



*Islamic learning environment to  
achieve the highest level of  
academic excellence*

# Tarbiyah Parent-Student Handbook



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The purpose of this Parent / Student Handbook is to provide a clear idea of expectations of both parent and students enrolled at Tarbiyah Islamic School of Delaware. The Handbook also sets forth guidelines and code of conducts, policies and procedures by which Tarbiyah Islamic School of Delaware will operate in relation to the parents and students enrolled at Tarbiyah.

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# Introduction

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Tarbiyah Islamic School of Delaware is a registered Pre-K-12 School with the Delaware Department of Education and as a non-profit organization with the State of Delaware. Tarbiyah School is also authorized by the Delaware Office of Child Care Licensing to operate a day care, prekindergarten, and after care programs. Tarbiyah School follows Delaware State's Common Core Standards for curriculum design in Language Arts, Science, Mathematics, Social Studies, and Health. Through Tarbiyah curriculum, our students meet and exceed Delaware's public school curriculum standards. The use of hands-on, real life, and practical activities and games are emphasized in the learning process to reinforce the core concepts of the subject areas. This maximizes the learning while making education enjoyable for the students. Developing critical thinking skills among children helps them grow intellectually and personally.

To support our curriculum we have chosen McGraw Hill Series books that have been known to provide higher goals and expectations for students in the U.S. and internationally. About 70% of the leading Islamic Schools including Tarbiyah School use McGraw Hill series for Language Arts, Mathematics, Science, and Social Studies. Students are assessed through national standardized testing at the end of the academic year. Weekly co-curricular activities and monthly field trips reinforce educational learning objectives.

Besides following Delaware Standards, Tarbiyah School focuses on developing a child's inner ability to nurture Islam as a way of life. Therefore, a strong emphasis is on providing students a balanced learning environment where they can compete with and outperform public school students and students in other Islamic Schools nationally and internationally. We offer a rigorous and well designed curriculum with Hifz, Tajweed, spoken and written Arabic Language, and Islamic principles through Aqeedah, Quranic Tafseer, Hadith, Adab, and Seerah - lives of Prophets, Sahabahs, and great Muslim scholars and scientists.

## Vision

Inculcating character and creativity within a child for the pursuit of excellence.

## Mission

To provide children a professional learning environment embedded with Islamic principles so they can achieve the highest level of academic excellence InshAllah. We strive to establish benchmarks for Islamic Education in North America.

## Core Values

- Creative and visionary Islamic curriculum integrated with State standards course of study.
- Highly qualified teachers and staff.
- Stable and Independent establishment
- Shared development process with the stakeholders
- Focus on stakeholder communication
- Commitment to continuous improvement: Try, Measure, Tune!

## Board of Directors

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Tarbiyah Islamic School of Delaware is a non-profit organization and is administered by a very dedicated Board of Directors. This board is entrusted with establishing a school environment that fosters an Islamic educational environment for young children. All Board of Directors are community members who have volunteered their time for the cause of providing children a quality Islamic environment.

Tarbiyah School's Board of Directors meets on a quarterly basis and is responsible for overall policy and directions of the school, and delegates the responsibility to the Executive Committee and School Director/Principal for all day-to-day activities. It is also responsible for establishing, maintaining, and amending the by-laws, finance, budgeting, legal issues, marketing, facility maintenance, events management and fundraising. Please follow this link to read about the members of the Board of Directors:

<http://directorsboard.tarbiyahschool.org>

## Executive Committee

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Tarbiyah Islamic School of Delaware's Executive Committee is composed of founding members from the Board of Directors and School Director/Principal. Except for the power to amend by-laws, the Executive Committee has all the authority of the Board of Directors in intervals between meetings of the Board of Directors.

## Board of Education

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Tarbiyah Islamic School of Delaware's Education Board is responsible for designing and improving the innovative and unique Tarbiyah curriculum in coordination with the School Director. Their continuous feedback assures the quality of education at Tarbiyah School. The Education Board is chaired by the School Director and comprises of scholars and educational experts across the U.S. to guide and improve the curriculum. Please follow this link to read about the members of the Education Board:

<http://educationboard.tarbiyahschool.org>

# Unique Tarbiyah Curriculum

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All students have their own learning styles. Through the lens of Tarbiyah and multiple intelligences, we provide students with differentiated and experiential learning in different subject areas. Our aim is to nurture and facilitate a balanced curriculum by using the creative and visionary curriculum based upon Delaware's Common Core Standards and integrated with Quran, Arabic, and Islamic Principles. We emphasize the use of manipulative, hands-on, real life and practical activities and games to reinforce the core concepts of the subject areas. This is done to maximize learning while making it enjoyable for students.

Core Principles of Tarbiyah and our curriculum include:

- Spiritual Literacy (Tauheed - Oneness of God)
- Moral Literacy (Tazkiyah - Purification of the Soul)
- Intellectual Literacy (Hikmah - Wisdom)
- Physical Literacy (Istiqama - Steadfastness)
- Social Literacy (Amanah - Stewardship)
- Interpersonal Literacy (Ihsan - Pursuit of Excellence)
- Cultural Literacy (Deen - Way of Life)

Tarbiyah School curriculum provides monthly themes based on the principles of Tarbiyah. These themes are incorporated in all subject areas including Language Arts, Mathematics, Science, Social Studies, Arabic, and Islamic Principles. This unique curriculum design provides Tarbiyah an edge in quality Islamic Education in the greater Delaware Muslim community.

Based upon the themes, the field trips are carefully selected to incorporate the themes by creating meaningful learning experiences for our students, staff, and parents. Please follow the academic calendar for themes and monthly field trips.

## Preschool & Pre-Kindergarten

Students receive an enriching language immersion program (English and Arabic) centered on developing their language proficiency coupled with fine and gross motor skills. Students are provided a variety of hands-on resources to effectively enhance their learning abilities and encourage creativity. Through the use of stories from the Quran and Sunnah of the Prophets, students learn and practice Islamic morals, values, and teachings. Memorization of short surahs, duas, and Allah's names is emphasized. Students are also assessed for kindergarten readiness based on all state standards.

## Kindergarten

Students are immersed in a bilingual program (English and Arabic) with an emphasis on developing strong vocabulary so that students are able to understand and converse in both languages. Through stories, dramas, use of visual and hands-on materials, the curriculum integrates Islam into all subjects: Language Arts, Mathematics, Science, and Social Studies. Memorization of short surahs, duas, and Allah's names are

emphasized. Our emphasis is to encourage creativity, innovation, love for learning, and development of leadership qualities through the curriculum.

## **Grade 1 Onwards**

English Language Arts, writing with special attention to developing reading skills and comprehension, Math, Science, and Social Studies will follow the Delaware Common Core Standards. Students will be assessed through national standardized testing methods. From Grade 1 onwards, a strong emphasis will be on Tajweed, Quran memorization, Quranic vocabulary, spoken and written Arabic language, with proper usage of grammar including Arabic comprehension and written skills. Islamic Principles, including concepts of Tafseer, Aqeedah, Adab, Hadith, Seerah, Islamic History, lives of Prophets and companions will be parts of the daily curriculum. Completion of *Nazara* (reading of Quran) and *hifz* of *Juz Amma* (30th *Juz*) is stressed.

