

## ADMIN TEAM









#### Ms. Walaa Elbanna School Director

- 20+ Years in Education
- Co-Founder of Pillars

#### Dr. Farhat Ali Director of EC/ELEM

- 20+ Years in Education, 15 in leadership
  - Educational Research & Curriculum and Instruction
    - Ed.D in Educational Leadership (Licensed Principal in NJ)

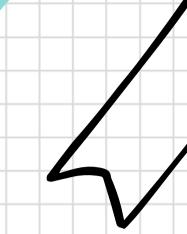
## Ms. Yasmeen Elsamra Director of M/H

12 Years in Education

- 7th year at Pillars
- 4th year as MS/HS Head
- MA in Educational Leadership(Licensed Principal in NJ)



## OFFICE STAFF



#### Who to contact?

Ms. Noran Sharaf  Director of Admissions	Admission (including tuition)	noran.sharaf@pillarsprep.com
Ms. Sharifa Albanna Billing Director	Non-Tuition Billing Questions (payments including: trips, uniform, lunch, etc)	billing@pillarsprep.com
Ms. Marwa Elbayar Office Administrator	General Inquiries (B6T forms, lunch forms, sycamore, IXI, etc)	admin@pillarsprep.com
ABSENCES EMAIL	Any Attendance Inquires	attendance@pillarsprep.com



## 

#### **Excellence/Ihsan**:

Strive to be responsible, life-long learners, guided by their Islamic virtues.

#### **Ummah Focus:**

Develop a strong belief in elevating the ummah, in social justice, and in embracing multiculturalism. Understand the importance of contributing to a school community with a sense of amanah.

#### **<u>Leadership or Servitude/Qudwa or Ataa:</u>**

Cultivate a strong sense of community involvement so that they will understand the value of making positive contributions to society, while proudly representing their Islamic identity.

#### **Empathy/Rahma:**

Embrace the Prophet's (SAW) saying that "none of you will enter Jannah until you love for your brother what you love for yourself" in actions and words.

### SICK POLICY

#### **24 Hour Symptom Free**

- Fever 99.8 degrees or higher
- Vomiting & Diarrhea
- Hand Foot Mouth Disease: Your child can return 24 hours after they have no fever and all mouth sores and open blisters have healed.

#### 48 Hour Symptom Free

• **Head lice** – Your child must report to the nurse upon return.

