Welcome Letter

Assalamu Alaikum and welcome to the ISCJ Weekend School for the 2019-2020 school year.

The Weekend School Committee, Principals, Teachers and Volunteers welcome all new and returning families and students to the ISCJ Weekend School for the 2019-2020 school year.

In an increasingly complex society, it is essential for our youth to be able to understand our Islamic faith, build core values, connect with other young Muslims and develop a sense of community. Our mission is to impart Islamic knowledge and values in our children and to foster one central community environment for our students, teachers, and their families. This handbook has been prepared for students, parents, teachers, assistant teachers and volunteers with the intent of providing information about the guidelines and procedures that govern the Weekend School activities. These guidelines and procedures were formulated and defined by the Weekend School committee for the purpose of achieving our mission. Please take a few minutes to read this handbook as it provides insights and important information for students and parents.

While every effort will be made to keep parents informed we still strongly encourage parents to actively engage with the Weekend School Committee, Teachers and the ISCJ Community. As always we encourage and support an open and constructive dialogue with the parents, therefore parents’ comments or constructive suggestions regarding any school activity are welcomed and they should contact the School Committee by email at weekendschool@iscj.org.

Weekend School Committee

Weekend School opens on Saturday/Sunday
September 7th and September 8th respectively

<table>
<thead>
<tr>
<th>School Hours</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>3:00 PM – 6:15 PM</td>
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<td>Sunday</td>
<td>9:45 AM – 1:00 PM</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>Sunday</td>
<td>Weekend School Registration for 2019/2020 – In person registration</td>
</tr>
<tr>
<td>Friday</td>
<td>Weekend School Annual Kick-off Meeting (Meeting ONLY</td>
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<tr>
<td></td>
<td>Committee, Teachers, Assistant Teachers, Volunteers and PTA Only)</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>First day of Classes</td>
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<td>Saturday/Sunday</td>
<td>Late/New Registrations</td>
</tr>
<tr>
<td>Sunday</td>
<td>PTA Event – Welcome Breakfast</td>
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<td>PTA Event: PTA &amp; Parents gathering</td>
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<tr>
<td>Saturday</td>
<td>PTA Event: Model Mock Hajj {Location: MPR}</td>
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<tr>
<td>Sunday</td>
<td>PTA Event: Model Mock Hajj {Location: MPR}</td>
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<tr>
<td>Saturday/Sunday</td>
<td>Back to School Meeting (First Semester)</td>
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<tr>
<td>Saturday</td>
<td>Thanksgiving – No Classes</td>
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<tr>
<td>Sunday</td>
<td>Thanksgiving – No Classes</td>
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<tr>
<td>Saturday</td>
<td>PTA Event: Movie Night</td>
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<tr>
<td>Sunday</td>
<td>PTA Event: Thankfulness lunch</td>
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<tr>
<td>Saturday</td>
<td>First Semester Exams</td>
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<td>Sunday</td>
<td>Winter Break – No Classes</td>
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<tr>
<td>Sunday</td>
<td>Winter Break – No Classes</td>
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<tr>
<td>Saturday/Sunday</td>
<td>Reports Card Distribution</td>
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<tr>
<td>Sunday</td>
<td>Parents – Teachers Conference (Second Semester)</td>
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<td>Sunday</td>
<td>PTA Event: PTA Loves you party</td>
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<td>Sunday</td>
<td>Annual Quiz Competition {Location: MPR}</td>
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<tr>
<td>Saturday</td>
<td>Qur’anic Reading Competition (Make Up Dates) (All Grades)</td>
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<tr>
<td>Sunday</td>
<td>Qur’anic Reading Competition (All Grades)</td>
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<td></td>
<td>PTA Event: Ice Skating</td>
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<tr>
<td>Saturday</td>
<td>Qur’anic Memorization Competition (Make Up Dates) (All Grades)</td>
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<tr>
<td>Sunday</td>
<td>Qur’anic Memorization Competition (Grades: 2, 4, 6, 8)</td>
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<tr>
<td>Sunday</td>
<td>Qur’anic Memorization Competition (Grades: KG, 1, 3, 5, 7)</td>
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<tr>
<td>Saturday/Sunday</td>
<td>PTA Event: Staff Apperception Day (Location: NUI School &amp; MPR)</td>
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<tr>
<td>Saturday</td>
<td>Registration for 2020/2021 Begins</td>
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<tr>
<td>Saturday</td>
<td>PTA Event: Annual Picnic</td>
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<td>Sunday</td>
<td>Final Exams*</td>
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<tr>
<td>Saturday</td>
<td>Last day of classes - Reports Card Distribution*</td>
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<tr>
<td>Sunday</td>
<td>Graduation</td>
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<tr>
<td>Saturday/Sunday</td>
<td>Assistant Teachers Interview Process (Location: MPR)</td>
</tr>
</tbody>
</table>

