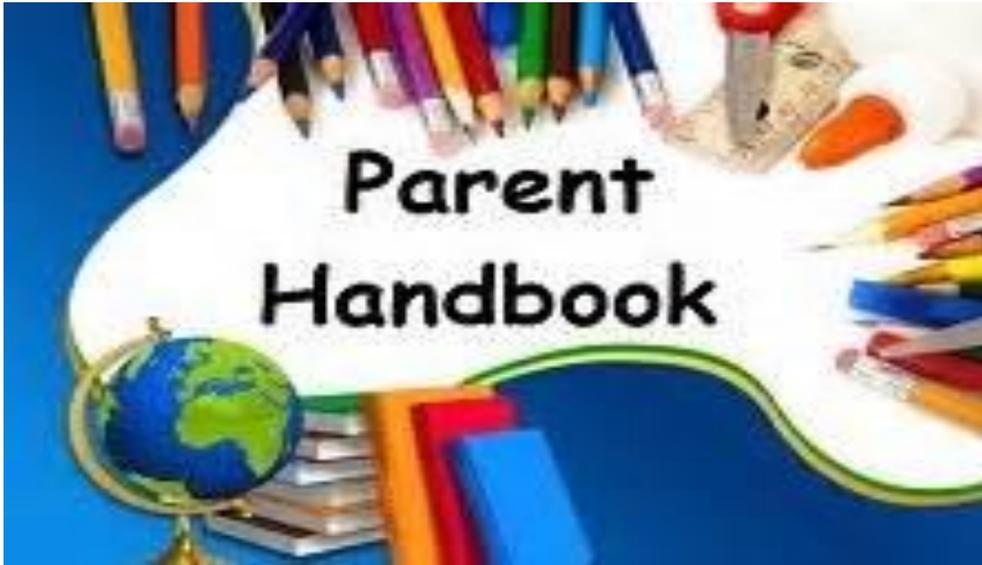




BADR SCHOOL



A GUIDE TO YOUR CHILD'S SCHOOL

OUR VISION

Badr School strives to create within its walls a healthy and safe climate in which the students' Islamic faith will enable them to assume responsibility through the following of the Glorious Quran and Authentic Sunnah. Our goal is to provide a holistic, meaningful, and dynamic education that enables students to grow into academically competent, socially responsive, well rounded, and lifelong learners prepared to face life's challenges.

ABOUT THIS HANDBOOK

Dear Parent or Guardian:

Assalamuu Alaikom.

At Badr School, we believe that a successful student succeeds with the support from the school as well as their parent or guardian. Children are more successful when their parents or guardians get involved within their school, help with homework and encourage them to do their best on a daily basis. Your child's success and motivation is by letting them know that you are an active participant and are interested by asking questions of your child and their teachers.

This guide is designed to answer some of your questions and to give you important information regarding your child's education at Badr School. We would like this guide to help you and your child make the most of their educational experiences.

ENROLLMENT PROCEDURE

Papers that are required for enrollment:

- Proof of birth date if available (preferably a translated birth certificate).
- Social Security Card
- 2 Passport photos
- Health Document: Medical Examination/Immunization Form
- Proof of address: (utility bill, apartment lease, valid driver's license, or notarized affidavit (sworn statement) of residency)
- Parents/Guardians are responsible to notify the school Principal of any custody restrictions and providing documentation.
- Any separation between parents who have legal documentation to prove which parent has school right to the child/ren must be presented at the time of registration or after registration.
- Transcripts from previous school(s) if available. For example, parents may have school records from other U.S. schools or from schools in their native countries.

Additional conditions for new student registration

- Transfer form and transcripts/report card from previous school.
- If applicable, please provide ISP's or IEP's
- The student will be placed on ***academic and behavior probation for three months***, commencing from the first day the student is registered into Badr School.
- New students are required to take a placement test. If the student does not achieve a passing grade or scores low in ELA or Mathematics, the student will be placed in a program at Badr School.

TUITION & FEES

Tuition is a yearly fee broken down into semester or monthly payments to make payments easier for parents. Parents of registered students agree to pay the full yearly tuition fee even if the student withdraws, registers late, and/or graduates early.