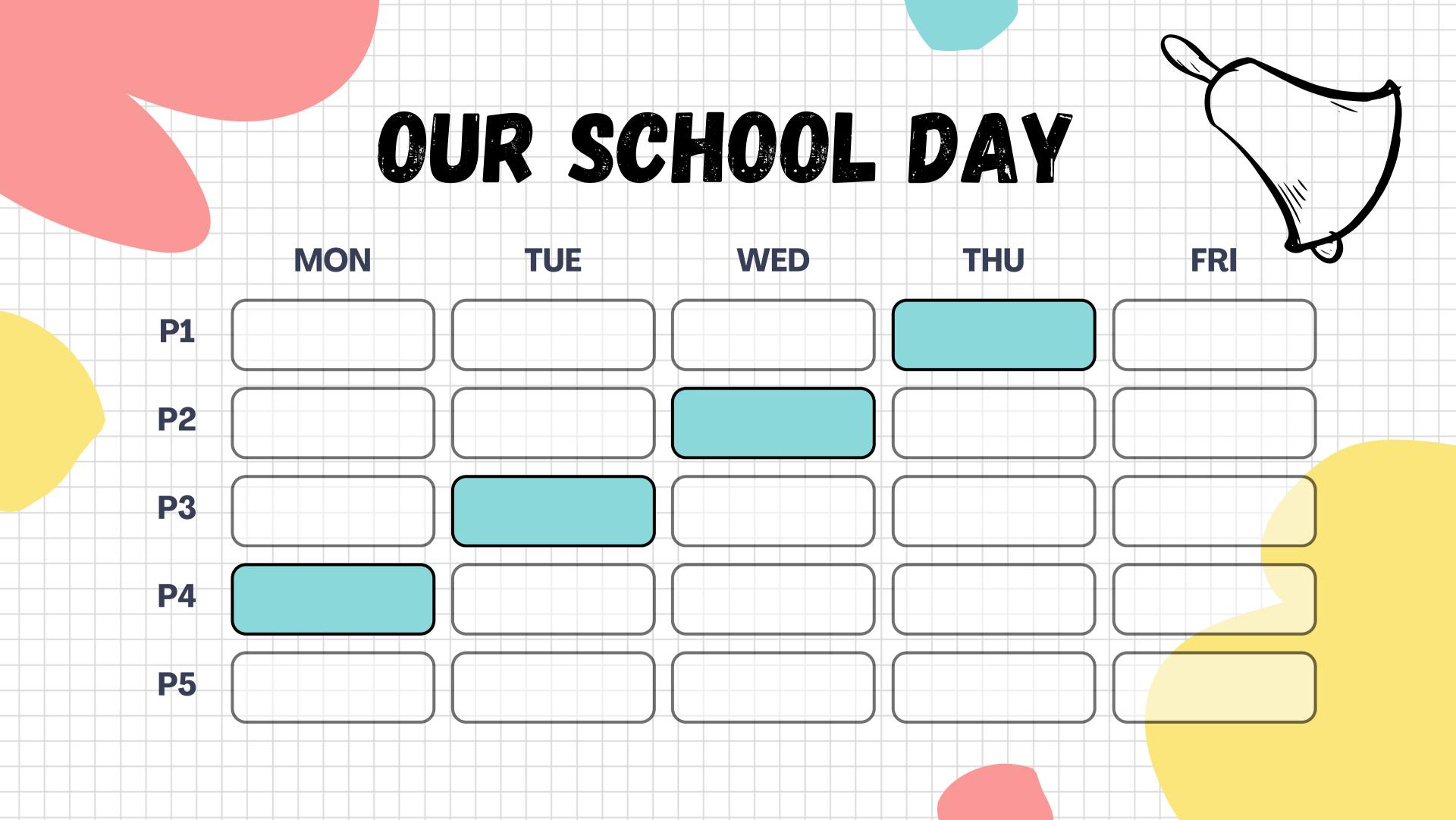
#### **Use Discretion**

• Common cold WITHOUT Fever – especially if it has kept the child awake at night.

#### 24 Hours after starting Antibiotic Treatment

- Strep Throat
- Pinkeye The white of the eye appears red, swollen, burns, itches or has pus-like drainage.
- Impetigo This is a skin rash that turns into fluid filled blisters, which can open and become runny or crusty. Your child may return to school after taking antibiotic treatment for 24 hours and the rash is no longer draining.







