

Crescent School



Top Education in an Islamic Environment

Student Handbook & Planner

2015-2016

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Iffat Ahmed

Principal

This handbook belongs to:

Name _____

Address _____

Town _____ Zip Code _____

Phone _____ Email _____

A MESSAGE FROM OUR PRINCIPAL

To Students:

Assalamualiakum wa rahmatullahi wa barakatuh.

It is with hope and ambition that I welcome you to Crescent School. We receive you as a trust from Allah (SWT). This handbook will be of great help as you learn about the many wonderful programs and important school procedures that can make our school run well and meet your needs. Keep this book handy and use it often so that you can maximize your opportunities and get the most from your school experience.

Of course, the most significant factor that will determine whether this will be a good year for you is **YOU**. Be in class everyday, do your homework, ask good questions, treat each other courteously, work hard, and reveal the best that is in you for all to see!

It is a blessing for me to be a part of my students' lives as they grow, change, mature, and develop each and everyday into model Muslims. I take solace in the fact I am working with my future community members. This year, and always, in addition to your academic excellence, you must feel that Crescent School is your extended family; a place where one's Islamic identity is supported and each individual is respected and loved for who they are.

Have a wonderful year and remember to always seek Allah's help in any endeavor. May Allah bless and protect us all. Ameen.



To Parents:

Welcome back to another year at Crescent School. Surely, you have chosen Crescent School to help your children become the best practicing Muslims, as well as the best students. You, as parents, have always wanted to have an Islamic school that would help save your children from the spiritual and moral vacuum pervasive in many public schools. The often poorly run and ill-prepared institutions have been hampering the development of our future generations by impeding their growth both morally and academically. By selecting Crescent School, you have partially fulfilled your obligation towards Islam and your children.

Crescent School, InshaAllah pursues to provide a faith-based environment and, at the same time, will strive to provide the academic setting you have long desired. I look forward to your participation in this school so that we, together, can give hope to our community's future: our children. A strong school, coupled with a moral home, will help save our youth from the confusion that erupts when they attempt to negotiate a landscape with many conflicting values and messages. We have to commit ourselves to our children's education. The education of our children should be the highest concern in our lives. After all, what will you leave in this life after you are gone? Think about it.

I implore you to empower yourself as parents and become an active part of the school. InshaAllah, Crescent School will help our youth to be proud and happy in being Muslim. The policies, rules, and regulations summarized in this handbook have been conceived so that the entire school community may participate in harmony and safety and thereby take full advantage of the unique educational process of Crescent School. May Allah give us all the understanding to implement it effectively. Ameen.

MISSION STATEMENT

Our mission at Crescent School is to complete the twin goals of fulfilling our Islamic obligations with regards to worldly knowledge, as well as to provide our young people with clear spiritual direction in life. Students will learn to live Islam, not act it, and they will know they must neither reject this world nor prefer it over the Hereafter.

The goals of the Crescent School mission are:

- To provide a safe haven where Muslim youngsters can feel proud to be Muslim and be respected for who they are as law abiding citizens of our community.
- To nurture an environment where children learn that being a Muslim is consistent with being a honest, respectable, helpful member of society.
- To perceive and embody in our actions that our children are a TRUST from Allah.
- To develop a structural framework where Islamic holidays set an example of wholesome fun for our children.
- To acculturate our youngsters in an environment where girls and boys are firmly supported to be achievers.
- To promote and practice behavior and conceptualization of the self in which youngsters guard and value their self respect, modesty and the content of their vocabulary to reflect proper, practical, and consistently noble tenets of the Islamic way of life.
- To perceive ourselves as Muslims who practice Islam; Muslims who walk like Muslims; Muslims who speak and engage in social and intellectual discourse as Muslims.
- To familiarize youngsters with the historical legacy of Muslim scholarship in order to provide context and connections to their current and future achievement.

It is with the grace of Allah that our school will continue to grow. When you work for the sake of Allah **alone**, then anything is possible!

STUDENT RIGHTS AND RESPONSIBILITIES

A. Students Rights

Crescent School is committed to safeguarding the rights given to all students under State and Federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all school activities on an equal basis.
2. Receive a copy of the Code of Conduct from school personnel.
3. To be safe while on school grounds.

B. Student Responsibilities

All Crescent School students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all school policies, rules, and regulations dealing with student conduct.
3. Attend school everyday unless they are formally excused and be in class, on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.