Financial Aid Programs are accepted. Parents are responsible to pay any co-payment and any outstanding balance in the event that the program has been cancelled for any reason.

Please be advised of the following:

- Failure to maintain payments by the due dates indicated will result in child(ren) being dismissed from class and/or school.
- Tuition is not refunded/transferred or accredited for suspensions, expulsions, or school closing.
- Upon withdrawal from the school, all payments must be paid in cash or money order. (NO CHECKS)
- School records and all official letters, including, but not limited to, report cards, transcript, etc. will be held until all accounts are paid in full.
- Returned/bounced check(s) due to insufficient funds will incur the charge of \$50.00. Post-dated checks will not be accepted.

WAITING LIST:

Parents whose child(ren) is /are on a waiting list are responsible for the registration fee. If by the first week of school there is no room for the child in class, registration fees will be refunded. If the child is accepted, the parents are required to pay remaining fees. Failure to do so will result in the child losing his/her seat, and the registration fee will not be refunded. Registration fees will not be refunded if parent changes his/her mind. Waiting lists are on a first served basis- seats are limited.

After school, weekend school and summer school require separate agreements.

MEDICAL REQUIREMENTS/INFORMATION

Are there any medical forms that are needed before they can begin school?

There is a medical form you need to have filled out. (Within registration packet). It is very important for this form to be filled out. Parents are responsible to notify the school Principal in writing of any medical, health, or psychological conditions or other.

Immunizations:

Almost all students must have immunizations (vaccines) for the following diseases:

- Diphtheria-pertussis-tetanus (DPT)
- Influenza (6 months and older prior to attending a licensed day care center or pre-school)
- Polio
- Pneumococcal Conjugate vaccine (2-11 months before enrolling and attending a licensed day care center or pre-school)
- Measles
- Rubella (German measles)Mumps
- Hepatitis B (for children entering preschool or 5th grade)
- Haemophilus influenza type b (for children under 5)
- Meningococcal (before entering the 6th grade)

If an immunization is against religious beliefs, you may be able to apply for an exemption. You can find more information about vaccines from: <http://www.cdc.gov/vaccines/>

What if my children had these immunizations in our home country or another state?

If a child had some of these immunizations in another country or state, parents have to show a medical record to the doctor at the child's physical examination. If there is no medical record of the immunizations, the child may have to have the shots again.

What other examinations do my children need?

During the school year, the school nurse will screen your child for vision (eye), hearing (ear), and back problems like scoliosis. If the screening shows a problem with the child's vision, hearing, or back, the school sends a letter to the child's parents. If you receive a letter, you should then take your child to a doctor or clinic for a complete examination.

SCHOOL CALENDAR, ARRIVAL, & DISMISSAL

- The school calendar will be provided at the time of registration and at the beginning of the school year. All dates are tentative and subject to change. School events and updates are distributed in separate fliers, memos, and posted on our website www.badrschool.org. Days the school is closed and not in session due to inclement weather must be made up. The make-up days will be taken from “school closed” days/“vacation days.”
- Badr School provides a *Breakfast and Lunch Program*. Students may be eligible for free or reduced lunch. Your child will receive an application at the beginning of the school year.
- The school day is Monday through Friday. School hours Monday through Thursday are from 7:15 a.m. - 2:50 p.m. Friday school hours are from 7:15 a.m. - 2:00 p.m.
- Supervision is not provided prior to 7:15 a.m.
- Upon arrival, students shall report to their assigned area.
- Morning line-up begins at 7:45 a.m.
- First period begins at 8:00 a.m. Any child arriving after 8:00 a.m. must obtain a late pass from the main office.
- At dismissal, students are to leave the building via assigned dismissal area.
- Parents are required to pick up their child on time. Students who are picked up after dismissal time will be charged a fee of \$20.00 per 20 minutes, and must pay the fee by the end of that month.
- If by 4:15 p.m., your child has not been picked up or contact been made; Badr School has the right to contact the local Police Department.

ATTENDANCE POLICY

Daily attendance and punctuality play a significant role in your child's education.