## **Academics**

As mentioned above, Tarbiyah School provides a well-balanced curriculum with Language Arts, Mathematics, Science, Social Studies, Technology and Computers, and Health Science. These follow public school curriculum and Delaware State's Common Core Standards.

## **Textbooks**

To support our curriculum we have chosen McGraw Hill Series books that have been known to provide higher goals and expectations for students in the U.S. and internationally. About 70% of the leading Islamic Schools including Tarbiyah School use McGraw Hill series for Language Arts, Mathematics, Science, Social Studies, and Health.

## **Quran**

- Quran Memorization
- Quran Recitation with Tajweed
- Use of a researched beginner book to aid the recitation of the Quran (Qaida)

## **Islamic Principles**

- Quranic Tafseer (translation & explanation)
- Aqeedah (Muslim Belief-Pillars of Islam and Pillars of Iman)
- Adab (Islamic morals and manners)
- Seerah (Lives of Prophets [Adam to Muhammad PBHU], Muslim scholars, Muslim scientists, mathematicians, and inventors)
- Hadith (Sayings of Prophet Muhammad PBHU)

## **Arabic**

Arabic program at Tarbiyah School is an immersion program for Preschool and Kindergarten. From Grade 1 onwards, there is a focus on spoken and written Arabic, Quranic vocabulary with proper usage of grammar, and Arabic comprehension. Teachers and students have to converse in Arabic during the Arabic Language

class. Curriculum series from Islamic University of Madinah and Islamic Services Foundation are used as the main resources.

# Admissions

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## **Statement of Non-Discrimination**

Tarbiyah Islamic School of Delaware supports diversity and does not discriminate against a student because of his or her race, ethnicity, culture, color, creed, age, gender, national origin, ancestry, native language, or socio-economic status (SES).

Siblings and children of faculty, staff, and administration will be given priority in the admission process. Tarbiyah School does not use any kind of lottery system for enrollment.

Tarbiyah School does not provide Special Needs Educational Program. Therefore, Tarbiyah School cannot accept students with physical, emotional, behavioral, or any other specific learning needs.

## **Enrollment/Application Form and Registration Fees**

Application form can be submitted online and is the preferred method of enrolling your child at Tarbiyah. Online application form can be found at: <http://www.tarbiyahschool.org>

Application forms are accepted throughout the year but admission is contingent upon the availability of open seats in a given grade.

Tarbiyah School charges \$50 as registration fees for admission to the regular full-time school KG and up. This is a non-refundable fee required at the time of registration. It can be paid online (4% online payment surcharge will apply) or through check or cash. Purchase of Care families in daycare and before/aftercare programs are NOT required to pay the registration fee for admission.

## **Admission Process**

Upon submission of application form to the school, the administration will contact you for further documents that are listed below. For Prekindergarten, students must be three years of age by October 31<sup>st</sup> and potty trained.

1. Admission Form: A completed online application form. Click here: <http://www.tarbiyahschool.org> and follow the link for admission.
2. Interviews: All enrolling children and their parents will be interviewed. This will provide the committee an opportunity to learn more about the enrolling child(ren) and their families, and will allow the families to learn more about the school. The school may contact the child's previous school and teachers for more academic and behavioral information. No interviews will be set up before the completion of all registration requirements. Schedule of interview will be sent upon

- receipt of the child(ren)'s online application. Presence of both parents is required for the interview wherever possible.
3. Registration Fees: The non-refundable fee can be paid on or before the day of the interview. Please check: <http://www.tarbiyahschool.org>. We accept cash or checks. The application will not be processed without the registration fees. Purchase of Care families in daycare and before/ aftercare programs are NOT required to pay the registration fee for admission.
  4. Placement Test: Applicants for all grades Kindergarten and up will be given a placement/evaluation test after the interview.
  5. Records: A copy of the child's current and previous academic records, scores, and behavior/discipline record must be sent in or brought on the day of the interview. Records must be received before the interview. This applies to all children applying for Kindergarten and up.
  6. School Forms: School forms available at the end of this handbook need to be filled and signed along with health records, and birth certificate. All these documents need to be submitted at the time of the interview.
  7. Special Needs: Tarbiyah School does not provide Special Needs Educational Program. Therefore, Tarbiyah cannot accept students with physical, emotional, behavioral, or any other specific learning needs.
  8. Review of Applications: The admission applications will be reviewed and the admission decision will be communicated in writing to parents/guardians within a week of the date of interview.
  9. Uniforms: Tarbiyah School has a mandatory uniform requirements. Please see the Uniform Section below for more details.

Tarbiyah School maintains a teacher-student ratio of approximately 1-16. If seats are full, students will be placed on a waiting list and parents will be informed accordingly. In case of higher enrollments, Tarbiyah School may start a new section of the class to accommodate new enrollments.

### **Required Documents for Admission**

All required forms are given on the last few pages of the handbook. You may print, fill, and sign, and return them to the school office.

- |                         |                           |                           |
|-------------------------|---------------------------|---------------------------|
| - Birth certificate     | - Health and Immunization | - Student Release Form    |
| - TB & Lead Test Result | - Tuition Agreement       | - Medical Treatment       |
| - Liability Waiver Form | -Fieldtrip Waiver Form    | - Photo and Video Consent |
| - Homework Agreement    | - Handbook Sign off       | - Drop off/Pick up Form   |

### **Re-Enrollment and Withdrawal**

All re-enrolling students will pay the application/enrollment fee of \$50 every year to secure admission. If the application fee is not paid, the school reserves the right to place the student on a waiting list if enrollment is full in the grade.

Parents of enrolled students reserve the right to withdraw their child(ren) during the school year. The student will be removed from the school attendance and her/his withdrawal information will be reported to the public school district. However, it is important to understand that no tuition or fees will be refunded. Similarly, textbooks are school property and may only be used as long as you are enrolled. If you need financial

assistance, please look for more financial aid information below. If withdrawal has occurred before annual testing, no accommodations will be made for conducting the testing or makeup of missed school work.

Students with an outstanding balance from previous year will not be re-enrolled in the school until the payment has been made in full.

## **Tuition and Fees**

Tarbiyah Islamic School of Delaware is a non-profit organization. Tuition and fees are used to offset operational costs such as building rent, utility bills, teacher salaries, and facility maintenance.

Tarbiyah School charges \$3500/academic year for the first child, \$3000/academic year for each additional child for the full-time school program KG and up.

\* Tuition is charged on a yearly basis due at the start of the school year.

(Monthly payment plan option: Those who cannot afford to pay yearly tuition at the start of the year can request monthly payment plan to be paid in 10 equal monthly installments for the new school year starting on at the end August and ending in the middle of June). Remember, monthly payment plan is not based upon the number of days in a month. It is simply a break up of \$3500 annual fee in 10 payments to facilitate financial budgeting for parents).

\* Tuition (\$3500 for first child and \$3000 for subsequent siblings) is fully refundable if the child is withdrawn from the school by August 20 of the current school year. Withdrawal after August 20 but before August 31 of the current school year, are eligible for a 75% of the tuition refund. Later withdrawals will require a full payment (\$3500 for the first child and \$3000 for subsequent siblings) if a child is withdrawn after August 31 of the current school year. School administration is not authorized to waive the tuition for anyone. The school resources (e.g., building, faculty, equipment) are committed for a 10 month period based upon the number of students at the start of the school year.