## SCHOOL HOURS

Nursery - Grade 1

7:42 AM - 3:00 PM

Grade 2 - Grade 12

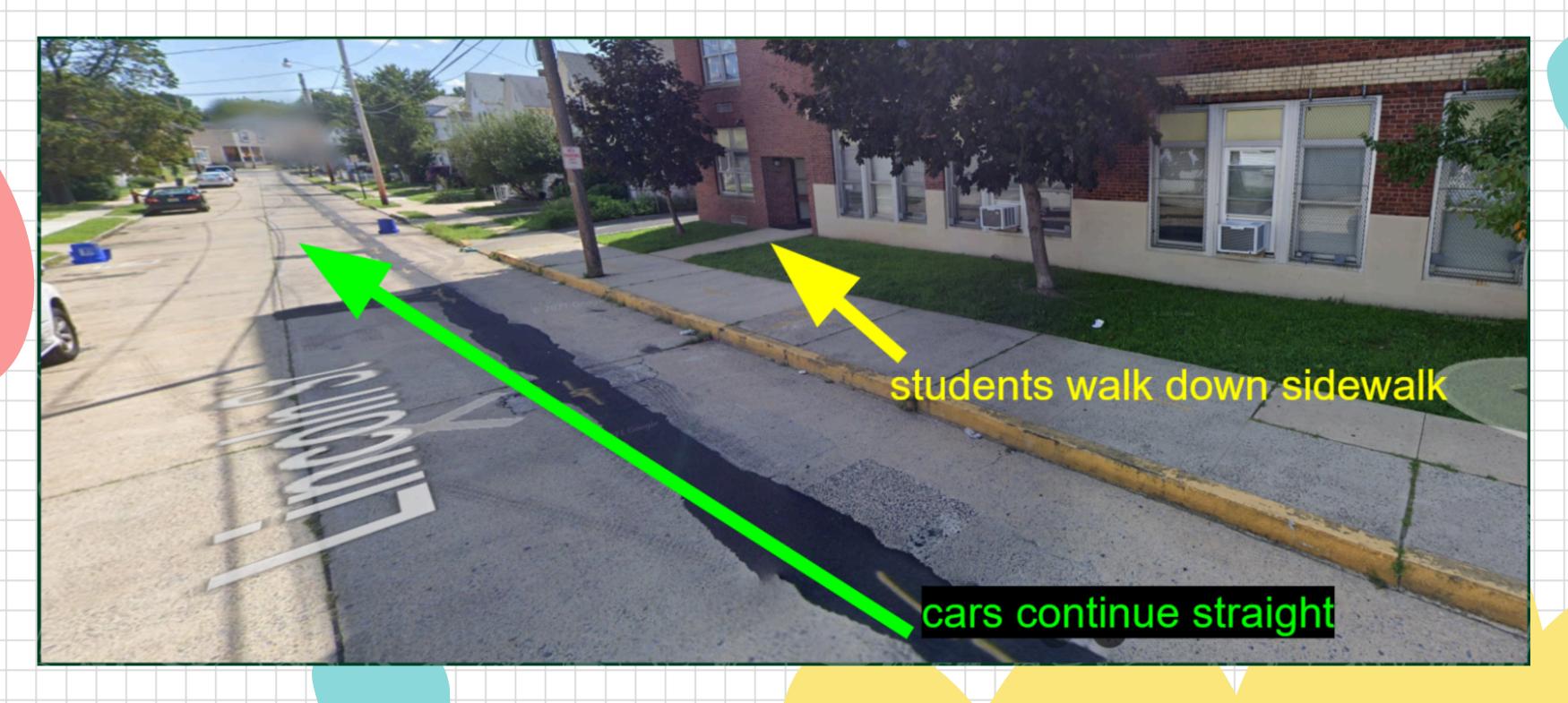
7:42 AM - 3:12 PM

Before care is available upon request.

After care is until 6PM additional \$275/month

contact:
noran.sharaf@pillarsprep.com

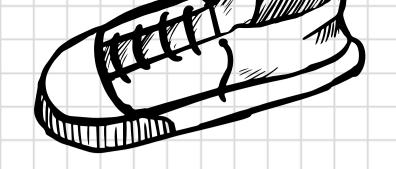
## DROP OFF



# DROP-OFF IS A DRIVETHROUGH PROCESS AT PILLARS

- Drop off is at the side door located on Lincoln Street. To reduce traffic issues, families must be ready to move through this area quickly and efficiently.
- When your family comes close to drop off door, students in Grades 3+ should proceed quickly to the drop off door.
- Students in Grades 2 and below should remain in the car until a staff member directs them to leave the car.
- As soon as children are safely out of the vehicle, proceed immediately out of the drop off area.