Please note: This calendar may be updated during the school year. The latest calendar will be posted on the Weekend School Bulletin Board and on the ISCJ Website [www.iscj.org](http://www.iscj.org). Questions pertaining to this calendar to be directed to the Weekend School Committee at [weekendschool@iscj.org](mailto:weekendschool@iscj.org). **Please note that weekend school hours will differ during Ramadan. Updated schedule will be published.**
STUDENT DECORUM

The ISCJ Weekend School strives to cultivate in our students a genuine regard for our faith, values, and our community. Our goal is to develop our youth to be a constructive and a contributing member of society. Therefore, we do expect that each student to embrace the school values and demonstrate the Islamic characteristics. The guidelines below provide an outline from what we expect from our students. These guidelines are not all inclusive, but it does establish an outline of the expectation. It is critical for each and every student to understand the Islam faith and embrace the Islamic behavior and characteristics in conducting themselves during the school. Students are expected to follow these guidelines:

1. Coming on time to the school, dressed and groomed in accordance with the Islamic guidelines of Cleanliness and Dress.

2. Being prepared for class by arriving with the intention and attitude to learn as well as the necessary items needed for class including homework notebooks, writing implements, textbooks, completed homework assignments, etc.

3. Observing the accepted Islamic Rules for behavior in dealing with the teachers, school officials, parents, non-Muslims and fellow students.

4. Cooperating with school personnel by following school guidelines and procedures.

5. Act responsibly and be accountable for your actions.

6. The Weekend School follows the same guidelines implemented by the general majority of public schools therefore; buying & selling, carrying or use of illegal substances, alcohol, weapons and similar items are prohibited on the school grounds. Our policy is zero tolerance towards these items.

7. The Weekend School is a smoke free environment. Under no circumstances students can smoke on the school or ISCJ premises. This includes all kind of tobacco products, e-cigarettes and any smoking devices.

8. Bullying is not tolerated and the Weekend School follows a zero tolerance policy on this matter.

9. Personal devices such as (but not limited to) IPads, IPods, Laptops, Tablets, etc. are not allowed to be used in the classroom. Usage of personal devices will be permitted only in certain situations that the teacher may allow the student for a special project or purpose to use their personal device in the class. Absent the teachers permission no devices of any form should be used in the classroom.

10. No usage of Mobile/Cellphones in the classroom.

11. Students are not allowed to send or receive messages on their mobile devices during any of the classes.
PARENTS/GUARDIAN RESPONSIBILITIES

Parents play a vital role in the student’s experience and the build of our overall community. Therefore, Parents are expected to:

1. Pay all tuition fees required for the students’ enrollment in the school.

2. Pay the ISCJ family membership fees for each calendar year at the time of registration and definitely no later than September 30.

3. Actively engage within the Weekend School ISCJ community.

4. Ensure that students arrive on time to school; in the proper state of health; clean, well-groomed and dressed in accordance with the Islamic Dress code.

5. Encourage positive attitudes toward learning by making sure that children come prepared to the class with appropriate materials such as writing implements, notebook, textbook, completed homework assignments etc.