This tuition may change each year or may be different for higher grades. *The tuition per year is fixed irrespective of the number of days your child attends school each month. If your child does not attend the whole month or year due to illness, travel, or any other obligation; the tuition will have to be paid and cannot be refunded.*

Tuition for full-time school and Parent Fee for Purchase of Care families (daycare and before/aftercare program) is due by the 5<sup>th</sup> of every month.

If payment is not made within the first five days of the month, student will not be permitted to return to school until all payments are satisfied. The school reserves the right to report the due payments to an outside collection agency.

\$35 will be charged for any returned check.



Students with an outstanding balance from previous year will not be re-enrolled in the school until the payment has been made in full.

A onetime non-refundable book, testing and activity fee of \$500/student will be charged every year for all students K and up enrolled in the full-time school program. These fees are associated with the cost of purchasing textbooks, supplies, and testing. Students will not be required to buy supplies for their classrooms.

### **Other Programs: Daycare, Before and Aftercare**

Daycare and before and aftercare programs are available for all students. Tarbiyah School is registered with the Child Care Licensing Office to provide the services. Program hours are 7:00 AM - 6:00 PM. Purchase of Care is accepted. Please read the next section for more details. The following rates apply for private parents.

under 12 months: \$220/week	12 -23 months: \$200/week	2 years: \$200/week
3 - 5 years: \$195/week	6 -18 years:\$170/week	

### **Purchase of Care (POC)**

Purchase of Care is honored for all daycare and before/aftercare programs.

Purchase of Care may be authorized for half day care (4 hours), full-day care (4-10 hours), or extended care (10- 14 hours).

Families participating in POC must be pre-approved for the care needed. Parents must keep Purchase of Care Authorizations up to date. It is not the responsibility of Tarbiyah School to notify parents of upcoming expiration dates. If Purchase of Care expires before the school receives a new authorization, the parent will be responsible for paying the regular rate charged for daycare and before/aftercare programs.

More than five (5) absences without prior notice will forfeit POC assistance. Families using care on full days off from school and/or during summer camp (Extended Care) will be charged POC's day-and-a-half rate (10 or more hours per day).

For Purchase of Care families, late pick up fee will be charged after the authorization period elapses: half-day care (4 hours), full-day care (4-10 hours), extended care (10-14 hours).

FIELD TRIP FEES ARE ADDITIONAL FOR POC CHILDREN.

Families using POC who decide to withdraw their child from the programs must give the School Director a minimum of two weeks written notice.

### **Required Parent Volunteer Hours**

Parents with one or more children (enrolled in the K and up full-time school) at Tarbiyah School are required to volunteer 50 hours/academic year. Those parents who do not fulfill this requirement will pay \$500 in lieu of

the volunteer hours. POC families enrolled only in the daycare and before/aftercare programs will not be charged the \$500 non-volunteering fee.

### **Financial Aid**

Financial aid is available to all deserving families who are currently facing financial hardship. Tarbiyah School strongly believes in providing financial support to students who cannot afford the cost of tuition. The school has zakat funds to offset for any deserving child's tuition. Please request more information from the administration.

Financial aid application may be requested from the administration. Recent pay stubs, tax returns, federal/state assistance are required documents to help determine the eligibility of financial aid. Financial aid applications typically require 1-2 weeks of processing time from the Financial Aid Committee. Upon approval of financial aid, parents are required to volunteer 50 hours/month in addition to the 50 volunteer hours for the academic year. The nature of the volunteer work may vary depending upon the needs of the school.

### **Donations and Sponsors**

60% of Tarbiyah School's students are on subsidized tuition. Therefore, to maintain quality education, we need support to sponsor children's education at Tarbiyah. The tuition only provides 50% of the cost of quality education at Tarbiyah. Please donate online to support Islamic education of our children.

### **School Tours**

School Tours may be scheduled by appointment from the School Director. Virtual tours are available online on our website: <http://www.tarbiyahschool.org>

## **Proposed Parent/Student Policies**

Tarbiyah School students are expected to maintain appropriate behavior during school hours and while on school property (this includes the school proper, any of the adjacent building being used, playground and masjid). Students must maintain a civil and respectful manner when dealing with administrators, faculty, all adult guest and employees and their fellow students. Tarbiyah students are expected to follow all policies and rules set forth by the Tarbiyah administration. Violation of said policies will be meant with appropriate action. Below is a list of some of the policies of Tarbiyah School.

# Attendance

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## **School Uniforms:**

All Tarbiyah students must come to school dressed in the mandatory school uniform:

- Green Tarbiyah shirt or Tarbiyah t-shirt
- Khaki pants
- Black socks and shoes
- Beige head piece (Khimaar for girls/kufi for boys)
- **NO** make-up, jewelry (except for small earrings which are not to be shown), perfume, artificial nails, or nail polish are allowed.

Students violating the policy will:

- First time - receive a verbal warning
- Second time- be segregated from the student body
- Third time - Receive an in school suspension and a writing assignment\*
- (Writing assignments are used to engage the student in the learning process while being reprimanded. All writing assignments are essays directly relate to the students infraction.)

## **Cold Weather**

Please make sure your child is properly covered in warm clothes before coming to school and when leaving the school. These outerwear items must be taken off inside the classroom. In order to avoid mixing of outerwear with peers, please make sure you write the name of your child on each outerwear item and provide a clothing cover (available at clothing stores).

## **Tardiness**

Arriving tardy to school at the start of each day is highly discouraged. If the student is coming to school after 8:30, they will be considered late. You will have to report to the office first and sign in. Verbal warnings to parents will be given on two tardies. The fourth tardy will be considered as an unexcused absence and will be marked as such for attendance in progress report card. Re-occurring tardiness will be handled with a parent meeting on an individual basis with the principal.

## **Missed Days/Absence**

In order to be consistent and for your child to be involved fully in the curriculum, we discourage missed days. Parents are required to call the office when a student will be absent from school. Three hours of tardiness will be considered as an absence and will be reported to local district as required by the Delaware Department of Education.

Missed days must have a compelling reason such as illness, family emergency, injury, or religious obligation such as Hajj, Ummrah etc. After 3 missed days, without warranted reason, the principal and parent(s) will have a meeting to discuss ways to prevent additional days missed.

### **Vacation**

Students who will be on vacation for 10 days or more must have a written permission from the administration for a long period of absence. Parents will have to re-enroll their child subject to the availability of seats in the class/grade for full-time school K and up and payment of \$25 registration fee. Teachers may assign homework for students on vacation if the school receives an advance notice of two weeks. This is not applicable to Purchase of Care families in the daycare and before/aftercare programs.

### **Leaving School Early**

Doctor's appointments, family emergencies or sickness are acceptable excuses to miss a portion of the day. If the student must leave school during the day for a scheduled doctor's appointment, please bring letter from doctor on the following school day. Parents/guardians will have to sign out their child(ren) for early dismissal.

### **Drop Off/Pick up Policy**

All students must submit a completed drop off/pick up permission form available at the end of this handbook. The persons named on that form are the only ones who may drop off or pick up your child. If another family member or friend is going to drop off or pick up your child, the Principal must be given prior written notice and the person(s) must provide photo identification before the student can be released to him/her.

