



# ISLAMIC SCHOOL OF TRENTON

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*Nurturing Knowledge & Piety*

2018 - 2019 PARENT-STUDENT HANDBOOK

THIS BOOK BELONGS TO:

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ISLAMICSCHOOLOFTRENTON.ORG

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## **MISSION**

Our mission is to impart Islamic spiritual training along with excellent academic education in an Islamic environment. We encourage our students to be conscious Muslims who seek to improve themselves for the pleasure of Allah.

With the help of Allah, we strive to prepare our children to become caring role models and cooperative Muslim citizens in their communities to better serve humanity.

## **OUR GOALS**

- To establish pride in our students' Muslim identity and teach them to live according to the Qur'an and Sunnah of Prophet Muhammad s. To promote excellence in manners (*adab*) based on the teachings of Islam.
- To have active parent-teacher teamwork, such that parents will be involved in and play an active role in their child's learning.
- To have an "open door policy." Please don't hesitate to provide us with comments, constructive criticism, and feedback on how we are doing and where we can improve. By working together as a team, parents, administration and staff can build a strong foundation for the institution to grow leaps and bounds, inshaAllah.

## **BOARD OF DIRECTORS**

Dr. Shoaib Kidwai, President

Br. Shahin Mir, Member

Br. Saadat Syed, Treasurer

## **PRINCIPAL**

Sr. Hafsa Khan

## **PURPOSE & USE OF HANDBOOK**

This handbook exists to foster the efficient operation of Islamic School of Trenton. The guidelines discussed in this handbook do not contain every rule incorporated into the daily operation of the school, nor could they. In appropriate circumstances, the principal has the discretion to take actions other than those specified in this handbook.

## **HIFZ PROGRAM**

*Please refer to the **Hifz Program Handbook**.*

## ENROLLMENT

Enrollment for the school year opens mid-March. It is of the utmost importance that all forms and related documents be submitted by the deadlines stated in order for the school to acquire student resources, classroom and curriculum material in a timely fashion.

Students transferring into IST will be evaluated based on their previous academic record. If a teacher feels that the student is not able to meet the level requirements, they may be given an assessment test for replacement.

Children enrolling in Pre-Kindergarten must be four years of age or turning four by November 1<sup>st</sup>. For children under four, exceptions can only be made if a child shows outstanding intellectual and behavioral maturity on par with a four-year-old. Exceptional cases may be granted after evaluation by IST staff and administration. The school board, taking in all considerations from all parties, will have the final say in the matter.

## RETENTION

Students must pass all subjects to continue on to the next grade level. A student may also be required to repeat the grade if he or she has not satisfactorily completed the prescribed course of study due to excessive absences. Reconsideration may only be granted if the child completes a summer school program and passes the appropriate level placement test before the start of the school year.

## REGISTRATION FEE & TUITION INFORMATION

	AMOUNT
Registration Fee*	\$300 per student
PreK and KG Tuition	\$3,500 per year
First Grade to Sixth Grade Tuition	\$3,000 per year
Hifz Program Tuition	\$4,000 per year

For current students, the registration application is due the first Monday of May. The last day to re-register your child is June 15<sup>th</sup>. **\*Parents submitting the registration packet after this date MUST pay a late registration fee of \$350.**

## PARENT’S FINANCIAL OBLIGATIONS

A yearly registration fee of \$300 per child is due with the application. No discount is available for the registration fee.

Tuition is for one complete academic year and must be submitted on time to ensure the smooth operation of the school. IST provides several payment options:

Tuition Payment Option	Total Installments	Due Date
Full Payment	1	August 1 <sup>st</sup>
Bi-Annual Payments	2	August 1 <sup>st</sup> January 4 <sup>th</sup>
Monthly Payments	10	August 1 <sup>st</sup> (1 <sup>st</sup> installment) 1 <sup>st</sup> of each month September - May

Families who want to pay on a monthly basis **must** enroll in the school’s automatic monthly withdrawal plan, which will be set up by the school for a small fee that will be applied each month **OR** provide ten post-dated checks at the time of registration. Registration will not be accepted until these requirements are met. The first installment for the year, for all options, is due by August 1<sup>st</sup>.

