
- Protect private information, class access and Institute materials.
- Use approved communication channels and observe appropriate instructor-student, adult-minor and gender boundaries.
- Report safety concerns through the approved process. Do not retaliate or conduct an unauthorized investigation.
- Use religious knowledge responsibly. Do not present personal opinion, culture or an Institute activity as revelation.

10. Online Classroom and Digital Conduct

- Join using the name requested by the instructor and use your authorized account.
- Protect meeting links, passwords, class files and private communications.
- Do not invite, admit or permit an unauthorized person to participate.
- Use respectful language in chat, audio, video and shared documents.
- Remain reasonably attentive and keep unrelated activity to a minimum.
- Tell the instructor privately if camera use creates a safety, privacy, disability or access concern.
- Do not record, screenshot, post, forward or distribute another person's image, voice, story, work or identifying information without permission, except through an authorized safety report.

11. Prohibited Conduct

- Threats, violence, stalking, coercion, exploitation or intimidation.
- Bullying, cyberbullying, harassment, discriminatory mistreatment or repeated exclusion intended to harm.
- Sexual harassment, unwanted sexual conduct or inappropriate sexual communication.
- Retaliation against a person who asks a question, reports a concern, participates in review or requests support in good faith.
- Theft, deliberate property damage, unauthorized access or misuse of Institute or student property.

- Weapons, intoxicants or illegal substances in a manner prohibited by law or Institute rules.
- Impersonation, sharing answer keys, falsifying records or other academic dishonesty.
- Sharing private class access or distributing protected Institute materials without written authorization.

12. Fixed Three-Strike Process

The fixed three-strike process applies to ordinary conduct violations during the student's current school term. Before a strike is confirmed, the Institute should document the reported behavior, review available information and give the student a reasonable opportunity to respond.

Stage	Institute Response	Student Responsibility
Strike 1	Clear correction, identified standard and incident record.	Stop the behavior, ask questions and follow the correction.
Strike 2	Written warning, with corrective steps, support or a conduct improvement plan when appropriate.	Acknowledge the warning and complete required steps.
Strike 3	Final written warning and mandatory committee review under the conduct process.	Cooperate with review and follow temporary directions.

After Strike 3, the committee reviews the record and may recommend no further action, continued enrollment with conditions, probation, temporary participation limits, reassignment, dismissal or another proportionate response. The Founder or formally authorized decision maker issues the final written decision.

13. Serious Conduct, Safety and Reporting

A serious conduct concern does not have to proceed through Strikes 1 and 2. Serious concerns include safety threats, violence, bullying, harassment, retaliation, sexual misconduct, suspected abuse, criminal conduct, major privacy misuse and any matter requiring prompt review.

The Institute may pause participation, limit online access, issue a no-contact direction or use another proportionate interim measure while review continues. Immediate danger, suspected abuse, sexual misconduct, potentially criminal conduct and legally reportable matters must follow the existing safety and investigation procedures. Internal review must not delay emergency assistance or a required external report.

Important distinction

A grievance asks the Institute to review a covered decision, service or procedure. A conduct or safety report concerns possible misconduct, danger, abuse, harassment or retaliation. Use the pathway that matches the concern. The Institute may reroute the matter while preserving the original submission date.

Records and Fair Review

A complaint or report is not proof by itself. Conduct records should identify the date, reported behavior, applicable standard, student response, action and next step. Findings should distinguish facts from assumptions and use the current Institute review standard. A materially conflicted person should not make the final decision when recusal is reasonably possible.

Part IV. Student Support and Rights

14. Student Accommodations Procedure

The Institute provides reasonable support so a qualified student can meaningfully access instruction, activities and assessment while essential learning outcomes, safety requirements and academic integrity remain intact. A diagnosis is not required merely to begin a request.

How to Request Support

1. Contact the instructor or designated Institute contact and describe the learning or access barrier.
2. Identify the activity affected and any support that has helped before. Share only information reasonably needed for review.
3. The Institute acknowledges the request within 2 business days.
4. After sufficient information is available, the Institute provides a written decision or status update within 7 business days.
5. The student and Institute review the support after implementation and adjust it when appropriate.

Decision	Meaning
Approved	The requested support is available as stated.
Approved with changes	A different support will provide reasonable access within program limits.
More information needed	The Institute identifies the limited information needed and may offer interim support.
Not approved	The Institute explains the essential outcome, safety concern, unreasonable burden or service limit involved.

Support may include plain language, readable formats, additional processing time, breaks, oral response, guided review, modified participation method or another reasonable option. Support does not require the Institute to remove an essential outcome, lower integrity standards, create a serious safety risk or provide a service outside Institute scope.

15. Student Grievance Procedure

A student may use the grievance procedure to request review of a covered academic, accommodation, attendance, completion, withdrawal, dismissal, privacy, media, administrative or student-service decision. The procedure does not replace emergency, safeguarding, conduct complaint or investigation pathways.