- All students are required to come to school on time.
- A Parent or Guardian may contact the school on the morning of their child's absence.
- Students who are absent three (3) consecutive days will not be allowed to re-enter school without a doctor's note.
- One absence is counted for every five lateness.
- For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is *truant*, pursuant to N.J.S.A 18A:38-27.
- If your child becomes sick or has an accident at school, the school will call you or the person on the registration form.

Late For School: Children should come on time to school. If children arrive after 8:00 a.m. they are required to go to the main office and receive a late pass. You should call the school in the morning if your child is going to be late.

Absent From School: When your child cannot come to school, call the school every day in the early morning before school starts. Parents can leave a message on the school's answering machine.

When you call the school, you should say the following information:

- Your child's name
- Your child's grade
- Why your child is going to be absent
- Your name and phone number

If your child is absent three (3) or more consecutive days, a doctor's note is required for your child to re-enter school.

Extended absences: If your child will be out of school for an extended time, you should talk to the administration and notify your child's teacher before you go. Children who are absent from school must do the school work and homework they miss

TERMS OF AGREEMENT

Parents agree to abide by all school rules and regulations (not limited to those mentioned below).

1. Parents/Guardians are to respect the Islamic dress code upon entering the school building.
2. Un-Islamic behavior by parent on school grounds or other will not be tolerated and may affect the enrollment of their child(ren) (expulsion).
3. Badr School reserves the right to deny registration or place conditions upon enrollment.
4. Badr School reserves the right to expel a student at any time (due to safety, behavior or academic reason, un-Islamic behavior and/or religious violation).
5. The school reserves the right to not promote any student who does not meet school standards.
6. Students present in the school building before or after school hours who are not officially enrolled in a program will be the responsibility of the parents/guardians.
7. Electronic devices must be turned in to school personnel upon arrival, otherwise, devices will be confiscated until further notice.
8. Parents agree to give the school the right to photograph/videotape/record students for recreational/evaluation/educational purposes and publication thereof to include, but not limited to, the school's website.

UNIFORM POLICY

It is important that your child comes to school daily in their school uniform. (Please refer to the Registration Form). The uniform must have the school logo, which may be purchased at Badr School. Also, it is essential and part of our deen to have your child's uniform clean.

BOOK CARE AND SUPPLIES

1. Textbooks are to be covered at all the times and shall be kept free of writing and other markings.
2. The students will be responsible for lost books and books which have been abused.
3. Fines will be assessed for damaged books at the end of the school year.
4. A lost book must be paid for immediately.
5. The end of year report card will not be issued if there are any outstanding fines due for any books.

STUDENT CODE OF CONDUCT

In order for our school to fulfil its responsibility to educate our students, the school has the general power and obligation to make reasonable rules designed to promote an atmosphere where learning can take place effectively and to discipline students in a reasonable manner when those rules are violated.

GENERAL RULES

- Students are expected to be prepared for class.
- Students are not permitted to re-enter the building after dismissal for forgotten articles without reporting to the office first with an adult.
- Students are not permitted to chew gum in school.
- Students are not permitted to harass or threaten others.
- Students are not permitted to deface, attempt to deface or destroy school property.
- Students are not permitted to use profanities or obscenities.
- Students are expected to be obedient and respectful towards adults in authority.

Expectation for Student Behavior:

We, the staff and students of Badr School, agree that positive student commitment and behavior are essential for effective learning. All students should behave in ways that enhance the social relationships of the school and make learning more predictable. With this in mind, it is expected that all students:

1. Demonstrate respect for people and property.
2. Take responsibility for their behavior and learning.
3. Meet the requirement for each class.
4. Complete work and assignments on time.
5. Demonstrate the ability to work together and share responsibilities.
6. Demonstrate proper behavior, not only in the classroom with their teachers, but also with all school personnel.
7. Students are expected and encouraged to take care of their school environment. This is done through volunteering with maintaining and assisting their school community.

BADR SCHOOL BEHAVIOR POLICY

Badr School Behavior Policy is as follow:

1st offense: verbal warning.

2nd offense: 2 misbehavior letters will be sent home.

3rd offense: parent contact /conference.

4th offense: in school suspension

5th offense: (2) school- suspensions (in and/or out)

6th offense: expulsion will take place after 3 times suspended.