We take security and safety of children extremely seriously and there are no exceptions to these rules.

When dropping off your child(ren) for school, there is no reason for the parent or guardian to get out of the car. Proceed into the parking lot on the right hand side until you reach the staff member who will receive your child(ren) and take him/her into the building. Parents will then sign a drop off form (no child can be dropped off without a signature) and proceed out of the parking lot. If for any reason you need to talk to a staff member please, park in the lot and come into the building. Do not leave kids unattended inside the car, parking lot, or playground. The drop off/pick up line needs to proceed smoothly without delay. No child is allowed in the building before 8:05am unless they are in before care.

### **Late Arrivals**

Parents dropping off their children after 8:15 **must** come into the office to sign the child(ren) in. The student should proceed directly to the classroom.

Three hours of tardiness will be considered as an unexcused absence and marked as such for attendance in the progress report cards. It will also be reported to the local district as required by the Delaware Department of Education. Re-occurring tardiness will be handled with a parent meeting on an individual basis with the Director.

## **Morning Assembly and Homeroom**

Upon entering the building students must proceed directly to the assigned classroom and remain under teacher supervision at all times. Students will be brought out into the hall by the teacher to begin assembly promptly at 8:15. Morning assembly begins at 8:15 AM sharp and ends at 8:30 AM. Students recite Quran and duas, share a hadith of the day, and talk about a current event. Important announcements are made during this time as well. Physical exercise and Arabic speech will be conducted, as well as student of the month and positive behavioral management will be reinforced.

## **Late-Pick Up**

Parents are responsible for their child(ren) being picked up on time. In case of emergence or an unexpected delay, parents must contact the school immediately (explaining upon arrival will not be accepted). Parents are given a 15 minute grace period after which a late fee is applied. That fee is \$5 (five dollars)/per child for every 5 minutes up to 15 minutes. The fee changes to \$10 (ten dollars)/per child for every 5 minutes from 16 to 30 minutes. After 30 minutes the administration will call the emergency contact and place the child in after-school program with appropriate fees being charged for the after-school program. The student will not be able to return to school until assessed fees are paid.

For Purchase of Care families, late pick up fee will be charged after the authorization period elapses: half-day care (4 hours), full-day care (4-10 hours), extended care (10-14 hours).

## **Parent and Visitor Procedures**

No parent or visitor is allowed to enter the classrooms or offices without an escort. All parents and visitors should have a seat in the waiting area and wait to be assisted before entering any classrooms or offices. Once school has started the students are in need of the teacher's undivided attention. Parents wanting to speak with a teacher or administrator must have a prior appointment, to ensure that that teacher or administrator will be ready to receive you and someone else can look after the class if necessary.

## **Recess**

Students will have one recess period daily. This time is spent in the playground area, weather permitting. Students upon the instruction of their teachers will process walking to the recess area, where they should play in a cooperative manner. Please make sure to dress your child(ren) appropriately for the weather conditions.

Students must observe recess rules at all times.

1. Boys and girls in grades 4 and above will remain separate during recess time.
2. Students should make use of the age appropriate equipment in the yard.
3. Older children (grade 4 and above) will not gather behind the toddler slide and swings.
4. Use of the equipment is on a first come, first served basis, no child may save equipment for another child during recess.

5. During recess the students may not play any game that includes fighting (even if only pretend), hitting, teasing, name calling or any other verbal or physically aggressive behavior.
6. Any student exhibiting these behaviors will be given a suspension from recess (the length to be determined by the Director), and a writing assignment.

### **Incident Reports**

An incident report will be written and signed by the teacher who has witnessed the incident involving two or more children. The report will be reviewed, signed and copied to the principal for the parent. The parent should retain the copy for their files.

### **School Facility, Safety, and Playground**

Tarbiyah School is housed in a building that is part of an 8000 sq.ft. The purpose-built training school/institution including 11 classrooms with state-of-the-art technology access, library, kitchen, outdoor play area, and plenty of parking spaces.

School doors are locked between 8:15 a.m. till five minutes before school dismissal. In order to enter the building, a doorbell must be rung and a staff member will open the main door. The parent/guardian and student must report to the main office before proceeding to the classroom.

Security cameras are installed throughout the building to monitor and record all school activities for safety and security purposes. Teachers are instructed to report incidents that occur on school premises and are documented accordingly.

Playground use is only allowed during recess, physical exercise, and before/after school hours. An adult supervision is mandatory for any outside activity with the children. Please never leave your children in the outside play area without an adult supervision.

### **Parental Involvement**

Tarbiyah Islamic School of Delaware initiates (re)formation of the PTA at the start of school year every year. Please check school's academic calendar for the PTA officers' nomination date. We highly encourage all parents to be involved in this effort when it starts. Until that time, volunteering is a wonderful way to be active and involved in your child's education.

### **Communication between Parents & Teachers**

All teachers will provide an email address at the beginning of the school year. Parents may contact the teachers with any academic issues pertaining to their child. Disciplinary issues should be directed to the Principal.

Parents will make prior appointments through the Principal to meet with teachers to discuss their child's performance. Quarterly parent conferences will be conducted to follow up with each child's performance throughout the year.

NO parent will talk to teachers at school dismissal time. Please be aware that a teacher is responsible for dismissing all students, if you take her time during the dismissal hour, it will hamper the safety of other students in the class and school. Jazakallahu Khairan for your cooperation.

### **Snack & Lunch Rules**

Please provide healthy and wholesome lunch and snack food for your child(ren). Only halal meats and other halal foods are allowed in the school. This takes time from our lunch schedule. Enough snacks should be provided if children participate in the after school program.

Food containing nuts particularly peanuts are ABSOLUTELY NOT ALLOWED in the school. Many children have deadly allergies associated with nuts. We would appreciate your cooperation in this regard.

Boys and girls grade 4 and above will be seated separately.

Students will have one snack period a day. Each student should bring a snack (separate from lunch) to school each day. Snacks can only be eaten at the appropriate time and in the lunchroom. Lunch bags and boxes are to be kept in the kitchen. No food is allowed to be eaten in any area of the school other than the lunch room, therefore; a student will not need their lunch bag or box in the classroom (If students have begun their breakfast on the way to school, it must be finished before the student enters to building). Any non-halal items in students' lunches/snacks will be removed.

Please follow this link to make sure your food products are halal: <http://www.muslimconsumergroup.com/>

### **Grading Scale**

#### **Prekindergarten**

100%

25% Classwork

25% Weekly Tests

10% Behavior

5% Participation

35% Trimester Exam/Unit Test

#### **Grades KG-8**

100%

25% Classwork/Weekly Tests

25% Homework

10% Behavior

5% Participation

35% Trimester Exam/Unit Test

### **Student Assessments**

Tarbiyah School aims to provide higher expectations and goals for its students. The faculty and staff are trained to utilize different assessment strategies and techniques to follow the growth and accomplishment of their students. Progress reports at the end of each quarter and national standardized testing at the end of the school year are summative assessment strategies to observe the growth and performance of the students.