6. Cooperate with school personnel in efforts to maintain and improve student attitudes, behavior and learning habits, as well as motivation and enthusiasm for excellence, involvement in extra-curricular activities, and acceptance of the challenges of responsibilities.

7. Be responsible and accountable for student actions.

8. Encourage through word and deed Islamic Character both in and out of the classroom.

9. Actively support the programs and activities of the ISCJ Weekend School.

COMMUNICATING WITH PARENTS AND STUDENTS

The Weekend School Committee, Principals and teachers welcome the opportunity to engage with the parents at all times and to ensure that there are open dialogue and engagement from the parents. In order to ensure that the parents are informed with the school information and events, the ISCJ Weekend School currently utilizes email as the main communication form with parents to provide them with general information regarding the school and the various events. In addition to the email communications the following reach out/communication channels are in place:

1. Parents Teacher Conference:

At least once during the school year the Weekend School will hold a Parents teacher Conference. Parents are encouraged to attend the Parents Teacher Conference to have the opportunity to engage in a one-on-one discussion with the teacher regarding the student. The date of the Parents Teacher Conference is included in the school calendar. Please ensure to mark your calendar and reach out to the respective teacher to make the necessary scheduling arrangements. An email communication with specific details and instructions will be sent out prior to the Conference.
2. Weekend School Committee Conference:

Once during the school year the Weekend School Committee and the Principals will hold a general session with the parents. The objective of this session is to engage with parents to share the overall school goals, initiatives and major events. This conference will focus only on general information and will provide an opportunity for the parents to engage with the Weekend School Committee and Principals and provide any feedback. There will be no student specific discussion held during this conference.

3. Open and Frequent Communication:

We do encourage the open and frequent dialogue with the parents. Parents should at any time through the school year reach out to discuss any specific matter related to the student.

4. Informal Reporting:

   a. Teachers, students and parents share a joint responsibility for informally keeping each other informed about a student's progress through telephone calls, notes, letters and other acceptable means.

5. Formal Reporting:

Students will receive a Progress Report (Mid-Semester and Semester Reports) indicating their Progress/Grade at the end of every marking period as follows:

- **First Semester Exam**: December 14 & 15, 2019
- **First Semester Report**: January 11 & 12, 2020
- **Final Exams**: May 2 & 3, 2020
- **Final Report**: May 16 & May 17, 2020
GRADING, EXAMINATIONS, AND RELATED MATERIALS

1. Examinations are an important aspect of the educational program and provide an opportunity for the student's to demonstrate their level of mastery of the subject matter. A thorough review of material should be undertaken before each exam.

2. There are no exemptions from the end of semester examinations. End of Semester Examinations are mandatory. Due to unusual circumstances, students may request changing the date of the examination. Such a request must be submitted to the Principal in writing at least two weeks in advance of the scheduled exam date. The Principal may after careful consideration grant or refuse the request.

3. The End of Semester Examinations shall carry a weight of 1/3 of the Semester Grade, and failure to take either of them will result in a failing grade for the year.

4. Students end of semester grades will be kept on file in the School office for future reference. If parents do not agree with the grade they must submit their complaint in writing to the Principal no more than 4 weeks after the report cards are issued.

Grading System:

Starting 2017-2018 school year the Weekend School Committee evolved the report card to reflect a more comprehensive evaluation of the student. Students will be evaluated on each of the subjects based on one of the following ratings:

**E – Student consistently exceeds class standards**

**M – Student consistently meets class standards**

**P – Student exhibits progress towards meeting class standards**

Additionally, students will be evaluated each semester on behavior habits. The following four areas will be evaluated:

**Listening Skills**

**Work Habits**

**Attendance**

**Completes Homework**
GRADUATION REQUIREMENTS

The following requirements are set forth:

- Taking both end of semester examinations;
- Payment of all fees, fines, etc. as well as any other outstanding obligations to the School.

Passing Course Requirements

Expectations and appropriate proficiency levels have been developed for all courses and grade levels. A passing grade in a course is generally dependent on:

- Attendance: Absenteeism should not exceed 4 days per Semester;
- Class participation;
- Completion of assignments;
- Satisfactory overall performance on tests & exams.