Students with outstanding balances will not be allowed to return to the school, nor receive their report cards or standardized test scores (including for documentation or transfer purposes), until all balances are paid, or other arrangements are made with the school’s financial officer.

Please note that tuition is not based on days in school. Ramadan, ‘Eid holidays, and other days off do not reduce the tuition. Tuition will not be reduced for extended family trips taken at any time during the school year.

Transportation to and from school is not provided by the school. New Jersey residents residing 2-20 miles from the school may be eligible for reimbursement for transportation by filling out the B6T transportation form included in the registration packet. Pre-K students are not eligible.

Lunch, snacks, school field trips and school supplies are the responsibility of the parents.

## **TUITION ASSISTANCE**

Tuition assistance is available on a first-come basis for those in need. You must request a Tuition Assistance Application and submit it along with the most recent federal and state income tax returns, as well as the last two pay stubs for all working adults in the household. A decision will be made by the school's financial officer. **Tuition assistance will not be considered without submitting an application.**

## **SCHOOL HOURS**

Pre-K and Kindergarten	8:25 am - 3:00 pm
1 <sup>st</sup> grade and above	7:55 AM - 3:00 PM
Hifz Students	7:55 AM - 3:00 PM

Pre-K and Kindergarten students should arrive no later than 8:25 AM; all other students should be in their classroom by 7:55 AM. Students in Grade 1 and above arriving after 8:00 AM will be marked late.

Students are not allowed to arrive before 7:45 AM, nor may parents leave the students unattended prior to the opening of the school. Arrangements must be made a day in advance and only in exceptional cases. The staff and administration arrive before students in order to set-up and assemble classroom material; they are not responsible for looking after unattended children at the same time. Additionally, parents should make sure their children are picked up on time at dismissal. Please call the office if you will be late in picking up your child. For students who are picked up after 3:15 PM (12:15 on half days), the parents will be charged a fee for being late.

## **ATTENDANCE POLICY**

Being in school every day and arriving on time are two important components of a successful school year. Undue and prolonged absences and regular tardiness will affect a student's performance and grades.

Please call the school office by 8:00 AM if your child will be absent from school or will be late that day. Furthermore, teachers and office administrators should be notified in advance if your child will be absent or requires early dismissal for medical or similar appointments. Parents are also required to submit a written note to the office when a student will be absent for three or more consecutive days.

## **Tardiness**

Students arriving after 8:00 AM will be marked late. Late arrival of 6 times will be counted as one day absent. Student arriving at the school after 10:30 AM will be marked absent for that day. Six unexcused absences in the marking period will cost the student a grade in the missed subject (*e.g. an "Outstanding" will be dropped to a "Satisfactory", a "B" grade will be dropped to a "C" grade, etc.*).

## **Absences**

Excused absences are granted with proper documentation; this includes student illness or accident verified by a doctor's note, and death or serious illness of an immediate family member. Other valid reasons are acceptable with proper documents determined by the principal.

An absence from school jeopardizes the student's ability to satisfactorily complete the prescribed course of study. Accordingly, students who are absent excessively may be penalized with grade reduction or retention. Student may not accumulate more than 18 absences during the school year, which includes extended vacations. Accrual of more than 18 absences during the school year will result in the loss of credit for the subject and may require a student to repeat the current grade.

**Students are not permitted to leave the school after Jumuah prayer. Friday is a full-day of school. Leaving early will count as an absence.**

## **ACADEMICS**

Islamic School of Trenton offers a fully comprehensive Islamic Studies program introducing students to the Islamic sciences at the elementary level, as well as learning Arabic and memorizing Qur'an. Students in each grade are expected to memorize approximately ten short chapters of the Qur'an from the last portion (Juz 'Ammah). Most students will have completed one full reading of the Qur'an with proper pronunciation and reading fluency by third grade.