## **Retests and Test Accommodations**

A child may be retested for a weekly test, unit test, or trimester exam with a valid excuse such as child is sick, emergency situation, or a family crisis. Written communication to the director (email) and all the child's teachers (through engrade) must be made for the child's absence with a doctor's note.

All test accommodation requests must be made in writing at least 3 days in advance to the director (email) and a note to be messaged to the child's teachers on engrade for absence.

The retest or test accommodation must be approved by the director. Teachers will test the child within one-two weeks depending on the schedule. Please understand that retests are done one-on-one, requiring a teacher's direct supervision and in some cases reading the test to the child.

No or insufficient notice by the parent will result in no retesting or test accommodation.

## **Homework**

Tarbiyah School focuses on providing a rigorous academic program where teachers instead of parents take the responsibility of providing the academic instruction to the child. Homework is given to Grades KG-7 with the intention to review or reinforce the concepts taught at school. Parents will not be obligated to provide instruction of new topics to the child(ren).

All students are expected to complete their homework assignments daily. Students who have difficulty completing their assignments can contact the teacher via engrade or a written note can be provided by the parent. No homework without a valid excuse will be graded as a zero in engrade. Homework is 25% of a child's grade and may affect the grade of your child if not done consistently.

Students violating this policy will

- First time – one day lunch detention
- Second time – three day lunch detention and writing assignment
- Third time – a conference will be scheduled with the parent to discuss the situation with parent signing the homework daily
- If the problem persists, the parent will be notified of the severity of the situation with a student receiving a failing grade for the subject

## **Standardized Testing**

Tarbiyah School administers national standardized testing. Testing will be conducted every year during May. Results of the testing will be provided by July of every year InshAllah.

## **Progress Report & Parent Conferences**

Tarbiyah School will conduct three parent-teacher conferences that will provide parents an avenue to discuss their child's performance throughout the year. Parents will be given their child's(ren) progress report cards for

every trimester. If you have any concern about the progress of your child(ren) in between the trimester report cards, please contact the principal.

## **Discipline Policy**

We lay emphasis on counsel based intervention and positive behavioral management concentrating on Islamic values, manners, morals and principles. The effectiveness of mutual counseling, highlighting examples of Quran and Sunnah, has proven to be the most effective method of creating an engaging and positive community in our school.

If there is need for any discipline action to be taken, the student will be disciplined by the following methods including communication with parents:

- 3 warnings
- 3 Lunch/After School Detentions (one per incident): lunch and recess in classroom supervised by the teacher
- Removal from art, gym, field trip, and any co-curricular activity
- Out of school suspension for 3 days (with a required psychological evaluation in some cases)
- Expulsion

## **Actions for Immediate Suspension**

Under no condition is it acceptable for one child to hit another here at Tarbiyah. Parents who allow their children to physically respond when hit, must instruct their children that that is not appropriate behavior at Tarbiyah School and will have swift and serious consequences. Students violating this policy for the first time will receive an immediate out of school three-day suspension (Tarbiyah has a zero tolerance policy towards fighting). Upon the students return to school they will remain on probation and any further act of fighting will result in immediate expulsion.

The staff will take reasonable action to ensure a happy, safe and productive experience for all students. Tarbiyah School reserves the right to suspend or terminate a student's access to the facility and services for the following but not limited to these reasons:

1. Continued misbehavior by a child that includes but is not limited to:
  - a. Aggressive behavior
  - b. Hitting
  - c. Biting
  - d. Swearing (verbal or written)
  - e. Unable or unwilling to follow instructions given by the staff
  - f. Damage to school property
  - g. Any action determined by the Director to be dangerous or unhealthy for the other children, their families or employees of Tarbiyah School.
2. Unprofessional treatment, physical or verbal abuse by any parent, guardian or family member towards any employee of Tarbiyah School.
3. If necessary (as determined by the Director), a child who is misbehaving may be suspended from a field trip.

4. If necessary (as determined by the Director), a parent or guardian may need to pick up a child who is misbehaving or unwilling to follow instructions.

### **Co-curricular Activities**

Co-curricular activities will be scheduled throughout the school year. These trips will be a continuum of the curriculum and will introduce the students to new and exciting experiences. Islamic values, morals and lessons will be blended into each experience and activities will be age appropriate. Some examples of activities planned in the 2011-12 school year are: swimming classes (boys and girls separate), field trips, physical education, sports, technology and computer usage and robotics. InshAllah we also plan to offer self defense classes among others this school year.

Field trip liability waiver form can be found at the end of the handbook. Those who wish to use their cars on field trips to transport children other than their own; must provide driver's insurance and a copy of the insurance should be provided to keep on file in the school office.

### **Salat**

Salat is an integral part of a Muslim's life. At Tarbiyah we focus on preparing our students for this life and the Hereafter. Following are the salats that will be performed in the school

#### **Dhuhr, Asr, Jummah**

Salat-ul Dhuhr , Asr, and Jummah will be performed at the school. Parents are encouraged to join students and school personnel for salat InshAllah.

- Time for Dhuhr : 1:15 p.m.
- Time for Asr varies (please check salat schedule at <http://Salat.TarbiyahSchool.org>)
- Time for Jummah: 1:00 p.m.

Students in 1<sup>st</sup> Grade onwards will perform Dhuhr Salat in congregation. Students will be required to do wudu (ablution) with teachers' help in order to prepare themselves for salat.

#### **Wudu and Salat Rules:**

All students in the second grade and up will make their prayers in the masjid. The students needing to make wudu for salah should proceed with the permission of their teacher to the bathroom. They should step in of the left foot and say the dua for entering the bathroom. Use the restroom if necessary (please see Bathroom rules above). Proceed to the sink, say the dua to begin the wudu and:

- a. Wash the hands three times
- b. Rinse the mouth three times (with the right hand)
- c. Rinse the nose three times (with left hand)
- d. Wash the face three times
- e. Wash the right arm three times

- f. Wash the left arm three times
- g. Wash the head and ears **one** time
- h. Wash the feet three times (or wipe over your socks).
- i. Say the dua for finishing your wudu

Step out of the bathroom on your right foot and say the dua for leaving the restroom.

Proceed in an orderly fashion, walking, not running to the masjid.

Students not needing a wudu should proceed walking, not running, to the masjid.

### **Upon reaching the masjid students should**

- a. Step in on the right foot and say the dua for entering the masjid.
- b. Proceed to the prayer line (boys start with the first row - girls start with the last row [Girls do not sit with your backs on the wall]), and sit down in an orderly fashion.
- c. Wait in rank silently for the iqamah. There is to be no talking in the masjid.
- d. While waiting for prayer no student should begin talking or playing in the masjid.
- e. Upon hearing the words **iqamat-us-salat**, stand up in your rows and following the Imam until he says salaams to end the prayer.
- f. Say your dua after the prayer.

### **If it is Jummah (Friday)**

Students in Grade 1 and up are required to attend Khutbah (sermon) and will maintain Jummah Khutbah Journal. Prekindergarten and kindergarten listen to the Khutbah in their classrooms. After the Jummah Salat, one boy and one girl will be chosen to speak about the previous week's Khutbah and their learning from it.

- a. Follow steps a and b listed above, remain **silent and listen** to the khutbah.
- c. After the khutbah follow steps c thru f.
- d. After the salat has ended, sit quietly and wait for the instruction of the Director (or one of your teachers).