5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Seek help in solving problems that might lead to disciplinary issues.
7. Dress in accordance with Islamic guidelines for school and all other school events.
8. Accept responsibility for their actions.
9. Conduct themselves as representatives of Islam when participating in or attending school sponsored events and to hold themselves to the highest standards of conduct as outlined by the Quran and the Sunnah.
10. Tell a responsible adult if one hears that another student is going to cause harm to others.



STUDENT CODE OF CONDUCT

Crescent School expects that all students conduct themselves in a manner in accordance with the teachings of Islam. The rules of conduct listed below are intended for the safety, security, and respect of the rights and property of others. **Students may be subject to disciplinary action when they:**

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Bullying or intimidating other students.
5. Unauthorized use of computers and electronic communications devices.
6. Accessing unauthorized, forbidden websites.
7. Talking in line.
8. Talking during Salah/Assembly time.
9. Chewing gum or sharing gum with other students.

B. Engage in conduct that is rebellious. Examples of rebellious behavior include:

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees.
2. Failing to report to the Salah area for Dhuhr or Jumuah Salah.

C. Engage in conduct that is violent. Examples of violent behavior include:

1. Committing an act of violence (such as hitting, kicking, punching, spitting, and scratching) upon any school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, spitting, or scratching) upon another student or any other person on school property.
3. Possessing a weapon or simulated weapon.
4. Intentionally damaging or destroying the personal property of a student, teacher, administrator, or any other person on school property.
5. Intentionally damaging or destroying school property.

D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.

2. Stealing the property of other students, school personnel or any other person lawfully on school property.
3. Defamation, which includes making false or unprivileged statements regarding anyone in the school.
4. Discrimination, which includes the use of race, color, national origin, or gender as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an individual.
6. Using vulgar or abusive language, cursing, spitting, or swearing.
7. Evidence of 'cyber misconduct' that affects the school, its students, or faculty.

E. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism, cheating, altering records, and/or assisting another student in any of the above actions.

F. Deface, litter, and vandalize school property. Students are subject to stern disciplinary action including the requirement of reimbursing the school for costs in repairing damaged areas.

G. Use any type of electronic device (cellular telephones, iPods, video games, cameras, camcorders). *Phones/communication devices must be turned off on school premises and stored in lockers. Failure to comply will result in confiscation and/or suspension.

H. Eat or drink in areas that are not designated for such purpose.

I. Entering and/or remaining in the classroom or areas not designated for students without the supervision of school personnel.



CONSEQUENCES

There is ZERO TOLERANCE for bad behavior.

Students who are found to have violated the school's Code of Conduct will be subject to the following consequences either alone or in combination. The principal reserves the right to skip steps in the chain based on the severity of the violation.

- | | |
|--|---|
| 1. Oral warning | 5. 2 nd Suspension |
| 2. Written warning to student and parent (Disciplinary Referral) | 6. 3 rd Suspension |
| 3. Detention- Lunch and /or Gym | 7. Expulsion from Crescent School
(subject to administrative review) |
| 4. 1 st Suspension | |

ATTENDANCE POLICY

School attendance is the cornerstone to receiving the maximum benefits from any educational atmosphere. 85% of attendance is required to pass in each course.

Absences

If a student is absent from school for all or part of the school day, the student must provide a reason for the absence to the main office.

A note from the doctor must be submitted to the main office if a student is absent due to illness.



Students who remain absent 5 days or more without a genuine excuse are at a risk of failing for the marking period. The school reserves the right to inform child services/local authorities when there is unexcused absences, or lateness.

Absences with a genuine excuse may be considered for a passing grade, but with a reduced point penalty (as per the discretion of the principal). If a student will be absent, please call the main office between 7:30am and 8:30am or email the school at info@crescenthighschool.com

Extended Absence

Students who plan to take an extended absence must fill out a special form prior to leaving. The absence will be considered excused or unexcused as per the discretion of the principal.

Lateness

Students must be prepared to arrive at school on time. Students who arrive after the beginning of the school day must obtain a late pass from the main office. Chronic lateness may result in a report card point penalty.

Early Dismissal from School

Students who need to be dismissed early from school must be picked up by a parent and formally signed out in the main office.

Parents are advised that valuable instruction time is lost when medical and dental appointments are made during school hours. All medical and dental appointments should be made after regular school hours. Naturally, if any emergency arises, the office will honor a request for either a medical or dental appointment.

DAILY PROCEDURES

School Schedule

First period begins at 8:15am. Failure to report to class by 8:15am will count as a tardy. Morning assembly begins at 8:00am. School ends at 2:45pm.