More details on proficiency levels are available from the teachers.

Failure to pass one or more subjects in the year may result in the student's detention in the same grade. The Principal under the advice of the Teacher and final approval of the School Committee will make such decisions.

Class Achievement Award /Honors:

Every year, all teachers of a particular class will be asked to jointly select the top three students of that class that best exemplify the School's ideals and aspirations. The selections will be made on the basis of academic performance as well as Islamic Character and Behavior. At the end of the school year those who have been selected will be formally inducted into the School's Honor Roll.

Class Awards (for most improvement):

The teacher for each subject (Islamic Studies, Arabic & Qur’anic Studies) will select the top 3 students who have shown the most improvement during the academic year in all areas - performance, behavior and attendance. These students will be given an award to recognize their effort and improvement shown during the year.
ASSISTANT TEACHER PROGRAM

Students completing their senior year in high school, as well as adults who show an interest in pursuing a teaching position in the Islamic School in the coming academic year, can enroll on a selective basis in the Assistant Teacher (AT) Program. This program is designed to develop a resource base of qualified teachers for the coming years. A process for selecting Assistant Teachers has been established by the School Committee. Several factors are considered in appointing an Assistant Teacher. These include recommendation by the teachers, grades, attendance, behavior in class, and an in-person interview designed to assess the candidate’s level of commitment, ability to teach and handle a class, confidence, etc. The School Committee may modify the selection process periodically to keep standards high.

TEXTBOOKS

Textbooks and handouts issued to students should be cared for with pride. The initial costs of the textbooks/handouts are included in the student’s tuition fees. If a student subsequently loses or misplaces any textbook/handout, he/she will have to pay a replacement fee of $20 per book.

ABSENCE AND LATE ARRIVAL (TARDINESS) POLICIES

Absence Policy:

Absence from the school jeopardizes the ability of the student to satisfactorily complete the prescribed course of study. The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern to all involved. It is in this light that the following attendance regulations are put forward:

1. In the case of absence from the school for any particular time period, students will be required upon return to the school to provide the principal with a note explaining the reason of absence signed by his/her parent or guardian. The note should be legible and include (a) full name of student, (b) date(s) of absence, (c) reason, (d) signature of parent.

2. Failure by the student to provide the principal with a note explaining his/her absence beyond a two school day period will cause the student to receive a cut notice and his/her parents to be informed. Accumulation of 3 cut notices will result in immediate suspension from the school pending review by the School Principal as to further courses of action which may include indefinite expulsion from the school.

3. A total of 3 absences (whether excused or not) per semester is considered acceptable. Any student exceeding this amount may be subject to disciplinary action.

4. Students are required to make up all work that they missed during the course of their absence.
**Lateness Policy:**

The parent/guardian’s cooperation is sought in ensuring that the students arrive on time. Since the teachers get less than 3 hours with the children each week for instruction, it is very important that they lose no time in the first period due to students' late arrival and the resulting disruption.

It is the responsibility of the parent/guardian to see that his/her child is on time for school. This means that the student should be in the classroom promptly by the scheduled start time. **The starting time for classes for the Saturday Session is 3 PM, and for the Sunday Session it is 9:45 AM.** Students arriving late will not be allowed to enter the classroom until the first period is over, since this will cause disruption to the class in progress. Arriving late more than 4 times a semester may result in disciplinary action.

The school start times may be changed during the month of Ramadan. The classes for the Sunday Session will start at 10:30 AM and will conclude by 12:45 PM, with no break in the middle. The new start time for the Saturday session during Ramadan will be 2:00 PM and will conclude by 4:10 PM. Additional information and a revised Weekend School schedule updated for the month of Ramadan will be available during the school year.

**LEAVING THE SCHOOL GROUNDS**

Unless an emergency takes place, i.e. family emergency, injuries to a student and similar cases, students are not permitted to leave the school premises while it is in session. If the student has to leave the school premises in such an event, the parent/guardian should inform the teacher and the Principal.