Our Social Studies and Science curricula are aligned to the New Jersey State Standards and, as of 2015, the school has begun implementing the Common Core State Standards for Math and English Language Arts. Students in 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades will also prepare for the SAT10 (Stanford Achievement Test) standardized test throughout the year, which will be taken in the Spring. SAT10 measures a student's academic achievement in Mathematics, English Language Arts, Science, and Social



Science. Students may sit in for the test during testing week for a fee of \$25.

## **HOMEWORK**

Students are required to complete and submit all homework assigned by their teachers. Each teacher determines what and how much homework is needed to augment subject understanding. In addition to their academic homework, students are also required to revise their daily Qur’anic reading at home as assigned by the Qur’an hifz teacher. A homework sheet will be sent home and will need to be signed by the parents after the student completes all assigned work.

Students who come to school without having completed their homework will be given a pink slip for parents to sign. Unsigned pink slips will result in a phone call home and/or a parent-teacher conference. Three pink slips will result in loss of some or all of homework percentage marks for that class, as well as recess or after-school detention from 3:00 to 3:30. Parents will be informed the day before and responsible for late pick-up.

If the student is absent from school, it is the parent or guardian’s responsibility to contact the teacher for missed homework assignments.

## **GRADES & GRADING SYSTEMS**

Report cards are issued three times per year, at the beginning of December, March, and June respectively. Progress reports outlining student performance on assignments, quizzes and tests will be issued during the mid-term mark (October, January, and April) for students who are in danger of failing. Progress reports must be signed and returned to the school. Parents are encouraged to attend parent-teacher conferences held at the middle or the end of the term to discuss any concerns regarding their child’s progress. A student’s overall grade in each subject is not based on tests and quizzes alone; homework, class participation and daily effort will also be included in the student evaluation.

### **Grading Policy**

Class Work & Participation	20%	Quizzes	20%
Homework	20%	Tests	40%

Report card grades will be recorded in letters as listed below:

GRADE LEVEL	OVERALL PERFORMANCE	PERFORMANCE LEVEL FOR SUBJECT STANDARDS
PreK:	E Exceeds Expectations M Meets Expectations SP Shows Progress	
KG through 2 <sup>nd</sup> grade:	O Outstanding S Satisfactory N Needs Improvement D Developing Skill I Incomplete	<b>4</b> Exceeds the standard. Consistently demonstrates concepts and skills of standard taught. <b>3</b> Meets the standard. Usually demonstrates concepts and skills of standard taught.
3 <sup>rd</sup> through 6 <sup>th</sup> grade:	A Outstanding (90 - 100%) B Good (80 - 89%) C Satisfactory (70 - 79%) D Needs Improvement (60 - 69%) F Unsatisfactory (0 - 59%) I Incomplete	<b>2</b> Progressing toward the standard. Sometimes demonstrates concepts and skills of standard <b>1</b> Not making expected progress toward the standard. Seldom demonstrates concepts and skills of standard taught.

## AFTER CARE

After-school care is available by request. Kindly contact the office for more details.

If the parent is going to be late picking up their child/children, please call the office before 2:00 PM so that we can make proper arrangements.

## SCHOOL UNIFORM

Our students are the image of our school. School uniform is required in order to maintain the health and safety of our students. Except for Pre-K, all students must be in uniform.

If a student arrives to school out of uniform, his/her parents will be contacted, notified and charged a \$2 fine. Second offense will result in a \$5 fine and a conference with the principal. After the second offense, a \$10 fine will be assessed and the student will be kept out of the class and parents will be contacted for pickup until he/she is dressed appropriately.

Below are the uniform requirements for students in KG and up:

GIRLS	BOYS
<ul style="list-style-type: none"><li>● a white scarf</li><li>● navy blue jumper with a white, long-sleeved shirt</li><li>● navy blue pants (NOT JEANS)</li><li>● black shoes (low or high heel shoes are not allowed)</li><li>● middle school girls must wear a white scarf and a black abaya</li></ul>	<ul style="list-style-type: none"><li>● white shirt or white thaub</li><li>● navy blue pants (NOT JEANS)</li><li>● black shoes</li></ul>

**Please be aware of the following guidelines when purchasing uniforms:**

- Torn, ripped, oversized or sagging pants are **not** allowed.
- Shirts, sweaters, vests, and hoodies must be free of any writing or logos.
- Sweaters or zip-up hoodies must be navy blue or black in color.
- Coats of any color or kind may be worn but must be kept in the student's locker/cubby.
- Footwear must be close-toed and cover the feet entirely.
- Footwear must match. No mismatched shoes or socks.
- No jeggings or tights
- Excessive jewelry is not permitted.

