

School Procedure

Excellent attendance, punctuality, effort, and respect are the basic elements of success.



Dear Parents,

Welcome back to Bilal Sunday School! We look forward to another successful year, to ensure a safe and productive learning environment, we ask parents and students to adhere to the following rules and regulations packet.

Please review with your child. You must explain the directive and the importance of following rules for the safety of all students and staff and to ensure a very productive school year.

On behalf of our entire staff, we welcome you and look forward to a fantastic School year.

We use a positive and proactive approach to discipline. We emphasize learning Life skills and making positive choices. We recognize good behaviors regularly and teach school-wide procedures consistently. This will help to decrease problem behaviors and discipline referrals.

- 1) Team Spirit: Students and staff work as a team to assist one another to reach excellence. We strive to inspire this "team spirit" in every student and to benefit from the diverse approaches, creativity, and talents that different students and teachers bring to the learning process.
- 2) Student Lunch & Snacks: Parents must send lunch or snacks with their students.
- 3) Students are prohibited from eating or drinking in the classroom. Gum and candy are also prohibited. Students will be subject to progressive discipline for this behavior.

General Procedure:

- Show Positive Attitude, focus on learning, and Show effort in all tasks.
- Accept Responsibility, Be friendly, and helpful, and Treat others Kindly.
- Come prepared for learning, Keep hands and feet to yourself.
- Take ownership of your actions, Work Together, and Choose kind words and actions.

School Wide Procedures

- → Show Respect, Listen and follow directions, think before you speak, and act.

Restroom Procedure:

Be quick, quiet, and careful, Flush when finished, wash your hands with soap, and throw used paper towels in the trash.

Lunch Procedure:

Go to a table and stay seated until dismissed, Talk quietly with friends around you. Raise your hand if something is needed. When dismissed, clean your area, and throw away trash. Walk directly to Classroom.

Classroom Procedure:

Enter the classroom only with permission, Use the classroom equipment/supplies safely and properly, any activity that might cause injury to self or others is not permitted. (Examples: tackle football, or any games involving grabbing, pushing, or hitting). Stones, snow, or wood chips will not be thrown. Any equipment brought from home must be approved by the teacher or program director.

Information Packet Parent & Student Guide

A. TUITION FEE:

Number of Students	Monthly Tuition	Yearly Tuition
One Child	\$60	\$480
Additional Sibling	\$100	\$800
Maximum per family	\$140	\$1120

- Registration Fee per Family - \$75.00 (New Students).
- Payment expected on or before the 1st Sunday of the month.
- \$15.00 Late fee will be applied after the second Sunday.
- Tuition can be paid online, in Cash, or with a Check payable to: (The Muslim Society of Jersey Shore (MSJS)).
- TEXTBOOKS: Assigned textbooks will be available at school for \$25.00 each.

Grading Policy:

[A-100 – 85%] --- [B- 84 – 65%] --- [C- 64 – 50%] --- [F- 49% down]

[Attendance 15%] --- [Homework 20%] --- [Classwork/Participation/Quizzes 30%] --- [Midterm/Final Exams 35%]

School Wide Procedures

B. SCHOOL CALENDAR AND HOLIDAY SCHEDULE 2023-2024:

2023	Sunday		August 27,10 to 12 pm	Orientation Day & In-person registration (if spaces allow) @ Masjid Bilal.
	Week 1	Sunday	September 10	First Day of School.
	Week 10	Sunday	November 12	Parent/Teacher Meeting (asynchronous).
	Break	Sunday	November 26	Thanksgiving Break (No Classes).
	Week 14	Sunday	December 17	First Semester Exams.
Break	Sunday	December 24	Winter Break (No Classes).	
2024	Week 15	Sunday	January 7	School Reopen.
	Week 23	Sunday	March 3	Parent-Teacher Conferences (asynchronous).
	Ramadan	Sunday	March 10	Ramadan's first day (School Closed)
	Week 24	Sunday	March 17	School Starts from 2 to 5 pm during Ramadan
	Break	Sunday	March 24	Spring Break & Ramadan last 10 nights. (No Classes).
	Week 28	Sunday	April 14	School Reopen
	Week 31	Sunday	May 19	Finals - Report Card Distribution.
	Week 32	Sunday	June 2	Graduation Day Ceremony.

SCHOOL HOURS and TIMINGS:

Teachers & Staff Arrive at 9:30 & leave at 2:30 pm.

Period	Activities	Start	End
1 st Period	Quran	10:10 am	11:00 am
2 nd Period	Arabic	11:00 am	11:45 am
Break	Lunch	11:45 am	12:15 pm
3 rd Period	Islamic Studies	12:15 pm	1:00 pm
Prayer	Zuhr	1:00 pm	1:20 pm
4 th Period	Lit & Lively	1:20 pm	2:00 pm
Optional (Weather Allowed)	Sports Program	2:00 pm	3:00 pm

School Wide Procedures
POLICIES & GENERAL INFORMATION

ATTENDANCE/ TARDINESS:

- Attendance: Regular attendance is mandatory. Students are expected to attend school regularly. The parents and the student are responsible for reaching out to teachers inquiring about assignments and makeup work, missed homework, quizzes, and/or tests when a student is absent.
- Tardiness: Students must arrive at school Before 10:00 A.M. Time management is a vital skill to learn if a student is to succeed academically and professionally. We call on all parents to arrive at school on time to ensure the full benefits of our programs. Students arriving late will not be permitted inside the class until the second period.
 - Parents will be contacted for repeated tardiness.
- Early Dismissal: A written signed note by the parent or guardian is required for early dismissal.
- Sick students: In case a student falls sick during school hours, parents or guardians on record will be contacted on the emergency contact phone number given at the time of registration. The parent/Guardian must pick up the child as soon as possible on receipt of the call.
 - In case of an emergency, 911 will be contacted.
 - Parents are strongly advised not to send their sick child to school, Please Keep your child home if he/she has (a fever, cough, sore throat, an upset stomach, etc.).