**SUSPENSION POLICY**

In addition to those items listed above, the following conduct on the part of a student shall constitute immediate grounds for suspension:

- Continued or willful disobedience;
- Open defiance of any teacher or person in authority;
- Actions that constitute an immediate or continuing danger to the physical well-being of others;
- Physical assault on another student (fighting);
- Any form of bullying;
- Taking or attempting to take personal property or money from another student by force or intimidation;
- Willfully causing, or attempting to cause substantial damage to school property (vandalism);
- Use, possession or sale of alcohol or any other controlled substance (including smoking);
- Possession of a weapon or other item, which could be used to cause personal injury (including fireworks).

The exact intensity and duration of the disciplinary action taken against a particular student is to be decided on a case by case basis by the Principal, under advisement of concerned parties, but subject to the final approval of the School Committee in case of expulsion from the school.
CODE OF CONDUCT

The accepted norms of Islamic Behavior and Modesty will be expected of all individuals associated with the school. These include students, teachers, parents and administration. Failure to comply may result in disciplinary action.

DRESS CODE

Dress in accordance with Islamic Guidelines will be required of all those participating in the school (mentioned above). Specifically, males will be required to wear clean shirts and long pants that are loose fitting and opaque. Females will be required to wear loose fitting, opaque clothing that only reveals the hands and face (covering everything else including the hair).

DEALING WITH STUDENT DISCIPLINE PROBLEMS IN CLASS

All teachers and assistant teachers shall follow these guidelines in dealing with students who misbehave and/or make a disturbance in the classroom:

1. The teacher shall ask the misbehaving student to stop engaging in the offending behavior. Although the teacher can speak firmly with the student, he/she shall not shout, or use abusive language, or behave in an un-Islamic manner.

2. At no time should the teacher use any physical force on any student. Islamic teachings should be used as the guiding principle in dealing with all people.

3. If the student continues the bad behavior, the teacher shall seek the help of the Principal who may take the student out of the class and deal with him/her separately so as not to disturb the class in progress. If the Principal is not available, the teacher may ask the Assistant Principal or an ISCJ Weekend School Committee member or the parents of the misbehaving student.

4. The principal may choose to keep the student from attending the rest of the class period. In addition to a verbal warning the principal may also issue a written notice to his/her parents. This notice may include a request for a meeting with the parents to discuss the behavioral issues involved and the proper action required. It is the parents’ responsibility to follow up with the principal on their child’s behavioral progress.

5. If there is no behavioral improvement and the student has received three notices from the principal, this shall constitute immediate grounds for suspension for the remainder of the school year. Copies of these notices to be given to the teachers and School Committee.
GRIEVANCE PROCEDURE

If a parent or student has a grievance, he/she may take the following successive route of appeal to correct it:

Teacher  
Principal  
School Committee

All major grievances should be detailed in writing to appropriate parties.

SCHOOL FEES AND TUITION

School fees for the academic year 2019-2020 are as follows:

- **Tuition fees per student:** $190  
- **Expansion/Operations Fee:** $100 per child  
  ($40 discount applies to 3rd and 4th child)

**Late registration:** $35 **Per Child**

** The late registration fee applies for all registration forms received after May 2019.

Refunds of tuition fees will not be made after the start of the school year.

The School Committee will announce every year, in due time, any changes in tuition and late registration fees.

The parent(s)/guardian(s) of the student are required to have ISCJ family membership, with dues fully paid for the 2019 calendar year, to be eligible to enroll their child(ren)/ward(s) in the Weekend School.

If any family has financial difficulties in paying the tuition fees, a request in writing to waive or reduce the fees should be made to the Weekend School Committee. A Tuition Waiver Form must be submitted along with an official and signed copy of the Income Tax Return for the year 2018.