Submission and Review

1. Submit the grievance through the designated channel. Identify the decision or procedure, relevant dates, direct knowledge, supporting information and requested resolution.
2. The Institute acknowledges the grievance within 2 business days and identifies the reviewer or next step.
3. The reviewer gathers information proportionate to the issue and protects privacy as reasonably possible.
4. After sufficient information is available, the Institute provides a written response within 10 business days. If more time is required, it provides a status update and revised date.
5. A request for further review must be submitted within 10 business days of the response and should identify new material information, significant procedural error, material conflict or a clearly disproportionate result.

Good-faith use of the grievance process is protected from retaliation. The Institute may combine related issues, separate unrelated issues or reroute a safety or conduct matter. A person with a material conflict should recuse when reasonably possible.

16. Withdrawal Procedure

A student may voluntarily withdraw from a current school, program or all Institute participation. Withdrawal is not the same as completion, dismissal or an approved leave unless the Institute states otherwise in writing.

1. Submit a written withdrawal request identifying the school or program and requested effective date.
2. The Institute acknowledges the request within 3 business days and may contact the student to clarify the scope or discuss support. The student may decline optional discussion.
3. Attendance and academic duties continue until the effective withdrawal date unless the Institute states otherwise.
4. The Institute provides written confirmation of the effective date, record status, access changes and any property or record steps.
5. The student record is marked Withdrawn. Withdrawal does not create a completion certificate or guarantee future reentry.

Reentry is not automatic. A returning student may be reviewed under current admissions, safety, readiness, schedule and capacity standards. The Institute may require a new orientation or written reentry conditions.

17. Dismissal Procedure

Dismissal is an involuntary end to enrollment or Institute participation. It may result from serious misconduct, a final conduct decision after the fixed three-strike process, material dishonesty, safety or boundary violations, or another approved ground. The five-absence rule by itself requires repetition of the school, not automatic Institute dismissal.

Required Procedure

1. Provide written notice of the proposed dismissal ground unless an urgent safety restriction requires immediate interim action.
2. Give the student a reasonable opportunity to respond and provide relevant information.
3. Review available evidence. A report is not proof by itself, and findings must separate fact from assumption.
4. Use a conflict-free committee review when required. A materially involved person must disclose the conflict and recuse when reasonably possible.
5. The Founder or formally authorized conflict-free decision maker issues the final written decision.
6. State the effective date, access restrictions, record status, property return steps and any reconsideration or future reentry terms.

Reconsideration and Readmission

A dismissed student may request reconsideration within 10 business days based on new material information, a significant procedural error, a material conflict or a clearly disproportionate outcome. A request does not automatically pause a safety restriction or restore enrollment.

Dismissal does not guarantee permanent exclusion unless the final decision says so. Later application is reviewed under current standards. Readmission may include written conditions and is never automatic.

18. Privacy and Information-Use Policy

The Institute collects and uses only student information reasonably needed to provide education, administer programs, protect safety, communicate, maintain records and meet legal or contractual duties. Privacy is an amanah. Absolute confidentiality cannot be promised when information must be shared for safety, fair review, administration, insurance or legal compliance.

Information and Approved Uses

Purpose	Examples
Education	Instruction, assignments, assessment, feedback, support and completion review.
Administration	Admissions, attendance, scheduling, student IDs, records and communication.

Purpose	Examples
Safety	Access control, emergency response, incident review, safeguarding and required reporting.
Quality and accountability	Committee review, program improvement, audits and grievance response.
Legal or contractual duties	Required disclosures, approved vendors, insurance or record preservation.

- Access is limited to authorized people with a legitimate educational, administrative, safety, contractual or legal need.
- Only the minimum information reasonably needed for an approved purpose should be shared.
- The Institute does not sell student personal information or provide it for unrelated advertising, lead generation or personal marketing.
- Vendors or partners needing student information require authorized use and appropriate safeguards.
- Student work remains the student's original work. Public, promotional, commercial or identifiable use requires separate permission.
- De-identified information may be used for approved reporting or improvement when identity is reasonably protected.

Security, Retention and Student Requests

Use approved accounts, passwords, devices, file transfers, storage and access permissions. Do not copy, export, retain, scrape, profile, publish or reuse student information outside the approved purpose. Records are kept only as long as reasonably needed under the approved retention schedule, legal duties, safety needs or a lawful hold, then securely deleted or destroyed.

A student or authorized guardian may request access to the available student record, ask for correction of inaccurate information, question an information use or report a privacy concern. The Institute may verify identity, protect another person's privacy, preserve safety or investigation integrity and withhold information when law or a legitimate duty requires it.

Privacy Incident Response

1. Contain the exposure and protect accounts or records.
2. Preserve relevant facts without unnecessary copying or circulation.
3. Notify the authorized privacy or safety contact.
4. Assess affected information, people, systems and legal duties.
5. Provide notice or corrective action when required or reasonably appropriate.
6. Document the response and improve safeguards when needed.