Lunch

Students must bring lunch each day. Lunch is not provided by Crescent School. Eating and drinking is allowed only in the cafeteria. Students may be reprimanded for eating in class during lunch or any class period. Eating in class during homeroom and special events is permissible only if permission is obtained.

Transportation

Residents of Long Island who live within a 15 mile radius of Crescent School receive yellow bus transportation from their school districts. Contact the transportation office of your school district for bus applications. School bus applications must be renewed each year before April 1st.

Residents of NYC do not receive transportation from their district. Private transportation must be arranged by the family.

Student Drop Off

Students riding yellow buses are dropped off in the parking lot of the school. Children arriving with parents must be dropped off at the Front Street entrance ('Glass Doors') between 7:45am and 8:00am.



Student Pick Up

Students not riding school buses are to be picked up at 2:45pm at the Front St. entrance.

Third Party Student Pick Up

As a security measure, Crescent School will not release any student to anyone other than the parent listed as the guardian on school records. Inform the school in person or in writing if a third party is authorized to pick up your child. At that point, a copy of the third party's driver license and a release letter is required from the parent.

Textbooks

Students are encouraged to develop a sense of responsibility in the care and handling of their books. All books must be treated with respect and utmost care.

Residents of Long Island receive textbooks from their school districts at no charge. It is the responsibility of the parent to complete textbook applications each year with their district. Textbook applications may be available at Crescent School. Textbooks are picked up and returned by the parent from their district.

Residents of NYC do not receive textbooks from their district. They must be purchased. Crescent School may have copies of some textbooks for student use. Consult the main office for details.



Students are not allowed to write in textbooks and are advised to keep them in good condition. Make sure the student's name is inside each book.

Basic School Supplies

Every student must be prepared each day with the necessary school supplies (notebooks, pencils, pens, ruler, crayons, pencil case/box, etc.) Make sure the student's name is on all supplies.

UNIFORM & PERSONAL APPEARANCE

All students must come to school in proper school uniform.

Boys K-12	Girls K-5	Girls 6-12
<ul style="list-style-type: none">✓ Light blue long sleeved, button-down shirt or cotton knit uniform shirt✓ Navy blue pants belted at waist (no sagging)✓ Comfortable black shoes or sneakers✓ White socks	<ul style="list-style-type: none">✓ Light blue shirt✓ navy blue jumper✓ navy blue pants✓ plain, white hijab*✓ Comfortable black shoes or sneakers. (No heels, open toes, flip flops, or fancy party shoes)✓ White socks	<ul style="list-style-type: none">✓ Navy blue jilbab**✓ navy blue/black pants✓ plain, white hijab✓ Comfortable black shoes or sneakers (No heels, open toes, flip flops, or fancy party shoes)✓ White socks

* Hijab (scarf) must be pure white. Ornate laces and beads are not preferred. Hijab must be securely affixed under the chin with a pin and must drape over the chest.

** A Jilbab or Abaya is a loose fitting, full sleeved gown extending from the shoulders to ankles. Jilbab must be closed in the front without any ornate designs, beadwork or embroidery.

Boys hair: above collar, standard, business, professional style; no locks, braids, ponytails; no part of the scalp should be shaved intentionally void of hair; No out-of-ordinary, attention-seeking hair style

Students are NOT permitted to wear:

- ✓ Nail polish
- ✓ Make up
- ✓ Jewelry
- ✓ Colored contact lenses
- ✓ Shoes with wheels
- ✓ Hair gel
- ✓ Clothing with objectionable images.

If found, jewelry and make-up will be confiscated by the main office.

During winter months, a gray or navy blue sweater, fleece, or zip cardigan can be worn over the shirt, jumper or jilbab.

**STUDENTS WHO ARE NOT IN UNIFORM ARE NOT PERMITTED TO ATTEND CLASS.
STUDENTS & PARENTS ARE STRONGLY ADVISED TO MAKE SURE THE UNIFORM IS CLEAN, PROPERLY FITTED &
FREE FROM STAINS AND ODORS.**

ACADEMICS AND CURRICULUM

Students are required to study the subjects of Mathematics, Science, Social Studies/History, English, Art, Computer Science and Physical Education in the context of the guidelines provided by the New York State Education Department. Arabic Language, Islamic Studies and Quran are also incorporated into the curriculum.