ADMISSION PROCEDURES

**Minimum age requirement:**

A child must be at least 5 years of age (by December 31 of the year) to be admitted to the Weekend School in Kindergarten. For the 2019-2020 school year, a child must be born on or before December 31, 2014. Years of experience has shown us that children younger than 5 years of age generally will not have the attention span or the ability to keep up with the rest of the students and tend to disrupt the class. No exceptions to this rule will be made.
Registration:

A completed registration form for each family (children from the same family can be enrolled on one form) must be submitted along with the appropriate tuition and ISCJ family membership fees and form to a school committee member. Registration forms can be obtained from the ISCJ office or downloaded from the ISCJ website (http://www.iscj.org).

Due to considerable demand for admission to the Weekend School, registration applications will be processed on a first-come-first-served basis, according to the procedures below.

Pre-registration:

Students who are currently enrolled in the school will be given an opportunity to pre-register during May for the subsequent school year and ensure that they can continue to attend the session (Sunday or Saturday) they are currently attending. Pre-registration forms will be mailed to each family’s home address around the end of April and should be returned with the appropriate fees in about 2 to 3 weeks (due date will be specified in the letter) to a weekend school committee member. Parents who do not avail themselves of this opportunity will lose their slots and may not get their session of choice and possibly even admission for the following year if the seats are full.

Open enrollment:

Following the pre-registration period, there will be an open enrollment day (April 11, 2020 for the Saturday session and April 12, 2020 for the Sunday session) where new applications for the following academic year will be accepted. These will be processed strictly on a first-come-first-served basis to fill any slots available after the pre-registration period ends. Every effort will be made to accommodate student’s choice of session but this is subject to availability. Registration forms can be submitted until the last day of the academic year without incurring late fees. All forms received after May 17, 2020 will be subject to a $35.00 late fee per student.

Admission of children into school in mid-academic year:

New students will be admitted to the school (space permitting) after the start of the school year only during the first semester (until December 31). Admission after the first semester will be reviewed on a case by case basis. We do accept students transferring from another Islamic weekend or full-time school as long as they demonstrate the appropriate placement level within the Weekend School.

At least one parent of children in KG and 1st grade must be present at the ISCJ premises during the entire time that the school is in session (Sunday 9:45AM to 1:00PM and Saturday 3:00PM to 6:15PM). This is because children at this age may require special attention and caring, and may get lonely, teary-eyed or want a parent close by in case they are not feeling well.
**QUR'ANIC MEMORIZATION COMPETITION RULES**

1. For the purpose of the Competition, credit will be given for any surah memorized from the 30th part of Qur'an and *Al-Fatiha* only. It is recommended that children must first memorize surahs covered in curricula up to their current grade. Children are encouraged to also memorize surahs from curricula of higher grades.

2. Children are expected to memorize the following number of ayaat according to the Qur'anic Studies curriculum for their grade:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>KG</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>AYAAT</td>
<td></td>
<td>31</td>
<td>43</td>
<td>52</td>
<td>60</td>
<td>65</td>
<td>84</td>
<td>112</td>
</tr>
<tr>
<td>CUM. AYAAT</td>
<td>31</td>
<td>74</td>
<td>126</td>
<td>186</td>
<td>251</td>
<td>335</td>
<td>447</td>
<td>571</td>
</tr>
</tbody>
</table>

Cumulative Ayaat is the total number of Ayaat that a child is expected to have memorized at the end of the class year including the Ayaat from the previous years.

3. In order to be eligible for the competition, the children must memorize the minimum number of Ayaat per grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>KG</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
<th>6&lt;sup&gt;th&lt;/sup&gt;</th>
<th>7&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayyats</td>
<td></td>
<td>22</td>
<td>52</td>
<td>88</td>
<td>130</td>
<td>176</td>
<td>235</td>
<td>313</td>
</tr>
</tbody>
</table>

4. A surah must be memorized in its entirety if it has 8 or less Ayaat. At least 8 Ayaat of a surah must be memorized if it has more than 8 Ayaat. For each Ayah memorized, credit will be given as follows:
   (i) One point shall be awarded for each Ayah
   (ii) Partial credit may be awarded for an Ayah at the discretion of the judges

5. No more than 25% of the total enrollment of a class (rounded to the closest whole number, following the standard rules for rounding) shall participate in the Qur'anic Memorization Competition. When the number of students in a class wishing to participate in the Competition exceeds this specified number, the Qur'anic Studies teacher shall select the specified number of students who have correctly memorized the most number of Ayaat. If a grade has two sections, the teachers will select the recommended number of students from each section separately. In an effort to encourage our younger students to participate the 25% rule would not apply to KG or 1<sup>st</sup> grade students. Any exceptions to this rule must be discussed with the Weekend School Committee.

