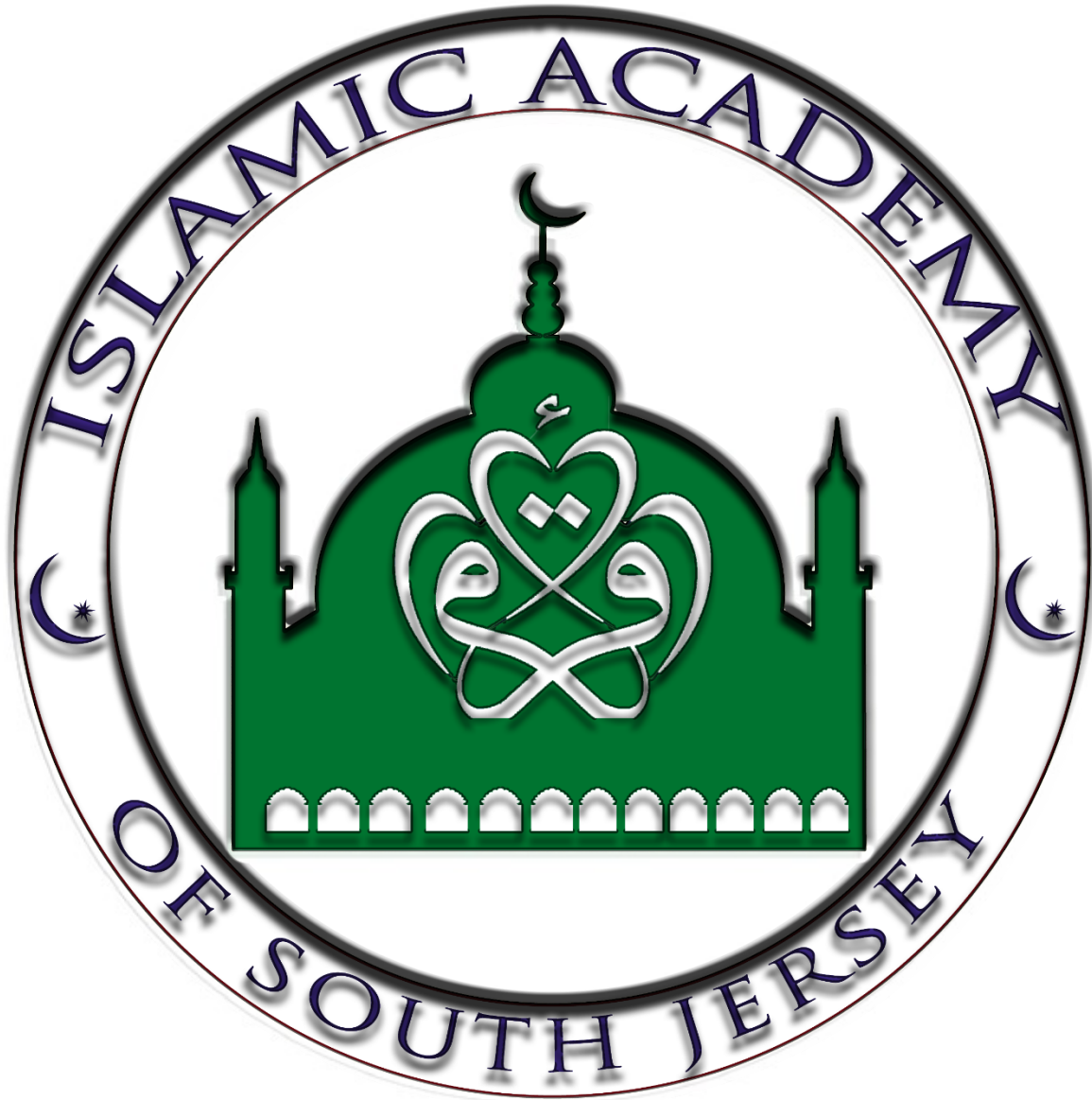


# Islamic Academy of South Jersey



Parent/Student Manual  
2020-2021



## MISSION STATEMENT

The Islamic Academy of South Jersey's mission is to incorporate Islam and promote it through a quality education with high standards in an Islamic environment.