The following are behaviors that will result in immediate suspension:

1. Offensive language or action against Islam, severity will be determined by the school administration. For example: disrespecting the Quran.
2. Opposite gender relationships (verbal, written, or physical).
3. Foul, disrespectful, or abusive language towards a staff member.
4. Fighting or hurting another student.
5. Destruction of school property (including writing on the walls).
6. Smoking on or near the school premises.
7. Carrying objects of harm /danger (or play gun)
8. Other to be determined by the school administration.

EXPULSION

Students that have been suspended in the past for displaying disrespectful behavior towards a staff member or conduct that is not in accordance with Islam will be considered on probation and will be expelled upon the next incident at the discretion of the administration.

Parents who cause conflict within the school environment and refuse to demonstrate respect and/or show positive support towards our staff, school policies, and/or learning environment, will be asked to attend a mandatory conference to resolve these issues. If differences cannot be resolved amicably between the school and parents, the consequences may include suspension* (or possibly expulsion) for your child(ren).

VISITING THE SCHOOL

Visiting the School: Parents are welcome to visit their children's school. If you want to visit the school, you must first contact the main office for an appointment. When you visit the school, you must first go to the office for a visitor's pass. You can visit your children's classroom on special days, but you cannot talk to the teacher during the class. If parents want to talk to the teacher, they must make an appointment in advance. To protect the students, parents must provide a form of ID to the security guard before they can walk in the building. If you are picking up your child early, you may have to prove that you are your child's parent. Badr School would like to make sure that all students are safe, and want to make sure that whoever comes to pick up a child from school was given permission to do so.



Please contact the main office in advance if you are sending someone besides yourself (a friend, neighbor or family member) to pick up your child from school. The person who is picking up your child will be required to sign in at the security desk and show proof of I.D.

ADDITIONAL FEES

Parents are responsible for paying for any lost, stolen, or damaged textbooks, or technology devices and the student will not receive a replacement until this fee is paid. Parents are responsible for paying for any damage done to school property by their child(ren).

Field Trips: Parents must sign a permission form before the child can go on the field trip. At times, there is a fee to help pay for the field trip and cost of transportation. Parents may have to pay a separate fee, if they are offered a chance to go on the field trip to help the teacher watch the children on the trip.

Lunches: Parents must fill out a form about their family income to determine if their child(ren) will receive free or low-cost lunches.

Graduation: Additional fees are required for graduating students.

PARENT-TEACHER COMMUNICATION

You and your child's teacher can work together to help your child do well in school. It shows your child that you are interested in their education when you know their teachers' names and when you are involved in their school.

In addition to when your child first starts school, there are certain times where it is very important to communicate with your child's teachers:

- If your child has special needs or health concerns
- If you and your child do not understand the homework
- If you notice a big change in your child's behavior, school performance or attitude.
- If you have not received any report cards or interim reports and you believe they were distributed.

When you meet with your child's teacher, always approach the teacher with a cooperative attitude. Your child's teacher should want to help you and your children, so even if you disagree about something, try to come up with solutions that are in the best interest of your child. It is also helpful to write down the questions you have for the teacher before meeting with him or her.

Badr School offers parents to learn about our school programs and their children's learning progress. We offer:

Open Houses are times for parents to meet their children's teachers, and hear about what work their children are doing.

Parent-Teacher Conferences are meetings between parents and teachers.

If a child is having serious learning or behavior problems, a teacher will ask parents to come for a conference at other times during the year. Parents can call the main office to schedule an appointment.

Written Materials are mailed home or brought home by the children. Please check your child's backpack on a daily basis. For example, the following materials may be sent home:

- School Calendars about classroom assignments, classroom activities, holidays, or school programs
- Surveys asking parents for their ideas and concerns
- Permission forms for students to take field trips
- Announcements for school meetings, conferences, assemblies, school closings, and other events

Phone Calls and the Internet are other ways schools communicate with parents. Teachers often use the telephone to talk to parents. Our website, www.badrschool.org, will provide

information about school programs, classroom activities, homework assignments, and how to email a teacher.

School Report Card is distributed (4) times a year. The School Report Card can give you information about how well your child is doing academically.

Interim Reports: Parents receive these reports between report cards. These interim reports tell parents how their children are doing in each subject.