### **Hallway Rules**

1. Students will remain quiet when walking in the hallway and if it is necessary to speak use their inside voices.
2. Students must walk in the hallway at all times, (at no time is a child allowed to run in the hall).

### **Bathroom Rules**

1. Students in kindergarten thru grade 3 may take permission from their teachers at anytime to use the restroom. Students from grade 4 up may only use the restroom at snack time and lunchtime.

#### **Bathroom Procedures**

- a. Students are to enter the bathroom with their left foot and say the appropriate dua'.
- b. Sit down when using the bathroom/use water to clean yourself/wipe with tissue/put the tissue in the wastebasket/flush the toilet.
- c. Wash your hands.
- d. Step out of the bathroom with your right foot and say the appropriate dua'.

- e. Return directly to the classroom.

## **Classroom Rules**

Boys and girls gr. 4 and up will be seated on opposite sides of the room whenever possible.

All Students are to report to their proper classrooms upon entering the school. No student is to linger in the hallway before or after the start of school. Upon entering the classroom students are to:

- a. **Listen to, respect and follow** all instructions given by the teachers.
- b. Take and remain in their assigned seats at all times.
- c. Raise their hands to ask a question or make a statement.
- d. Address all questions or statements to the teacher only.
- e. Take out their homework assignments and any supplies necessary for the class.
- f. No eating or drinking (of anything other than water) in the classroom.
- g. **Lunch bags and boxes must be kept in the kitchen** and are not allowed in the classroom.

## **Engrade Accounts**

When logging into your engrade account, go to the appropriate grade and click on calendar to see the homework assignment for that grade. Inside the calendar you will find a link to access the textbook and lesson plan. Go into each different subject to look at grades and assignments for that subject.

## **School Property**

Any student found damaging any school property will be immediately suspended and their parent must replace the damaged property before the child is re-admitted into the school.

School property includes, but is not limited to:

- a. Desk/chairs/tables
- b. Copy machines/computers/Electronic equipment
- c. Textbooks/books/Qurans
- d. Classroom/restroom/masjid/kitchen space and supplies
- e. Any and all playground equipment and games.

Students may not use school equipment (ex. copy machines/paper). Any student found disregarding this rule will be given a detention, a writing assignment and/or a monetary fine (to be determined by the Director).

## **Workbook Replacements and Lost Supplies**

For students in the full-time school program, student workbooks are essential to the learning process. Without these books the student will not be able to complete homework or class work assignments. Any workbook lost by a student must be replaced immediately. Teachers **will not copy** homework pages for students who have lost their workbooks. That student will be marked as unprepared for class work or given a homework detention during the time before the book is replaced. Students must come

to school each day prepared to learn and this includes having the proper tools needed to participate in the learning process.

Fee for lost items (these fees are not applicable to Purchase of Care families enrolled in the daycare and before/aftercare programs):

- Workbook- \$20.00
- School Supplies- \$5.00

### **Electronics/Games**

Students are not allowed to bring any kind of electronic game/table/phone etc. to school. Any electronic device will be confiscated by administration or faculty. The first infraction will cause the item to be taken from the student and returned to the parent at the end of the day. The second time will result in the item being taken from the student and not returned until the end of the trimester. The third time will result in the item being taken from the student and not returned until the end of the year. While in school, children should give their school work their undivided attention, with no room for games.

### **Withdrawing Students**

Parents of enrolled students reserve the right to withdraw their child(ren) during the school year. The student will be removed from the school attendance and her/his withdrawal information will be reported to the public school district. However, it is important to understand that no partial refunds of tuition or fees can be processed. Similarly, textbooks and supplies are school property and may only be used as long as a child is enrolled at the school. Upon withdrawal of the student all supplies remain the property of Tarbiyah School. All student records will be transferred upon request from the new school. No records will be provided to parents except Tarbiyah report cards (if issued).

## **Student Health & Well Being**

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### **On-Call Medical Professionals**

Tarbiyah School has an on-call pediatrician, registered nurse, nurse practitioner, psychiatrist, and social worker that are available for emergencies requiring medical and/or psychological attention during school hours. They have volunteered to be available at all hours of operation to aid teachers and staff in case of an incident involving your child or you. A fully stocked first aid kit is readily available to all staff members if needed. The

parent(s) on the emergency contact information sheet will be called right away when a medical emergency occurs.

### **Emergency Information**

The emergency contact information sheet is included in the handbook. It is important that we receive that back promptly. If you are a returning student, please be sure to update any changes with the Principal.

### **Illness**

If you are faced with deciding whether your child should stay home or go to school, keep your child at home if any one of the following occurs:

1. Vomiting within the last 24 hours.
2. Diarrhea within the last 24 hours.
3. Temperature of 100 degrees or higher within the last 24 hours without anti-fever medication.
4. "Strep throat" is suspected, but results of a throat culture have not been received. If the student receives a positive throat culture for strep throat, the student may return to school 24 hours after antibiotic treatment has begun. Strep throat is very contagious.
5. Any symptom of acute illness such as a persistent cough or runny nose with body aches.
6. If the white parts of your child's eyes appear reddened or pink and/or if the child has discharge coming from one or both eyes then it is a sign of conjunctivitis or "pink eye". Pink eye is also very contagious. The student must return with a clearance not from the doctor.

Hand-washing is the most effective means of preventing the spread of diseases/germs!

### **Medications**

A medication administration authorization form is included in this handbook. Only one form for consent is needed for the school year. However if you wish for staff to give your child a medication at any time, a medication administration form will need to be filled out. This form will include your child's name, the medication, the dosage, frequency, the prescribing doctor's name and the parent's signature.

### **Head Lice**

Students should be checked for head lice before starting school. If a student is found out to have lice, the student will be sent home until the child has been treated.

## **General Information**

### **Lost and Found**

Items that are found and are not claimed, will be given to the Principal and placed in designated area for lost items. If the items are not picked up, they are provided to charity every two weeks.

### **Use of School Phone**

Students may only use the school phone in case of emergency, and/or with the Principal's permission.

### **Use of Cell Phone**

Use of cell phones in the school during school hours is prohibited. If a student is found using a cell phone or electronic device without permission from the principal, it will be held by the principal until the end of the day and returned to the student's parents. The second time will result in the item being taken from the student and not returned until the end of the trimester. The third time will result in the item being taken from the student and not returned until the end of the year.

### **School Visitors &Volunteers**

All school visitors and volunteers are required to report to the office upon arriving.

### **Inclement Weather**

Any delays or cancellations due to inclement weather will follow Christiana School District. Call 302-552-2726 to check if Christiana School District schools are closed. If they are, so is Tarbiyah Islamic School of Delaware. Parents may also check <http://schoolclosings.delaware.gov/> or radio station website [www.wdel.com](http://www.wdel.com) or [www.wjbt.com](http://www.wjbt.com). These two websites for local radio stations that post delays and cancellations online. The daycare will remain open unless otherwise contacted via telephone.

### **Toys & Equipment**

Tarbiyah School does not allow toys or any other related equipment such as guns, swords, weapons, or any sharp objects from home unless a show and tell session is scheduled. If a toy is brought to school, it will be confiscated.