# ENROLLMENT POLICY FOR I.A.S.J.

Grade	Age/Enrollment Requirements
Pre-K3	Students must be three years old by October 1 <sup>st</sup> .
Pre-K4	Students must be four years old by October 1 <sup>st</sup> .
Kindergarten	Students must be five years old by October 1 <sup>st</sup> .
1 <sup>st</sup> Grade	Students must be six years old by October 1 <sup>st</sup> and must have attended Kindergarten.
2 <sup>nd</sup> -6 <sup>th</sup> Grade	Students who have successfully completed the previous grade.

- \* All students must pass a placement test and interview.
- \* Students in Pre-K3 and Pre-K4 **must** be potty-trained.

## **REQUIRED DOCUMENTS FOR STUDENT ENROLLMENT**

1. Original current/final report card or transcript. (Translation required if not in English).
2. Proof of required immunizations. Students enrolling in I.A.S.J. must submit proof of immunizations at the time of registration.
3. Proof of medical/physical examinations: State regulations require all students entering Kindergarten, new admissions, or if attending school for the first time in the U.S., to have a complete medical/physical examination.
4. Proof of address in the form of a recent utility bill with parent's name (gas or electric ONLY).
5. Birth certificate is **required** for all children enrolling in I.A.S.J. for the first time. (Translation required if not in English). Most recent report card/transcript.
6. Two recent passport photos. Girls must submit pictures with hijab/headscarf.

**Financial Aid (Full or Partial) is available** for qualifying families. Eligibility will be based upon a CONFIDENTIAL and COMPREHENSIVE financial evaluation including all sources of income, assets, investments, etc.

**\*\*Pre-K3 and Pre-K4 students do not qualify for Financial Aid.**

# STUDENT TUITION SCHEDULE 2020-2021

## Student Tuition

### 1. **Pre-K3**

- \$3,000.00 (10 months)
- \$300.00 per month

### 2. **Pre-K4**

- \$3,950.00 (10 months)
- \$395.00 per month

### 3. **Kindergarten – Grade 6**

- \$3,750.00 (10 months)
- \$375.00 per month

#### Additional Fees and Discounts

Student Registration Fee \$200.00 (Fee waived if tuition is paid in full)

Late Registration Fee \$100.00

#### Additional Sibling Discounts

- 1st Sibling (second child) - 10% discount
- 2nd Sibling (third child) - 15% discount

**\*\*\*No other discounts apply\*\*\***

## Parental Financial Obligations:

1. Tuition for the first month must be paid before the first day of school. Beginning with the month of October, tuition is due at the beginning of each month and no later than the 5th of each month. **A late fee of \$25.00 per child will be applied after the 10<sup>th</sup>.**
2. Please note that student tuition is not based on the number of days in the school year. The student enrollment and tuition agreement is based on an annual contract.
3. Student tuition is not reduced for Ramadan, Eid Holidays, or any other days off.
4. Tuition will not be reduced for extended family trips taken at any time during the school year. June tuition installments will still be due for students who leave school in May.
5. Transportation to and from the school is not provided by the Islamic Academy of South Jersey at this time. IASJ Administration is working to provide solutions to the community with regards to this matter. Residents living 2-20 miles from the school may be eligible for reimbursement for transportation cost from the state.
6. Parents are responsible for providing daily student lunch, snacks, costs related to field trips and school supplies for their student(s).
7. Financial Aid/Reduced Tuition MAY BE available for qualifying families based upon a thorough evaluation of financial circumstances which include and not limited to all sources of family income, assets investments, etc. Such assistance may only be available if the budget allows.



## **STUDENT UNIFORM DESCRIPTION/POLICY**

Our school uniform creates a sense of unity and order in the school. Students are expected to wear the proper uniform at all times. Students who are not dressed properly may be requested to return home. Please make sure your child has an extra uniform.