Islamic School of Trenton reserves the right to make decisions on a case-by-case basis.

## **GYM UNIFORM**

Students partake in physical education twice a week. On these gym days, students must wear the Islamic School of Trenton's gym shirt purchased through the school, and navy-blue sweat-pants that can be purchased separately at any department store. All students must wear sneakers on gym days.

## **CELL PHONES, ELECTRONIC GAMES & TOYS**

Students are NOT permitted to use cell phones and electronics on school grounds. If brought to school, electronic games and cell phones will be confiscated and returned to the students at the end of the day with a warning not to bring it back. On the second offense, the device will only be returned to the parents and possible disciplinary action may be taken by the principal.

## **GUM AND CANDY**

Chewing gum is prohibited on school premises. We also request that candy not be brought to school or eaten on school-grounds.

## **LUNCH AND SNACKS**

Students must bring their own snack and lunch to school. A 15-minute snack is scheduled at mid-morning so that students may refresh themselves. Please provide your child with a snack in commensuration with the length of time allowed for it. We recommend that you send nutritious foods, including fresh fruit and vegetables.

Please limit sugary snacks. Students who bring candy to school for snack will be asked to put it away and parents will be notified in writing regarding the issue.

Lunch will be taken at noon, followed by a brief recess and then Zuhr prayer. Microwaves and refrigerators are not available due to space and time limitations; students are therefore encouraged to have a lunch bag that sufficiently keeps lunches cool. No glass bottles are allowed.

## **HOT LUNCH**

Hot lunch can be purchased from the school once a week. To facilitate the process we request that the Pizza Lunch Form be completed each month and payment be made in advance.

## **HEALTH RECORDS**

All students are required to have up to date health and immunization records, in accordance with New Jersey Department of Education's state laws. Students will not be permitted to start the school year unless all immunization requirements are fulfilled.

## **MEDICATION**

The school will not assume any responsibility in administering medication to students. All requests for the administration of prescription medication must be in the form of a written note from the doctor and parent. A parent may come in and administer the medication for their child. All prescription medication is to be dispensed in the office, must be in the original container with the name of the student, and times to be administered. The school will not provide any medication to the students. It is a violation of New Jersey state law for any school personnel to administer any medication, except for the school nurse.

## **FIELD TRIPS**

Field trips are educational in nature and expand the learning process by giving students a different and fun learning experience outside of the classroom. These trips are a privilege and not a right and may be denied to any student if he/she fails to meet academic or behavioral requirements. Field trips typically cost a small fee, to cover transportation costs and booking it for the group. Parents are encouraged to attend field trips with their children.

Parents of students in Pre-K and KG **must** be present on the field trip with their child. Any Pre-K child who will not be accompanied by a parent or guardian will not be allowed to attend the trip. Additionally, students who do not attend the field trip will be marked absent for that day. Because all academic classes will be canceled on field trip days, students not registered for the trip are not allowed to stay at school unattended.

School personnel will provide the best possible supervision of students while on a field trip. The school, however, shall not be held liable for any injury or misfortune that occurs on a field trip.

## **SNOW AND EMERGENCY CLOSING**

Except under certain conditions, if Trenton Public Schools are closed for weather-related reasons or for bad road conditions, or other emergency conditions, IST will also be closed. You may go to the Trenton Public Schools website at: [www.trenton.k12.nj.us](http://www.trenton.k12.nj.us) for school-closing information, or call 609-656-5444 for a recorded announcement any time after 5:00 AM that morning.

## **SCHOOL NOTICES**

School notices are emailed and sent home on a regular basis. Parents should check their email and their child's take-home folder or backpack daily. Older students should be asked daily if there are school notices.