Parent Communication:

Keeping the parents informed is a priority of our school. The following communication avenues are used to share information with parents:

- Parent Forums, ClassDojo
- Phone calls or text/E-Mails from school administration or class teacher(s).
- Parent-Teacher Conference.
- Announcements/Notifications on Masjid Bilal website <https://bilalacademy.masjidbilal.net/>
- Announcements during the assembly and after the Zuhr prayer.
- Notice Boards on School premises.

SCHOOL CLOSURES (WEATHER):

In case of inclement/severe weather conditions: the administration team will make announcements regarding the closure of Sunday school via telephone, text, and e-mail.

(Parents: Please provide the administration with your most up-to-date contact information always)

DRES'S CODE:

All students and staff of the school are required to dress modestly and decently, upholding personal dignity according to practices of the Islamic faith.

→ Students must abide by the school's dress code.

School Wide Procedures

Boys	Full or Half-sleeve shirts and bottoms covering their knees. No shorts and no backward caps.
Girls	Loose fitting, full-length garments and a scarf covering the head adequately, No body piercing.
	→ Students are encouraged to wear clothing appropriate for learning and moving.

HEALTH and SAFETY:

Safety responsibility is shared between parents, students, and the school.

- Parents and students are required to follow instructions of Parking traffic coordinators and/or crossing guards.
- Students must remain in the school building during school hours unless specifically permitted to do so and accompanied by teacher/adult volunteer(s).
- Please inform the school Administration if your child has any allergies or sickness requiring additional attention from the teacher.
- If a student has any special medical needs and could require medication to be administered (for asthma, allergies, etc....), parents are required to be available on campus.

Parents' Presence:

Parents are not allowed inside the school, or the Islamic Center, while school is in session. NO EXCEPTIONS (except for medical conditions or allowed by the teacher for education requirements). Parents roaming the school while classes are in session sends the wrong message about the seriousness of our school in the eyes of students.

Code of Conduct:

- I. Parents are expected to bring their children to school on time and pick them up promptly after the end of the corresponding classes. Neither babysitting nor child supervision is available after school hours.
- II. It is the responsibility of the parents to make the proper transportation arrangements to transport their children to and from school.
- III. Students and teachers are in the school for one basic purpose: To promote the Islamic and educational development of students. To accomplish this goal, each student is expected to meet the following disciplinary objectives:
 - a. Homework: Teachers can deduct points for assignments that are handed in late. All homework and assignments must be satisfactory and handed in on time.
 - b. It is the responsibility of the parent and the student to reach out to teachers inquiring about assignments and make-up work when a student is absent.
 - c. School Supplies (Check List Below): Students must come prepared to school. Coming to school without supplies give them the impression that they are passive participants, and they are here just to pass the time. Failure to bring school supplies and materials will result in disciplinary action by the school's administrators.

School Wide Procedures

- d. Behavioral Problems: It is a top priority to teach our students proper Islamic and civil behavior.
Students exhibiting negative behavior will receive a consequence.
- e. Respect: We model respect to our students. The expectation is that respect is reciprocal. All students are expected to be respectful and courteous while on the school campus. Disrespect of staff or students will not be tolerated and will result in serious consequences.
- f. Horseplay: Horseplay is not allowed in our school. This includes play fighting, pushing, or shoving others, running inside the school, throwing objects, or any behavior that disrupts the regular school day. Any students who violate the rules will be suspended from school.
- g. Reasonable Requests: Staff has the authority to direct students' behavior. Students are required to respond appropriately to any reasonable request given by a staff member. Students who fail to appropriately respond to a reasonable request will be subject to discipline and/or suspension.
- h. Electronic Devices & Toys: Students are not permitted to bring electronic games, toys, Walkman, personal electronic devices, etc. to school. Violators will have devices taken away from them and will be returned to parents at the end of the day. Students with two or more incidents will not have their items returned for one whole month.
- i. School Property: Students must respect the school's and others' property and equipment. Damage of any kind must be reported immediately to the teacher or the director. In the case of willful damage or negligence, the student/Parent will be expected to contribute part or all of the cost of repair.

Failure to uphold the disciplinary objectives may result in the following sequence of events:

1. Name recorded.
2. Referred to the principal.
3. No recess privilege (for the older students).
4. Parents are contacted.
5. Dismissal from school

REVISION OF SCHOOL POLICIES:

Sunday School Administration may issue periodic bulletins to announce revisions in the school policies, when necessary. These bulletins will be kept on file with the Registrar and Principal and will be displayed on the bulletin board from time to time for wider publicity. The current policy on the topics discussed in this information packet will continue to be enforced.

This is not all-inclusive- Administrators will use their discretion in deciding what disrupts the educational environment.

On behalf of our entire staff, we welcome you and look forward to a fantastic School year.

School Wide Procedures

Up to 2nd Grade	3rd to 5th Grade	6 th Grade& above
Plastic Pocket folder. Sturdy pencil box.	Plastic Pocket folder. Sturdy pencil box.	Plastic Pocket folder. Sturdy pencil box.
Black and white Composition. Notebooks (2).	Black and white Composition. Notebooks (2).	Black and white Composition. Notebooks (2).
Sharpener. Pencils. Eraser.	Sharpener. Pencils. Eraser.	Sharpener. Pencils. Eraser.
Washable colored markers. Coloring Pencils & crayons.	Washable colored markers. Coloring Pencils.	Hand Sanitizer.
Construction Paper. Glue Sticks. Child scissors. Hand Sanitizer.	Hand Sanitizer.	