Grade	Uniform Description
Pre-K3, Pre-K4 - 6 Boys	Pants (Color: Navy), Long Sleeve Button up Shirts - (Color: Light Blue) Long Sleeve Sweater (Colors: Navy), Black Shoes with rubber soles, Black Sneakers, Socks (Color: Black or White)
Pre-K3, Pre-K4 - Grade 1 Girls	White Hijab, Jumper- below the knee (Color: Navy) , Tights - navy or white to wear with jumper ( <b>no</b> patterned leggings/tights) Long Sleeve Sweater (Color: Navy), Black Dress Shoes (with rubber soles), Black Sneakers (preferably with velcro instead of laces), Socks (Colors: Black or White), Jilbabs and Abaya are all optional (Color: Navy) Hijab: white, navy.
Girls: Grades 2-6	White Hijab. Abaya or Jilbab (Color: Navy with no designs), Jumper (Color: navy), Black shoes (with rubber soles), Black Sneakers, Socks (Colors: Black or White)

### **Not Allowed:**

The following are not appropriate attire for school and will not be permitted inside school.

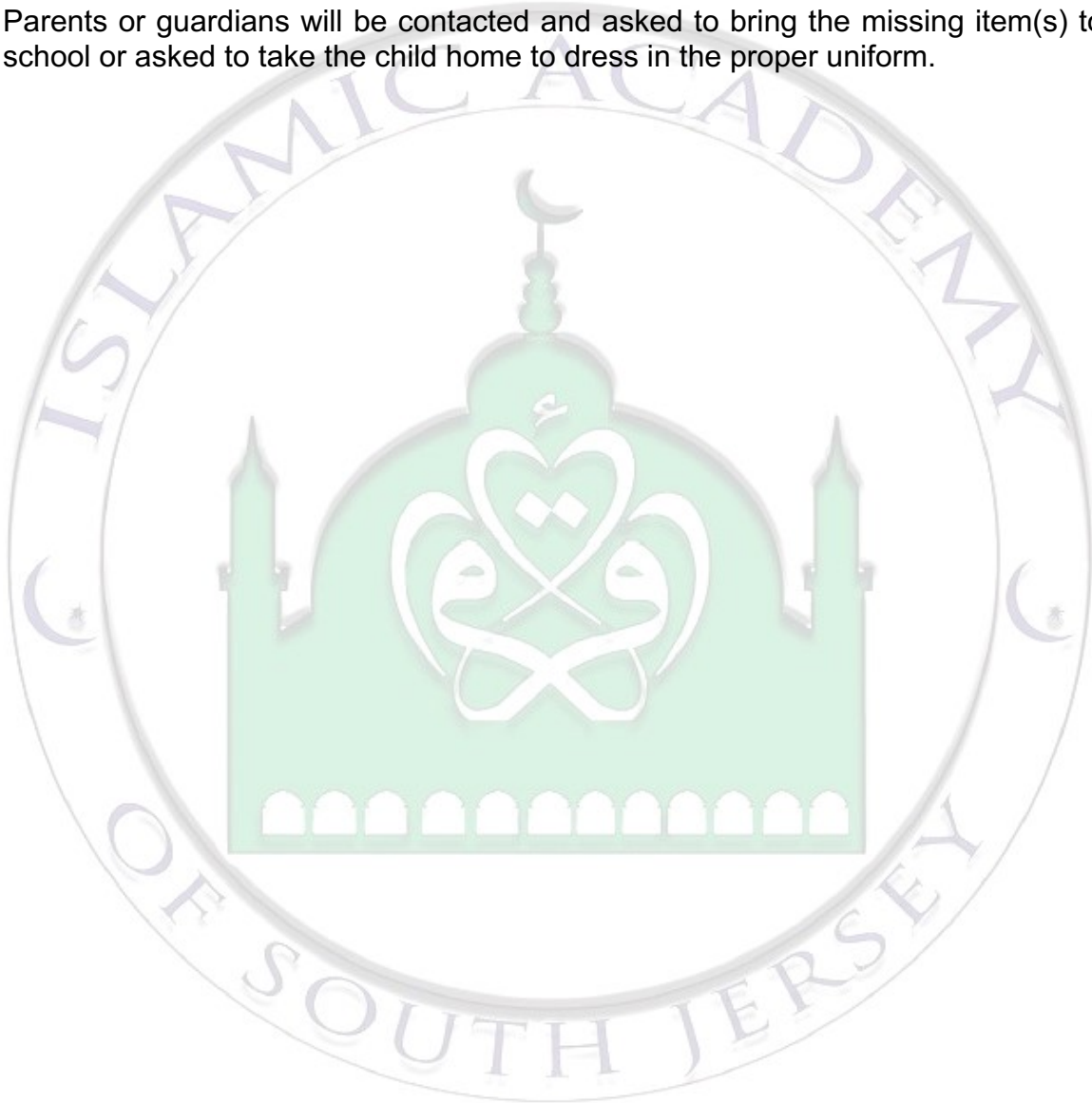
- Extreme hairstyles
- No half-shaven designs or layered haircuts for boys
- Extremes in style or fit of clothing
- Hair should not extend below the eyebrows or ears
- No polo shirts
- No cargo pants (with pockets)
- No plastic pants
- No flared pants
- No Jeans or shorts (especially under abaya or jilbab)
- No tank tops
- No sagging, extremely oversized, or extremely tight fitting clothes
- No visible brand name labels, emblem, images, designs or logos
- No socks or hosiery with designs or lace
- No jewelry of any type with the exception of stud earrings for girls
- Bracelets of any kind are not allowed
- Girls may not wear make-up, perfume, artificial nails or nail polish
- No opened-toed shoes (flip flops, sandals, beach or house shoes)
- No high-heel or colorful fashion shoes
- No non-prescription sunglasses