6. The School Committee shall select three to five judges to examine the qualified children (see # 2, 3, 4, & 5 above) from both Saturday and Sunday sessions. The School Committee must ensure that a judge is not related in any way to any qualified child participating in the
Competition.

7. Judges are expected to compile the results for each class. If for any reason the judges do not compile the results, the School Committee shall select another person for the compilation of results. Results of the Competition are confidential and must be given to a designated School Committee member.

8. First and Second prizes will be awarded for each grade from all classes of a grade in both Saturday and Sunday sessions. School Committee may decide each year whether to award a third prize or not.

9. Qur’anic Memorization Distinction Prizes will be awarded as follows:

   a. Any student from KG to 7th grade who has memorized the entire 30th Juz (part).*
   b. Three students with the highest Achievement Level to be computed as follows:

      \[
      \text{Achievement Level} = \frac{\text{Ayaat memorized from curricula of current and next grades}}{\text{Ayaat expected to be memorized in the current grade}}
      \]

      These children must have memorized all surahs from the curricula of previous grades. Children who have memorized the 30th Juz completely may memorize additional ayaat from any surah in the Qur'an (except Al-Fatiha) to obtain a higher Achievement Level.

* If a student misses 10 or less ayaats, he/she may still qualifies for the Qur’anic Memorization Distinction Prizes. For each additional aayah missed, a deduction per missed ayaat will apply. No prize will be awarded for missing 20 or more ayaats.
**QUR'ANIC READING COMPETITION RULES**

1. No more than 25% of the total enrollment of a class (rounded to the closest whole number, following the standard rules for rounding) shall participate in the Qur'anic Reading Competition. When the number of students in a class wishing to participate in the Competition exceeds this specified number, the Qur'anic Studies teacher shall select the specified number students who can best read the Qur'an. If a grade has two sections, the teachers will select the recommended number of students from each section separately.

2. The School Committee shall select a panel of three to five judges to examine the qualified children. The School Committee must ensure that a judge is not related in any way to any qualified child participating in the Competition.

3. The judges shall evaluate using the form provided to them by the School Committee.

4. Judges shall not select any portions of *Juz* 30 and surah Al-Fatiha for reading by any participant. Students of the same grade shall be asked to read from the same surah, however, the ayaat may vary from student to student. **Judges shall not ask the participants to select for themselves a section for their reading.**

5. The participating students will be asked by their teachers and the judges to take a pledge that they shall not discuss with anyone about the portion of Qur'an read by them until the end of the Competition.

6. Judges must compile the results for each class. If for any reason the judges do not compile the results, the School Committee shall select another person for the compilation of results. Results of the Competition are confidential and must be given to a designated School Committee member.

7. First and Second prizes will be awarded for each grade from all classes of a grade in both Saturday and Sunday sessions. School Committee may decide each year whether to award a third prize or not.

8. The number of Qur'anic Reading Distinction Prizes awarded to students with the highest points throughout the School shall equal the number of Qur'anic Memorization Distinction Prizes.
QUIZ COMPETITION RULES

1. The Annual Quiz Competition will be held around the first weekend in April (please see the school calendar for each academic year for the specific date and time). The Islamic Studies teacher will give a quiz to the entire class based on the curriculum covered until mid-March. Based on the results of the quiz, the top three students from each class will be picked; the top two will take part in the competition, and the third student will be a standby. To break a tie, teacher should prepare and give a new test in the following week (the parents need to be notified by teacher about the tie-breaker test), if a tie still exists then the teacher should consider mid-term test/exams and attendance. If still a tie, the teacher along with principal should arrange for a drawing to break the tie. Parents of the selected students must commit to bringing their children to ISCJ on the day of the Quiz Competition on time. In the event a parent is unable to bring a student, he/she must inform the Principal at the earliest possible date, so that other students have a chance to participate.