### **Celebrations, Media, and Music**

Tarbiyah School does not allow birthday celebrations, and any other celebration related to other faiths. Music and discussion of un-Islamic media is not allowed. No musical instruments are allowed in the school.

## **Events and Programs**

As indicated in the academic calendar, Tarbiyah School celebrates Eid-ul-Fitr and Eid-ul-Adha (subject to moon sighting) for three consecutive days

The school will be closed on the last Thursday and Friday of November as part of Tarbiyah School's principle of Ihsan so that our students and teachers can spend time with their family members who attend public schools.

The school will also be closed on the last Monday of May-Memorial Day

### **Open House**

Open House is designed to provide parents and students to orient themselves with the school facility, meet teachers and staff, and walk through the classrooms. At Tarbiyah we aim to provide a strong stakeholder communication and to instill our core values we provide Open House as a forum to for increased informal communication channels between school staff and students and parents. Information about our Open House can be seen at: <http://openhouse.tarbiyahschool.org>

### **Field Trips**

Tarbiyah School curriculum provides monthly themes based on the principles of Tarbiyah. These principles include:

- Spiritual Literacy (Tauheed - Oneness of God)
- Moral Literacy (Tazkiyah - Purification of the Soul)
- Intellectual Literacy (Hikmah - Wisdom)
- Physical Literacy (Istiqama - Steadfastness)
- Social Literacy (Amanah - Stewardship)
- Interpersonal Literacy (Ihsan - Pursuit of Excellence)
- Cultural Literacy (Deen - Way of Life)

These themes are incorporated in all subject areas including Language Arts, Mathematics, Science, Social Studies, Arabic, and Islamic Principles. This unique curriculum design provides Tarbiyah an edge in quality Islamic Education in the greater Delaware Muslim community.

Based upon the themes, the field trips are carefully selected to incorporate the themes by creating meaningful learning experiences for our students, staff, and parents. Please follow the academic calendar for themes and monthly field trips.

### **Youth Group**

With all the hard work the students do they are treated to fun activates. Such activates as bowling, making pizza, spa night, get wet, and much more.

### **Tarbiyah Town**

Tarbiyah Town is a day filled with fun and learning. During Tarbiyah Town students make their own town with their own police, Judge, alimas, grocery store, pet shop, etc...

### **PTA Events**

When students see their parents and teachers working together it inspires them to do well. The teachers and parents of Tarbiyah School get together and offer great events for the children, such as movie night and game night.

### **Young Imam Leader**

Tarbiyah School envisions students to be Muslim leaders in their daily life. Thus, in order to prepare them for it, we need to create opportunities for them to participate in real life scenarios. One such program that Tarbiyah offers is the Young Imam Leader where children from Pre-kindergarten onwards are trained to call Adhan and iqama for the Salat offered at the school. They are also encouraged to lead Salat for students under the supervision of the Sheikh.

### **Khutbah Journal**

Salat-ul-Jummah is an important service for Muslims. Students in Grade 1 onwards are required to maintain a Khutbah journal after the Jummah Salat. These journals are checked by the Principal. One girl and one boy are chosen to speak to the audience about their journal entry on the following Jummah after Salat.

### **National, World, and Islamic History Awareness Week**

Tarbiyah School lays emphasis on understanding our country's, world's, and Islam's history. This week of national and Islamic history awareness week is designated to inviting speakers of history, visiting the museums and related landmarks, and creating and presenting history projects. This week is typically the second week of January every year.

### **Poetry Performance**

Poetry is one of the most elegant forms of expression. Being able to write and say poems is an essential skill that Muslim students should possess. With the help of our trained and qualified faculty, students will practice and rehearse poems/nasheeds they compose. Muslim poets are invited to encourage our young Muslim poets. Please follow the academic calendar for the date of the poetry performance.

### **Arabic and Islamic Principles Drama**

Tarbiyah aims at providing a balanced curriculum. Students will perform a drama in Arabic and English based upon Islamic Principles – Seerah, Hadith, Quran Tafseer, and Aqeedah. Please follow the academic calendar for the date of Arabic and Islamic Principles Drama.

### **Art and Creativity Show**

Art and creativity are vital for our students to grow, think outside the box, and being innovative with tools and materials. Students will show case Hajj (subject to moon sighting) at the school and parents will see a reflection of Hajj and Eid-ul-Adha by young Muslim students.

### **Science Fair**

Tarbiyah School focuses on creating curiosity and nurturing intellectual abilities of students to excel in Mathematics and Science for both girls and boys. Students will work on science projects and will prepare themselves to show case their project to the community.

### **International and Cultural Day**

International and Cultural Day are aimed at understanding the different ethnicities that comprise the student and personnel demographics at Tarbiyah. Children, parents, and school personnel will dress up in their cultural/country clothes; bring ethnic food, and other items to show case to the community.

### **Quran Competition**

At Tarbiyah, our aim is to facilitate and nurture young Muslims. Although Quran is taught every day, we do not agree in principle with having our students compete for Quran in *qiraat* or quantity of Surahs memorized. This kind of atmosphere creates a feeling of pride and may lead to arrogance amongst students.

### **Parent Conference & Pot Luck**

Parent conferences will be held as mentioned in the section above on a quarterly basis. Tarbiyah School's quarterly meetings encourage pot lucks on the day to facilitate increased stakeholder communication.

### **Teacher Evaluation Week**

Teachers are informally evaluated every month. A formal teacher evaluation is conducted every year in April for performance appraisal. Tarbiyah School's core values instill continuous learning and professional development. This is essential for Tarbiyah to continue to have qualified and trained faculty. Tarbiyah team has worked hard to develop a core team of experienced and trained mentors who are continuously working with the faculty to improve the quality of education at Tarbiyah.

### **Teacher Appreciation Week**

Tarbiyah School's faculty is an integral backbone of the school. Their efforts, hard work, and dedication needs to be appreciated and encouraged by students, parents, and administration.

### **Newsletter**

Tarbiyah newsletter is an important communication tool for students, parents, and community members. Our newsletter can be accessed at <http://newsletter.tarbiyahschool.org>

## Other Issues and Policies

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Tarbiyah School principal, executive committee, education board and board of directors may institute, implement, change and/or eliminate different policies from time to time or on an occurrence basis. It is parent's responsibility to stay current with these developments. A general rule of thumb is to ask the Principal whenever you are in doubt or are unsure of a specific or general policy.

## Parent / Student Handbook Sign Off

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I have received a copy of Tarbiyah School's Handbook. I understand that the handbook contains school policies, guidelines, code of conduct, and general information that my child and I may need during the school year. I, along with my child agree to abide by the school policies and procedures including ALL information provided in this handbook. I also agree to stay updated with the additions/adjustments/revisions/amendments that may be instituted by the school by regularly visiting the handbook website at <http://www.TarbiyahSchool.org>

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Name of Student

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Signature of Parent / Guardian

# Permission to Pick Up and Drop Off

The person(s) named below are the only ones who have permission to pick up and drop off my child(ren) from Tarbiyah School. Please fill out the information for pickup and drop off below:

These following names are for:

----- One time only

----- Entire School year

----- From \_\_\_\_\_ to \_\_\_\_\_

Name	Driver License/State ID Number	Relationship
_____	_____	_____

Name	Driver License/State ID Number	Relationship
_____	_____	_____

Name	Driver License/State ID Number	Relationship
_____	_____	_____

Name(s) of child(ren)	
_____	_____
_____	_____

If any other person, who is not named above, is picking up or dropping off my child, I understand that the Principal must be given prior written permission. In addition, the person who is named on the written permission must provide a matching picture ID. There are no exceptions to this rule.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

# Consent for Medical Treatment

(DO NOT SIGN BOTH PART 1 AND 2 – Carefully read and sign only one of the two parts).