Homework

Homework and various other assignments are given to clarify concepts and reinforce the lesson taught in class. Homework helps foster good work habits, punctuality, and student responsibility for quality work. Homework is assigned on a daily basis. Homework is normally due the next school day and is an integral component of a student's grade. Parents are urged to establish study hours at home during the week.

- Late homework must be accompanied by a legitimate excuse. Without such an excuse, the assignment grade may be lowered as a penalty.
- Students who do not hand in an assignment within a reasonable amount of time risk receiving no credit for that assignment.
- Students who fail to hand in 3 or more assignments within a marking period risk a failing grade for that subject. No make-up assignments are allowed except when excused by the office.

Tests and Quizzes

Regular testing is essential for evaluation. Teachers observe a regular schedule of tests/quizzes. Students who are absent on the day of a test for genuine reason will have an opportunity to make up the test on at the teachers' discretion.

State Exam, Regents, & AP Testing

Crescent School participates in the New York State Testing Program. State exams in the subjects of English Language Arts, Mathematics, Science, and Social Studies are administered during the year to different grades at different dates. Notifications of such exams will be sent home to the parents whose children will be tested. Crescent School adequately prepares students for these exams by using supplemental materials and other resources.

AP (Advanced Placement) & Regents examinations are administered to high school students in January, May, and June.

All academic concerns should be brought to the attention of the Counselor via email at counselor@crescenthighschool.com.

Report Cards/Transcript Request

All Report Cards are given to the students approximately two weeks after each Marking Period (There are a total of 4 Marking Periods in a school year). Report cards may be held back if dues are not cleared.

All transcript requests must be made to the counselor via a request form. All requests will be honored provided all dues are cleared.

Awards and Honors

Students who have shown exceptional academic performance, citizenship, and service to the school are recognized and honored at the Crescent School's Annual Awards Day during the month of June.

Academic Integrity

Honesty and integrity in academic matters is essential in order to ensure that knowledge is transmitted effectively. More importantly, Islam places the utmost importance upon being truthful in all aspects of life. When a student cheats or copies the work of others, they not only prevent themselves from gaining the benefit of education, but they also steal the rights of others.

Academic dishonesty is defined as the intentional using or giving of unauthorized aid on any work for which a grade is earned. Disciplinary action is taken when students are involved in this behavior. (See Code of Conduct)

SAFETY AND EMERGENCIES

Parking Lot Safety

Parents are urged not to pick up or drop off students in the parking lot. It interferes with the activity of the school buses.

Bus Safety

Any problems that occur on the bus or with the bus driver must be reported to your district transportation office. If your child will be not riding the bus on a particular day, the office must be notified as soon as possible. Students are not permitted to ride on a different bus than their own. The bus companies and drivers do not allow it.

Change of Address or Telephone

It is extremely important that school records be kept up-to-date. Therefore, the school should be notified of any change of address or telephone number as soon as the change occurs.

Closings due to inclement weather

If the school is closed due to inclement weather, a call and/or email will be sent. You may call the school directly for information on school closings.

HEALTH GUIDELINES

Health and safety are issues that concern everyone. Basically, we rely on the parent's thoughtful assessment of their child's health before sending him/her to school.

Staff Responsibility

The teaching staff will greet children at the beginning of each day, being watchful of their appearance as they enter and throughout the day. Children who become sick at school will be removed from the class and cared for in the main office until parents can be contacted and can come for the child. Staff will report any accident that occurs at school, even if the child requires only modest treatment.

Parents will be notified immediately in case of serious accident and prompt action will be taken by EMS.

Parent Responsibility

Please keep your child at home if he/she shows any of the following symptoms. Any of these may indicate the beginning of an illness, which might be easily communicated to other children:

Oral temperature above 100 degrees	Diarrhea	Rash, bump, or abnormal skin condition
Flushed face	Sore throat	Excessive runny nose, coughing or sneezing
Vomiting within the past 24 hours		Itchy, watery, red/pink eyes

Please inform the school if your child has been involved in any type of accident causing physical injury.

Medication During the School Day

Medication will only be administered during the school day when parents make special arrangements with the main office staff and written directions are provided on an official Medication Form. Please do not let children carry their own medication or use their lunch boxes to transport medication.

Vaccinations

All students must be vaccinated in compliance with the New York State Immunization Requirements for School Entrance. Please provide the main office with an updated immunization record in the event any change has been made.

Parents & Students sign here:

I have read all the information regarding school policies and procedures detailed in this handbook.

Student's name and signature

Parent's name and signature