**Violations:**

The administration will determine if the uniform policy has been violated. Any prohibited items of clothing will be taken by school officials and returned to the parent(s) or guardian(s) only.

**Consequences of Violations:**

Parents or guardians will be contacted and asked to bring the missing item(s) to school or asked to take the child home to dress in the proper uniform.



# POLICIES AND PROCEDURES

## **ADAB-MANNERS**

- Islamic manners and etiquette should be practiced at all times.
- Parents must abide by Islamic dress and manners when on I.A.S.J. property.

## **HOMEWORK**

### Purpose

1. To help children realize the relationship existing between their learning experience in the school and their interest outside of the school.
2. To develop a readiness for classroom experience.
3. To develop and improve study and research skills.
4. To provide for review and enrichment.
5. To provide for individual differences based on the child's interest, needs, and skills.
6. To encourage greater parental involvement in school work.
7. To reinforce previously introduced and acquired skills.

Homework is an extension of the school day and an integral process of the same. In order to facilitate this process and to uniform our standards, teachers may give homework assignments daily. This may also include weekends and holidays. Learning should never take a holiday. Late homework will result in points being taken off. If absent, students should bring in homework on the following day. Parents or guardians should not complete the homework assigned.

## **LUNCH RULES AND REGULATIONS**

Lunch is a very important part of the student's day. It revitalizes him/her after a morning of working and thinking. Therefore, students should nourish their bodies with good, healthy, and nutritional foods. Please try to avoid glass bottles and cans when packing lunch.

- Students sit in their assigned seats in the lunchroom.
- Students will not be permitted out of the lunchroom for any reason without permission of the teacher on duty.
- Horseplay, fooling with equipment, throwing objects around the room, or any other acts contrary to good behavior will not be tolerated.
- Students are expected to clean up their own paper bags, containers, general area, etc., and deposit waste accordingly.



## **STUDENT BEHAVIOR**

All teachers are requested to be on alert for any student behavior that is in violation of the following regulations. This list is not intended to place undue restrictions on the student body, but rather, to encourage all students to behave in such a manner that follows the teachings of the Quran and Sunnah, and be a credit to The ISLAMIC ACADEMY OF SOUTH JERSEY.

Students are to refrain from the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person in authority.
3. Physical assault of another student, teacher, or school employee.
4. Taking or attempting to take personal property from another student through any means.
5. Willfully causing or attempting to cause substantial damage to school property.
6. The possession of any object that can reasonably be considered a weapon. **Toy weapons are NOT permitted on school grounds for any reason. No exceptions.**
7. The uses of haram talk (i.e. profanity or obscene language).
8. The possession of any reading materials promoting non-Islamic behavior.

## **DISCIPLINE: BASIC RULES**

Basic disciplinary rules are for the safety of our children and for the enrichment of their learning process. The policy set forth states, in brief, what is expected from all students, with respect to their behavior and general Islamic adab (manners).

