

Leadership & School Program



Leadership & School Program

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

Dear Parents,

Welcome back to Bilal Academy! We are excited for another successful year ahead. To help create a safe and productive learning environment,

To help ensure students' and staff safety, please take a moment to review these guidelines with your child and explain the importance of following the rules and regulations outlined.

A. TUITION FEE:

One Child	Additional Sibling	Maximum Per Family
75	120	150

- Registration Fee per Family: \$150.00 (New Students Fee waived if paid before August 21).
- Payment is due on or before the first Sunday of each month; a \$30 late fee is applied after.
- Tuition can be paid in cash, check payable to MSJS, or at <https://bilalacademy.masjidsbilal.net/>.
- **Textbooks: Assigned textbooks will be available for purchase at school for \$25.00 each.

Grading Policy:

A+ 96%	B+ 86%	C+ 76%	D+ 66%
A 93%	B 83%	C 73%	D 63%
A- 90%	B- 80%	C- 70%	D- 60%
F 50%			

Homework 20%, Quizzes 10%, Attendance 15%, Classwork 10%, Participation 10%, Midterm 15%, Finals 20%.

B. School Schedule:

Period	Activities	Start	End
Morning Assembly	Morning Doaa	10:00 am	10:15 am
1 st Period	Quran	10:15 am	11:00 am
2 nd Period	Arabic	11:15 am	12:00 am
Break	Lunch	12:00 am	12:30 pm
3 rd Period	Islamic Studies	12:30 pm	1:15 pm
4 th Period	Handling Current events.	1:15 pm	1:45 pm
Zohr Prayer	Parents Can Attend	1:45 pm	2:00 pm

Ensure students are brought and picked up on time. No supervision is available after school hours.

Leadership & School Program

C. School Calendar 2025 – 2026:

7 Students' Orientation Day, from 10 am to 1 pm.
Teachers' and Staff Instructional Day, Mandatory attendance time is 9:30 am.
14 First day of School.

9 Closed for NJEA Convention.
16 first Quiz (5% of overall grade).
23 Parent Teacher Conference.
30 Closed for Thanksgiving.

28 Closed for Winter Break.

4 Closed for Winter Break.

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 Midterm Exam (15% of overall grade).
18 Ramadan 1st.
15 Parent Teacher Conference.
22 Ramadan School Time 1 to 4 pm.

1, 8, 15 Ramadan School time 1 to 4 pm.
20 Eid Ul-Fitr.
22 Closed for Eid Holiday.

5 Closed for Spring Break.

19 Second Quiz (5% of overall grade).
26 Parent Teacher Conference.

17 Final Exams (20% of overall grade).
24 Closed for Memorial Day.

7 Graduation Day.
Students' Attendance 10 am to 2 pm
Graduation Party Starts at 12 pm.

D. POLICIES & GENERAL INFORMATION

General Procedure:

- Show a 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 and keep your hands and feet to yourself.
- Take ownership of your actions, Work Together, and choose kind words and actions.
- Show Respect, listen and follow directions, think before you speak, and act.

Restroom Procedure:

Be quick, quiet, and careful. Flush, wash your hands with soap, and dispose of paper towels in the trash.

Lunch Procedure:

- Parents must provide lunch, snacks, and water.
- Stay seated and talk quietly. Raise your hand for help.
- Clean your area and dispose of trash when dismissed.

Classroom Procedure:

No activities that could harm yourself or others are allowed; equipment from home must be approved by a teacher or the school director.

E. ATTENDANCE/ TARDINESS:

- Attendance is mandatory. Students must attend school regularly. Parents and students are responsible for contacting teachers about assignments and makeup work for any absences.
- Tardiness: Students must arrive by 10:00 A.M. to benefit fully from our programs. Time management is crucial for academic and professional success. Late students will not be allowed in 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.
- If a student gets sick during school hours, parents or guardians will be contacted using the emergency phone number provided at registration. They must pick up the child promptly after the call.
 - **In case of an emergency, 911 will be contacted.**
 - Parents are advised to keep their child home from school if they're not feeling well, including symptoms like fever, cough, sore throat, or upset stomach.

Parent Communication:

Keeping parents informed is a priority at our school. We use various communication avenues to share information.

- Parent Forums, ClassDojo, Calls, text, email, and Telegram parents' Group.
- Parent-Teacher Conference.
- Announcements during the assembly and after the Zuhr prayer.

Leadership & School Program

SCHOOL CLOSURES (WEATHER):

In severe weather, the administration will announce Sunday school closures via Group Telegram & text.

DRESS CODE:

- Allah revealed in Chapter Al-Ahzab, verse 59:
“O Prophet! Tell your wives and your daughters and the women of the believers to draw their Jalabib over their bodies. That will be better so that they are known, so as not to be annoyed. And **Allah** is Ever Oft-Forgiving, Most Merciful.”
- 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.

Boys	Full or Half-sleeve shirts and bottoms covering their knees. **No above-knee shorts and no backward caps.
Girls	Loose-fitting, full-length garments (choose from Abaya, Isdal, full-length long-sleeved Dress, or Long Skirt) and a scarf covering the head adequately. **No leggings or body piercings**
Activity Time	Students are encouraged to change into suitable clothing for any after-school sports activities.

F. HEALTH and SAFETY:

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

- Parents and students must follow the instructions of the Parking traffic coordinators.
- Students must stay in the school building during school hours unless permitted to leave with a teacher or adult volunteer.
- Please let the school know if your child has any allergies or health issues that need special care from the teacher.

Students with special medical needs requiring medication (e.g., for asthma or allergies) must have parents available on campus.

Parents' Presence:

Parents are not allowed inside the school or Islamic Center during school hours, with no exceptions except for medical conditions or approved educational purposes. Roaming parents send the wrong message about the seriousness of our school to students.

G. Code of Conduct:

- Students and teachers are in school to promote the Islamic and educational development of students. To achieve this, each student must meet specific disciplinary objectives:
 - a. Teachers can deduct points for assignments handed in late; homework and assignments must be satisfactory and handed in on time.
 - b. The parents and students are responsible for contacting teachers about assignments and make-up work when a student is absent.
 - c. School Supplies (List Below): Students must come prepared to school. Arriving at school without supplies gives the impression that they are passive participants, and they are merely here to pass the time.

Leadership & School Program

School Supplies List:

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.	

- d. It is a top priority to tutor our students in proper Islamic and civil behavior; students exhibiting negative behavior will receive a consequence.
- e. We model respect for our students with the expectation of reciprocity. All students must be respectful and courteous; disrespect towards staff or students will not be tolerated and will lead to serious consequences.
- f. Horseplay is not allowed in our school; this includes playing, fighting, pushing, shoving, throwing objects, or any behavior that disrupts the regular school day. Violators will be suspended from school.
- g. Staff can direct student behavior, and students must respond appropriately. Failure to do so may lead to discipline or suspension.
- h. Students are not permitted to bring electronic games, toys, personal electronic devices, etc., to school. Violators will have devices taken away and returned to their parents at the end of the day.
- i. Students must respect school and others' property. Any damage should be reported immediately to a teacher or director. For willful damage or negligence, the student or parent may be responsible for repair costs.

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

H. REVISION OF SCHOOL POLICIES:

Sunday School Administration may periodically issue bulletins to announce policy revisions. These will be filed with the principal and shared via email and the WhatsApp parent group, as noted on the bulletin board.

The school policies on the topics discussed will remain in effect. Administrators will use discretion regarding disruptions to the educational environment.

We welcome you on behalf of the staff and look forward to a great school year, In Shaa Allah.