## PART 1: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called.

Student Name \_\_\_\_\_

Physician \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Dentist \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Medical Specialist \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Local Hospital \_\_\_\_\_

Emergency Room Phone \_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) administration of any treatment deemed necessary by above named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist, and (2) the transfer of the child to the hospital reasonably accessible. This authorization does not cover major surgery unless the medical options of two licensed physicians or dentist, concurring in the necessity for such surgery, are obtained to the performance of such surgery. Facts concerning the child's medical history, including allergies, medications taken, and any physical impairment to which a physician should be alerted here.

### PLEASE CHECK ALL THAT APPLY TO YOUR CHILD:

Is your child on any medication?    ☐ Yes    ☐ No

Does the medication need to be administered during school hours?    ☐ Yes    ☐ No

If so, when? \_\_\_\_\_

----- Diabetes

----- Asthma

----- Epilepsy

----- Heart Condition

----- Allergies

----- Vision

----- Other (please explain):-----

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

## PART II REFUSAL TO CONSENT

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring medical treatment, I wish the school authorities to take the following action (please enclose):

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent / Guardian

Date

# Tuition Agreement Form

Father's/Guardian's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's/Guardian's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student's Information:

Please list each child you are enrolling:

	Student Name	Grade	Financial Aid/Sibling Discount	Tuition Amount
1				
2				
3				
4				
	Daycare child			
	Total Amount			

- We agree, as a condition of enrollment in Tarbiyah School, to pay the tuition shown above and to strictly follow the school payment monthly (by the 5<sup>th</sup> of each month) and daycare/before& aftercare payment monthly.
- Any returned check for any reason will result in the assessment of a \$35 fee per occurrence.
- We understand that if tuition becomes 5 days delinquent, our children will not be permitted to return to school until all payments are satisfied. The school reserves the right to report the due payments to an outside collection agency.
- We understand that if our family qualifies for Purchase of Care we will be responsible for co-pay and will make the payment following the school payment monthly policy.
- We understand that, should we withdraw our children from the school, we are not entitled to a refund of the registration, tuition, books, supplies, and activity.
- We understand that our child will not be admitted in the school if there is outstanding balance from previous year.

\_\_\_\_\_  
Father's/Guardian's Signature Date

\_\_\_\_\_  
Mother's/Guardian's Signature Date

# Photograph & Video Publishing

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(DO NOT SIGN BOTH PART 1 AND 2 – Carefully read and sign only one of the two parts).

## **PART I: GENERAL UNDERSTANDING AND GRANT OF CONSENT**

I understand that Tarbiyah School may conduct video, still photography, display of student work and live performances throughout the academic year for academic learning documentation, and promotional purposes. I agree that unless I submit a written statement to withhold (or opt-out by signing the refusal to consent below) from participation in above mentioned activities, Tarbiyah School has my consent to include my child in such promotional activities.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

## **PART II: REFUSAL TO CONSENT**

I understand that Tarbiyah Islamic School of Delaware may conduct video, still photography, display of student work and live performances throughout the academic year for academic learning documentation, and promotional purposes.

**I do NOT give my general consent for the use of my child's video/photographs in electronic or print format for outside communication purposes.** Tarbiyah School may request special consent for a specific situation each time such video/photograph is to be posted online. If a video or a photograph is published mistakenly or inadvertently that may feature my child, it will be immediately removed upon identification of such mistake.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

# Accidental and Liability Coverage

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## **DECLINE ACCIDENTAL AND LIABILITY INSURANCE COVERAGE**

Tarbiyah School requires parents to maintain **health**, **liability** and **accidental** insurance coverage for their children at their personal expense. Tarbiyah School does not provide health or liability insurance coverage. However, accidental insurance coverage can be purchased through Tarbiyah School.

**I/We would like to decline liability and accidental insurance coverage for my/our child. I/We understand that on behalf of the child, I/we (parent(s)) are giving up our right to sue Tarbiyah Islamic School of Delaware (hereon referred to as school), its staff, officers, board of directors and/or any affiliates. On behalf of the child, I/we (parent(s)) will not hold school, its board, its affiliates, personnel including volunteers, parent(s) of other child(ren) or representatives associated with the school responsible for any and all claims, accidents, losses or damages arising from or in connection with our child on the school premises.**

In the case of an accident or serious illness to my child, which, in the judgment of responsible school officials, requires immediate action, I request and hereby authorize school employees to administer such medical assistance or to transport my child to a physician or hospital, as they deem appropriate to the situation. I also authorize any physician or hospital employee to administer such medical treatment for my child, as they deem necessary and appropriate to the situation. I will not hold the school, its employees or affiliates, physician or hospital employee responsible for acting in accordance with this authorization. I expect to be informed of my child's condition and treatment as soon as possible.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent / Guardian

\_\_\_\_\_

Date

# Fieldtrip Liability Waiver Form

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## **GENERAL UNDERSTANDING AND GRANT OF CONSENT**

Fieldtrips are important aspect of student's learning experience. Tarbiyah School requires parents to maintain health, liability and accidental insurance for their children at their personal expense. Parents may join the field trips on their personal vehicles that should have current license tags. A state required liability insurance policy shall be maintained for all driver parents and vehicle used for transporting children. If I am not able to join the fieldtrip to transport my child, I consent to transporting children with another parent on my own risk.

On behalf of the child, we (parents) will not hold Tarbiyah School (hereon referred to as school), its board, its affiliates, personnel including volunteers, parent(s) of other child(ren) or representatives associated with the school responsible for any and all claims, accidents, losses or damages arising from or in connection with our child on the school premises or during the field trip.

In the case of an accident or serious illness to my child, which, in the judgment of responsible school officials, requires immediate action, I request and hereby authorize school employees to administer such medical assistance or to transport my child to a physician or hospital, as they deem appropriate to the situation. I also authorize any physician or hospital employee to administer such medical treatment for my child, as they deem necessary and appropriate to the situation. I will not hold the school, its employees or affiliates, physician or hospital employee responsible for acting in accordance with this authorization. I expect to be informed of my child's condition and treatment as soon as possible.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

# Student Record Release Form

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Dear Parents:

An important part of your child's admission is her/his previous school records. Please fill, and sign this form so we may obtain your child's records from her/his previous school.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Email: \_\_\_\_\_

School District: \_\_\_\_\_

I hereby authorize you to release the following information to:

Tarbiyah School  
698 Old Baltimore Pike  
Newark, DE 19702  
Phone: 302-533-8114  
Fax: 302-533-2549

\_\_\_\_\_  
Name of Student(s)

- ☐ All academic records
- ☐ All health records
- ☐ All psychological and/or counseling records (if any)
- ☐ Teacher recommendations

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