The basic premises of our discipline system are four (4):

1. Every student should act as a responsible Muslim
2. Every student has a right to learn.
3. Every teacher has a right to teach.
4. No student should prevent a teacher from teaching or a student from learning.

**It is imperative that students cooperate in and out of the classroom environment in order for effective learning to take place. Any student who consistently demonstrates behavior that impedes or interferes with the educational process shall be placed on behavioral probation, which may result in a parent-teacher conference or suspension upon recommendation of the school administrative team.**

## **SALAH PROCEDURES**

- All students must make Wudhu before prayer.
- All students must remain respectful in the Masjid. Horseplay will not be tolerated.
- All students must participate in Salah.

## **IMMUNIZATION**

All students must supply updated health records at the time of registration or before the start of attendance.

A student must not be knowingly admitted or retained in school if acceptable evidence of immunizations is not received.

### **Pre-K3 and Pre-K4 Students**

All Pre-K3 and Pre-K4 students must receive a Flu Shot as required by the New Jersey State Department of Health. If the Influenza Vaccine (Flu shot) is not received, a child may not attend school from **December 31<sup>st</sup> through March 31<sup>st</sup>**. The 2015-2016 New Jersey Standard is cited below:

*As per N.J.A.C. 8:57-4.19, children six months through 59 months of age attending any licensed child care center, or preschool facility on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year. " Flu vaccine is a requirement for child care/preschool attendance for those who are 6 through 59 months of age. At least one dose of flu vaccine is due by December 31 of each year. Children who do not have documentation of receiving the flu vaccine or don't have a valid medical or religious exemption by December 31 will need to be excluded from school until the end of flu season, which is up until March 31 in NJ. Such students may return to school sooner than March 31 if they... • Submit documentation of receiving the flu vaccine or submit a religious/medical exemption • They can also "age out" of the requirement. This means that once they turn 5 years old. It is a requirement as per N.J.A.C. 8:57-4.19 unless the Commissioner or his or her designee temporarily suspends the requirement due to limited vaccine availability.*

### **GUIDELINES FOR THE ADMINISTRATION OF MEDICINE IN SCHOOL**

- If needed and when possible, medicine should be given at home.
- If this is not possible, an appointment must be made through the school office to discuss this issue.
- A note must be issued from a licensed physician.
- Written instructions must be provided from the physician that include detail of the diagnosis or type of illness, the name of the medication, the dosage and time(s) of administration. The same must also be provided for “over the counter” medications, such as Tylenol, cough drops, etc.
- Medication must be brought to school in the original container with proper labels from the pharmacy/physician.
- A new note will be required if there are any changes in the medication.
- Medication should NEVER be sent directly to school with the child. A parent or guardian must bring medication directly to the school office.

### **SAFETY DRILLS AND PROCEDURES**

As per New Jersey State Law, children will be asked to participate in safety drills throughout the school year. These drills include

- Fire Drill
- Lockdown Drill
- Evacuation Drill
- Lock-out Drill

### **JUMMAH (FRIDAY) PRAYER POLICY**

ONLY authorized individuals, such as parent(s) or guardian(s), may enter the school for Jumma (Friday) Prayer. NO exception will be made to this policy. This is to ensure the safety of all staff and students in the school.

# PROCEDURES

## **NEW STUDENT ADMITTANCE PROCEDURES**

A student is considered a new student to The ISLAMIC ACADEMY OF SOUTH JERSEY if he/she was not scheduled at the close of school in June of the previous year. This includes students who may have attended ISLAMIC ACADEMY OF SOUTH JERSEY sometime in the past. A student arriving for the first time must follow the required format.

- Be in possession of a transfer card, health record, and test records.
- Report with parent/guardian to the Main Office for registration.
- Complete all necessary forms for admission.
- Quran and Arabic Level Assessment.

All new entrants are subject to special placement testing at this point if no testing data is available.

## **PARENT-TEACHER CONFERENCES**

Pre-scheduled conference dates will be marked on the school calendar. If a parent wishes to request an additional conference with a teacher or a meeting with the Principal, an appointment must be made through the school office.

*Drop-Off/Pick-Up times are not appropriate times for a conference if an appointment has not been previously scheduled.*

## **SCHOOL PROPERTY**

Students will be held accountable for any intentional damage to school property. Students must report damages to school property immediately.