## **SCHOOL VISITORS**

No one is permitted in the school who is not a staff member, an employee of the school, or a student or their parent. If you have appointed other guardian(s) to pick up or sign out your child, you must notify the school beforehand. A student will not be released to anyone other than their appointed guardian at the time of registration. All visitors must report to the office FIRST and not the child's classroom. Parents will be permitted in the school for school business only. Parents found loitering in the school for unrelated business will be asked to leave. Parents wishing to see a teacher or student during school hours are classified as visitors and must report to the

main office first. Parents are requested to make an appointment to speak with a teacher; they may also communicate with the teacher at dismissal time very briefly.

## **MUTUAL RESPECT**

As a direct authority, teachers are to be shown respect. This is both an Islamic mandate and a common courtesy.

As a staff, we also accept our responsibility in treating parents and students with the utmost respect and fairness. Should a parent or student feel that a teacher has been disrespectful or unfair, he/she is encouraged to speak to the teacher first. If that is unsuccessful, the parent or student should then appeal to the principal.

## **PARENT DUTY HOURS**

Parents can either volunteer for 25 hours a year or pay \$200.00 per year toward parent-duty hours. The purpose of parent-duty hours is to allow the administration and staff to continue to perform their school duties, meet official and time-sensitive tasks that will better serve the students' needs. It helps the school save costs on having to hire outside parties and supplies for the service, thus keeping tuition low and affordable. Parental involvement, therefore, is absolutely vital for the functioning and success of the school.

Volunteer duties include but are not limited to the following items:

- Substitute as teacher or assistant teacher when needed
- Lunch and recess supervision from 12:30 to 1:00
- Morning playground supervision from 7:45 to 8:00
- Assisting in the office and school library
- Maintaining the school grounds, particularly the playground
- Helping with small repairs to the building and school equipment
- Providing transportation for school trips
- Helping out with school events taking place throughout the year

Let us know of any additional service you can offer! Please make sure to sign and record your timings and activity in the parent-duty log that is kept in the school office.

## SCHOOL CALENDAR 2018-2019 (TENTATIVE)

Monday, August 27	First Day of School for Students	Early Dismissal at 12:30 PM
Tuesday, August 28 – Thursday, August 30	First Week, Early Dismissal	Early Dismissal at 12:30 PM
Friday, August 31	Early Dismissal @ 12 PM	Early Dismissal at 12:00 PM
Monday, September 3	Labor Day	School Closed
Thursday, October 4	Staff Development	Early Dismissal at 12:00 PM
Monday, October 8	Columbus Day	Early Dismissal at 12:30 P.M
Thursday, November 1	Staff Development	Early Dismissal at 12:00 PM
Thursday, November 8 – Friday, November 9	NJEA Convention	Early Dismissal at 12:30 P.M
Thursday, November 22 – Friday, November 23	Thanksgiving Recess	School Closed
Thursday, December 6	Staff Development	Early Dismissal at 12:00 PM
Monday, December 24 – Tuesday, January 1	Winter Recess	School Closed
Thursday, January 3	Staff Development	Early Dismissal at 12:00 PM
Monday, January 21	Martin Luther King Jr Day	School Closed
Thursday, February 7	Staff Development	Early Dismissal at 12:00 PM
Monday, February 18	President's Day	School Closed
Thursday, March 7	Staff Development	Early Dismissal at 12:00 PM
Friday, April 19	Classroom Pack-up	Early Dismissal at 12:00 PM
Monday, April 22 – Friday, April 26	Spring Recess	School Closed
Thursday, May 2	Staff Development	Early Dismissal at 12:00 PM
May 6 – June 4	Ramadan Schedule	Early Dismissal at 2:00 PM, M-TH 12:00 PM on Fridays
Monday, May 27	Memorial Day	School Closed
Thursday, May 30	Last Day of School	Early Dismissal at 12:00 PM
May 31 – June 4	Emergency Snow Days	TBD
June 5 – 7	Eid-UI-Fitr Break	School Closed