2. The school committee will form two teams (A and B) from the pool of selected students from both the Saturday and Sunday sessions. Two students from the same grade will be placed on opposite teams. Each team will pick one spokesperson for that team.

3. One student from a team (say, Team A) will be asked a question appropriate to the student’s grade level. He/she will be given 10 seconds to answer the question. If the student answers the question correctly, he/she earns 10 points for the team.

4. If the student does not answer the question correctly, the team gets no points. The same question will then be asked to the student of the same grade level on the opposite team (Team B). If the student answers correctly, then he/she earns 5 points for the team. Time allowed is 10 seconds.

5. If the student is unable to answer the question correctly, then this question is thrown open to all members of Team A. They get to discuss and one person on the team (the team spokesperson) gets to answer the question. A correct answer will earn Team A 5 bonus points. If not, Team B as a group gets a chance to answer the question. If the answer is correct, Team B gets 5 bonus points. If not, the question is dropped. Time allowed for an answer is 10 seconds.

6. The same steps are repeated for the same grade level, but now starting with the other team (Team B).

7. This continues until all grade levels in both teams are covered.

8. If time permits, a second round will be conducted.

9. The judges will tally the results and the scores announced after the competition.
10. If there is any confusion or contention on the accuracy of an answer, then a school committee appointed judge (usually Imam Chebli, if available) would be the final arbitrator.

11. If any participant in the competition gives out an answer to anyone when he/she is not supposed to, the participant may be disqualified from the competition and replaced by the standby.

12. If any member of the audience gives out an answer, then that question will be dropped, and the person asked to leave the room.

**ABSENCE AT A COMPETITION**

If a child selected for any of the competitions is unable to attend the competition for any reason, there will be no make-up or reschedule of the competition unless the student is accepted during the make-up dates. It is the parent’s responsibility to inform and request from the teacher and the principal to take advantage of the make-up dates for the competitions. The weekend school calendar outlines the dates for the competition and make-up dates. Under no circumstances will competitions be taken on any other date. This is to ensure fairness to all participants in the competitions. No replacement by teachers for absent students.

**EMERGENCY CLOSING**

Occasionally, inclement weather, loss of water or electricity, or some other emergency forces the closing of our school. These unscheduled changes of school days are infrequent. However, it is vital that each family knows specifically what to do if an emergency forces closing of the school. When the decision is made to close the school, we will record and send out a robo call to all weekend school attendees. Therefore, it is essential for all weekend school families complete the robo-call form and provide the appropriate phone numbers to be reached at.

**ISCJ Masjid:**

(732) 329-6995  
(732) 329-8126  
Fax (732) 329-1988

**ROBO CALL**

All parents, teachers and assistant teachers must provide a valid contact information (complete a robo-call form) in order to be able to receive important messages and announcements regarding inclement weather, school closings/delays and other important messages.
ISCJ WEEKEND SCHOOL COMMITTEE

Chairperson
Osama Eldessouky (609)-369-6930

Co-Chairpersons
Haitham Singer (732)-997-8500
Dilawar Jaulikar (917)-763-1900

Secretary
Mohamed Elattar (609)-372-3645

Members
Usman Dar (201) 745-6704
Mustafa Khan (203)-895-9762
Saad Danish (215)-971-6000
Taha Alamleh (609)-915-7199
Waqas Haque (201)-252-7042

SCHOOL PRINCIPALS
Sr. Asma Ahmed (732) 322-9907 – Saturday Session
Sr. Hassnaa Elabasy (973)-337-9469 - Sunday Session

Vice PRINCIPALS
Sr. Maha Kaga (917)-620-8124 - Saturday Session
Sr. Onaisa Rizki (609)-651-3402 - Sunday Session
MAY ALLAH GUIDE ALL OF US TO THE RIGHT PATH