CURRICULUM

The school curriculum is the subject children study in school. Badr School offers the Common Core Curriculum. Children study the following subjects:

- ELA and Mathematics
- Science and Social Studies
- Quran, Arabic, and Islamic Studies
- Computers, Art and Physical Education



Alhamdi Allah, there is a designated period for our students to learn how to make Waduu and pray the Dhuhr prayer with the lead of our Sheik.

PARENTAL INVOLVEMENT

Badr School encourages parents to be involved in their child's education. Parents can be involved in their children's schools in many ways. They can:

- Talk to principals and teachers
- Attend school activities
- Help make decisions about the schools
- *Parent-Teacher Associations or PTA's* plan programs to earn money for a school. For example, a parent-teacher organization might plan a book fair to sell books.

What special activities can I attend at my children's schools?

Badr School invites parents to special school activities. These activities give teachers, parents, and children time to get to know each other. If you are able to, it is very important that you attend these school events and support your children.

Parents are encouraged to come to school to see their children in activities such as:

- **Field Day**- to see your children play sports such as soccer, volleyball, or basketball.
- **Plays** - to see your child act out their curriculum.
- **Assemblies**- such as graduations or honor nights to see your child receive honors and awards.

WAYS I CAN ASSIST MY CHILD WITH LEARNING

Successful students come to school ready to learn and have good study habits. Here are important things you can do to help your children's learning:

School Uniforms and Dress Codes: Refer to the Registration Form

School Supplies: Children need to bring school supplies to class. School supplies are but not limited to: paper, pencils, pens, and erasers. Sometimes children need other supplies such as rulers, scissors, or glue. Usually teachers will give students a list of the school supplies they need.

Talking about Schoolwork: Parents should ask their children each day, "How was school today?" "Do you have any homework tonight?" You can ask your children about what they are learning in their classes. You can also ask your children to bring home and show you their graded papers.

How Can I Help My Child With Homework?

Homework is an assignment that teachers give students to do at home.

There are different kinds of homework assignments. Children may:

- Finish assignments started in school
- Do assignments that practice or review something they learned in school (such as reading or math)
- Do special projects, such as book reports, science experiments or drawing a map
- Study for a quiz or test

Not all teachers give the same amount of homework. Older children usually receive more homework than younger children. Here are some things you can do to help your children with their homework:

Homework Time: Children have many daily activities such as chores, appointments, playtime, after school programs, and homework. You can help your children schedule a special

time for homework. It is best if homework is done at the same time every afternoon or evening, but not late in the evening. During homework time, you should turn off the television and video/computer games. Children need a quiet place to do their homework.

Looking at Homework: You should look at the homework to see if it is neat. Your children can explain their homework to you. You should also ask your children questions about homework.

Problems with Homework: Sometimes children cannot finish their homework because they don't understand it. If parents understand the homework, they can help their children. But parents should never do homework for their children.

Many parents feel that they cannot help their children with homework. Sometimes parents don't understand much English or don't understand the subject. If parents cannot help their child with a homework problem, they should write a note or call the child's teacher or call a classmate for help. Parents can tell the teacher their child had a problem finishing the assignment. Sometimes children can get extra help with their homework assignments at school before school, after school, or during recess.

You can encourage your child to do homework by talking with them about it. Even if you do not understand the work you can ask questions such as;

1. **Do you understand what you are supposed to do?** After you or your child reads the directions, ask the child if they understand what they need to do. If your child does not understand, help explain it to them. If you do not understand, you may write a note on your child's homework.
2. **Do you have everything you need to do this assignment?** Sometimes your child will need supplies for homework like colored pencils, protractors, calculators or reference books. You can often find these supplies at the library or, you may have to purchase them.
3. **Does your answer make sense to you? Explain it to me.** Sometimes it helps children find mistakes when they explain their work to someone else. By explaining their work you can also see if your child did all of their homework thoroughly.

The Library: For some homework assignments children may need materials from the public library. If your child wants to take materials home or use the library computers, you must have a library card. You can get a library card at the library.

Reading and Talking Together: Children who read at home do better in school. It is a good idea to have family reading time in your home. During reading time you can read to your

children, your children can read to you or everyone can read by themselves. It is important for your children to see you read in English or in your native language.