Students will be issued, free of charge, textbooks in all subject areas where needed. **If a student loses or damages a book, parents will be billed for the necessary cost to replace it. It is the responsibility of the student to properly care for textbooks.**



# ATTENDANCE POLICY

## **Student Drop-Off / Pick-Up Times**

Drop-Off: 7:50 A.M. to 8:00 A.M. (*All Students*)

The morning Assembly will begin promptly at 8:00 A.M.

Pick-Up: 2:50 P.M.

Students must not be picked any later than 3:10 P.M.

Friday Dismissal: There will be early dismissal every Friday to account for Jummah Prayer. Pick-Up: 12:40 pm

Pre-K3: Pick-Up at 1:00 P.M.

## **EARLY PICK-UP**

If a child is to be picked up early, **a written request signed by the parent must be received before the student will be permitted to leave early. No telephone request will be granted.** Parents must come to the main office for the child. This must be adhered to as a safeguard for the student as well as the school. ISLAMIC ACADEMY OF SOUTH JERSEY does not encourage frequent early dismissal or special absence from school, as the absence from class means the loss of work and learning.

1. The designated Administrator or the Principal, through the Main Office, can only grant an early dismissal, except when the parent is requesting early dismissal in writing.
2. A student absent from class due to an early dismissal will be marked absent for that period. Any missed assignments or test must be made up.

## **AUTHORIZED INDIVIDUALS TO PICK-UP STUDENTS**

ISLAMIC ACADEMY OF SOUTH JERSEY will only let students be picked up by **authorized individuals who have signed an "AUTHORIZED PICK-UP" form and have supplied appropriate materials.**

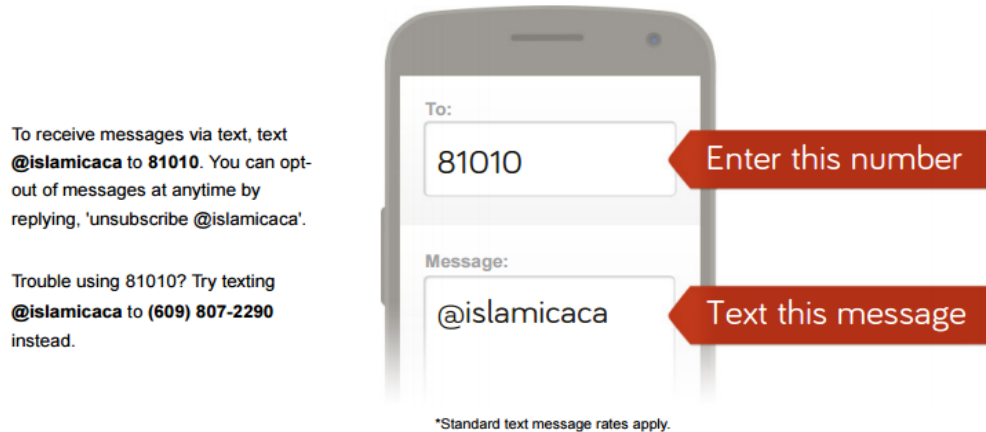
If a non-parent is requested to pick-up a child, the parent must have other individuals complete the authorization form to be kept on file.



## **EMERGENCY CLOSING**

In the event school has to close because of inclement weather conditions, please check Islamic Academy of South Jersey's website, or the IASJ Tet Alert Service.

Current Service:



## **STUDENT ABSENCE AND LATENESS POLICIES**

The parents of students absent from school are to inform the Main Office.

**Students may not accumulate more than 15 unexcused absences during the school year.**

Accrual of more than 15 unexcused absences in a subject during the school year will result in administrative action in accordance with the New Jersey State Department of Education Guidelines. Students enrolled in ISLAMIC ACADEMY OF SOUTH JERSEY will be in attendance during the days and time school is in session.

Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates the statutes requiring children to attend school.

The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern for all involved. It is with this concern in mind that the following attendance regulations are recommended:

- Absence – The non-attendance of a student enrolled in the school district.
- Excessive Absences – Excessive absences are the total of unexcused absences for any reason from school, fifteen (15) days in a full year course or nine (9) days in a half-year course.
- Attendance –The presence of a student in school or the participation of a student in a school sanctioned activity.