19. Photo and Media Permission Process

Promotional media permission is optional and separate from enrollment, instruction, assessment, employment, volunteering and ordinary student services. A student may choose YES, LIMITED or NO. Declining promotional use does not reduce educational standing.

Choice	Effect
YES	The student permits only the media types and channels selected on the signed form.
LIMITED	The student permits only the specific formats, channels, identifiers or time periods written on the form.
NO	The student does not permit identifiable promotional media use.

Media includes a student's name, image, voice, video, audio, quotation, testimonial, story, artwork, assignment, presentation, screenshot or other identifiable contribution. Permission applies only to the people, content, purpose, channels and time period stated on the signed form.

Permission Process

1. Explain the proposed media activity in plain language before collection or use.
2. Identify the media type, name use, purpose, channels, audience and permission period.
3. Obtain the student's written choice. A parent or legal guardian signs for a student under 18, and the student's willingness should also be respected when age appropriate.
4. Record limits clearly. Silence, enrollment, attendance, camera use or participation is not promotional consent.
5. Confirm permission before publishing, reposting, placing content into a new context or using it for a new campaign.
6. Store the permission record with access limited to authorized personnel.

Operational Recordings and Student Dignity

A class or event may require an operational or educational recording for instruction, access, safety or recordkeeping. The Institute must provide advance notice and follow applicable permission rules. Operational recordings may not be converted to promotional use without separate permission.

Media must be accurate, dignified, appropriately modest and consistent with Islamic and Institute boundaries. Students may not independently record, screenshot, livestream, clip, post or distribute another person's contribution without authorization. A testimonial must reflect the student's own experience and must not be pressured or materially altered to create a misleading claim.

Changing or Withdrawing Permission

A student or authorized guardian may change or withdraw permission for future use by written notice. The Institute should stop new use within a reasonable time and record the change. Withdrawal may not remove material already lawfully printed, published, distributed, archived or incorporated into a completed product, but the Institute should remove or stop reuse when reasonably possible and within its control.

Part V. Student Action Guide

20. Quick Action Guide

Need	First Step	Expected Timing
Missed class or work	Notify attendance channel, review resources and contact the instructor.	Ordinary work before the next scheduled class.
Learning or access support	Describe the barrier and requested support.	Acknowledgment in 2 business days, decision or status in 7 after sufficient information.
Review of a decision	Submit a grievance with facts and requested resolution.	Acknowledgment in 2 business days, response in 10 after sufficient information.
Voluntary withdrawal	Submit school, scope and requested date in writing.	Acknowledgment within 3 business days.
Promotional media choice	Select YES, LIMITED or NO on the permission form.	Before identifiable promotional use.
Safety or misconduct	Use the approved safety or conduct reporting channel.	Immediately for urgent concerns.

Current forms are maintained separately so they can be updated without duplicating old versions inside the handbook. Available forms include the Accommodation Request, Grievance Submission, Withdrawal Request and Photo and Media Permission forms.

21. Student Responsibility Checklist

- I know my current schedule and approved communication channels.
- I understand the five-absence rule and the missed work deadline.
- I submit ordinary homework and makeup work through the approved channel.
- I protect class access, private information, Institute materials and assessments.
- I distinguish the Qur'an and authentic Sunnah from explanation, established knowledge, Institute tools and reflection.
- I understand the fixed three-strike process and serious conduct exception.
- I know how to request support, submit a grievance and report a safety concern.
- I understand that promotional media permission is optional and uses YES, LIMITED or NO choices.

22. Student Acknowledgment

I acknowledge that I received or was given access to the Official Student Handbook. I understand the attendance rules, academic expectations, missed work procedure, conduct standards, student support and rights procedures, privacy rules and media permission process. I understand that I may ask questions, request appropriate support and use the approved review pathway.

Student Name _____

Student ID _____

Student Signature _____

Date _____

Parent or Guardian Name, if applicable _____

Parent or Guardian Signature, if applicable _____

Date _____

Institute Representative _____

Date _____

23. Document Control

Field	Record
Exact Document Title	The Amanah Institute of ABAS Official Student Handbook
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Owner	The Amanah Institute of ABAS, Founder
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Revision and Distribution

This edition is approved for student use and official Institute distribution. Future material changes require documented review, a new version entry and written approval before distribution. The Institute should retain the superseded review draft and supporting policy packets in its records.

Source and Companion Documents

This consolidated handbook incorporates the current Student Policy Packet and Student Support, Rights and Separation Policy Packet and aligns them with the established Student Handbook structure, School 1 framework, Master Participation and Collaboration Agreement, Safety Protection and Boundaries Framework, Institute Master Blueprint and Communications and Contact Directory. Current forms and detailed internal review records remain in the companion packets.