### **EXCUSED ABSENCES**

The non-attendance of a student enrolled in the school for the following reasons:

1. Student illness or accident verified by a doctor's note.
2. Death or serious illness in the immediate family.
3. Administratively approved absence.

### **LEAVE OF ABSENCE**

If a student will be taken out of school for an extended period of time, he/she will be un-enrolled from I.A.S.J. Parents, in writing, must present the reasons and dates of their child's absence. Once a student returns from his/her leave, he/she will be re-enrolled in the school. Please note that tuition payments will remain in effect, regardless of leave of absence.

# NON- PUBLIC SCHOOL TRANSPORTATION PROCEDURES

## **GENERAL PROVISIONS**

As a private school, transportation by bus is not available at this time. The state of New Jersey may evaluate students on an individual basis to see if they qualify for transportation to school, based on district availability, location, and other factors. If transportation cannot be provided by the district, “aid in lieu of transportation” can be provided to the parents in the form of monetary reimbursement.

A transportation B6T form will be supplied to students at the start of every school year. Parents are urged to complete the forms by the deadline specified by the school. Forms will be sent to the county and then distributed to each child’s respective resident district. At this point, I.A.S.J. is no longer liable for these forms. Districts will contact parents directly through mail. It is the parent’s responsibility to deal with the process appropriately. **Please note that incorrect forms are NOT processed. Ensure that ALL information is filled out correctly and fully.**

Students who enroll late in the school year may be eligible to apply for transportation reimbursement. Please be aware that deadlines may have been missed, which can result in only partial or no reimbursement.

**Students in Pre-K3 and Pre-K4 may not be eligible to apply for transportation reimbursement.**

*Please be aware that “Resident District” refers to the school district in which a child lives.*

## **PARENT/GUARDIAN RESPONSIBILITIES**

It is the obligation of a parent/guardian to:

1. Annually obtain the "Application for Private School Transportation" (B6T) from the administrative office of the private school. A separate application shall be completed for each child requesting transportation. A new application shall be completed and submitted to the nonpublic school whenever the student has a change of address.
2. Annually complete the "Application for Private School Transportation" (B6T) and submit it to the private school on or before March 10 preceding the school year for which transportation is being requested. Late applications: An application received after March 10 is a late application. Eligible students will receive transportation or aid in lieu of transportation based upon the date the application is received by the public school. The public school will notify the parent/guardian as to the determination of each application by August 1. It is recommended that the parent/guardian contact their resident district transportation office to verify receipt of application if notification is not received by August 1.
3. Submit a signed "Request for Payment of Transportation Aid" (B7T) voucher upon resident district request.

## **ADDITIONAL INFORMATION**

"Transportation or aid in lieu of transportation shall be provided to eligible nonpublic school students Monday through Friday between September 1 and June 30 when the nonpublic school is in session. The rules adopted by the State Board of Education for the transportation of public school students are also applicable to nonpublic school students transported by a local board of education. The rules specific to nonpublic school transportation are found at N.J.A.C. 6A:27-2. Districts shall advertise for bids before determination is made to provide aid in lieu of transportation. Resident district boards of education are not required to bid for nonpublic school transportation when transportation is provided by district owned vehicles, renewal of an existing contract, coordinated transportation services agencies (CTSA), joint transportation

agreements, common carriers, or another district board of education or CTSA has bid on the resident board's behalf. N.J.S.A. 18A:39-11 requires that school districts attempt to utilize one of the coordinated transportation services agencies identified by the Commissioner of Education before paying aid in lieu of transportation for the ensuing school year if they paid aid in lieu of transportation in the prior school year or have determined that they cannot provide transportation to a nonpublic school for the ensuing school year within the maximum per student cost permitted by law. Boards of education may not be required to provide transportation or pay aid in lieu of transportation when the application for transportation and/or payment vouchers are not properly submitted. In accordance with N.J.S.A. 18A:39-1, boards of education shall not expend more than the maximum per student expenditure for nonpublic school transportation. Administrative fees charged by a CTSA are not to be included in the maximum per student expenditure calculation."