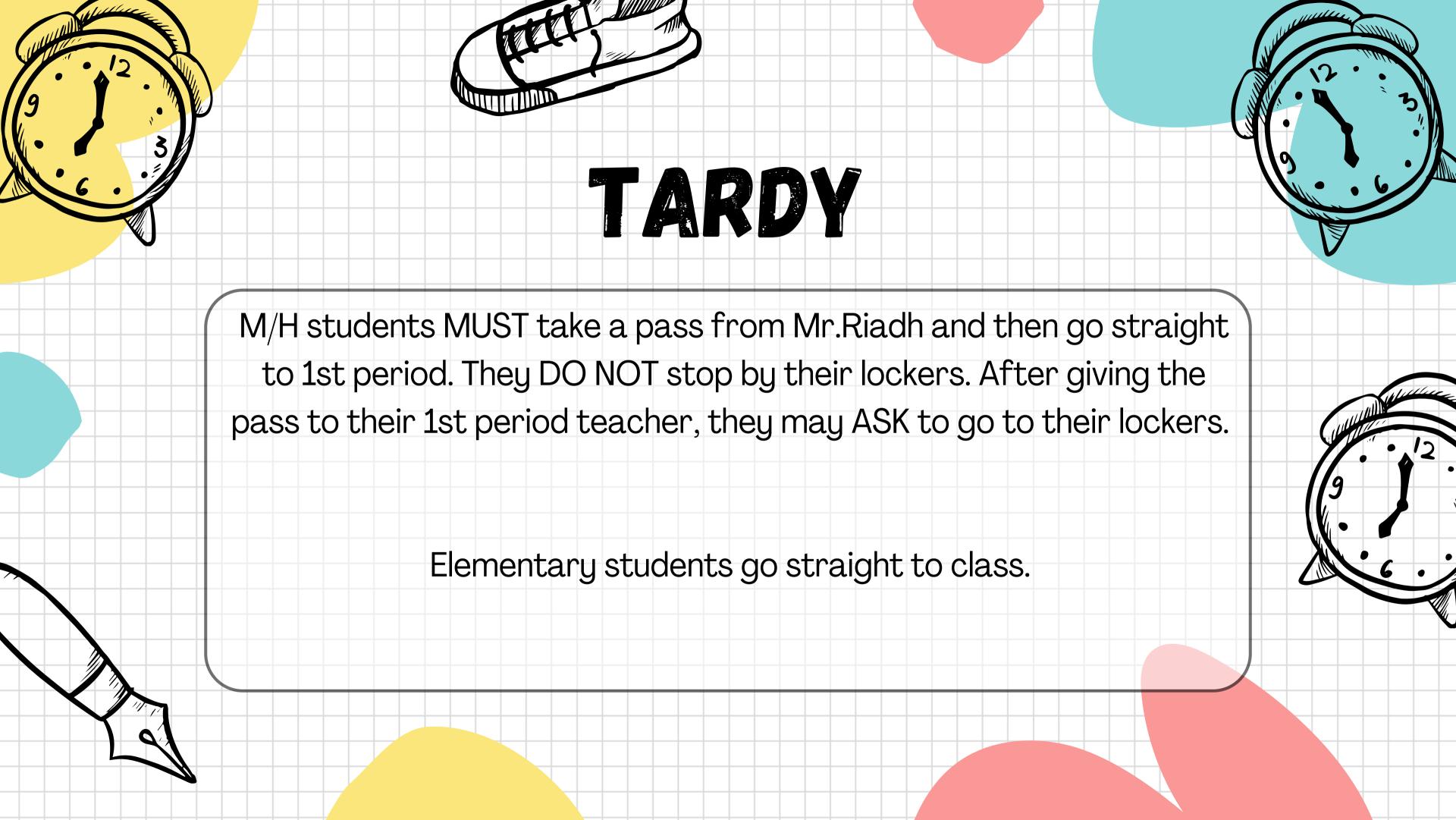


Students are marked TARDY after 7:55 AM.

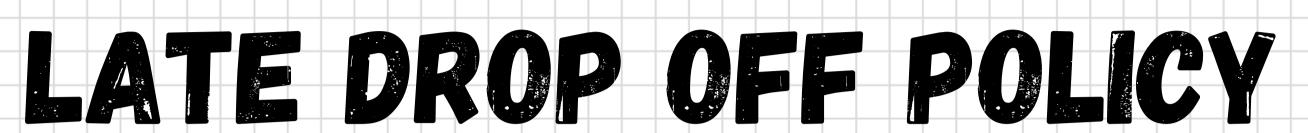
All doors will be **locked at 7:55 AM**There will be <u>no admittance</u> from any door <u>between 7:55 - 8:05 AM</u>
(due to morning adhkar).

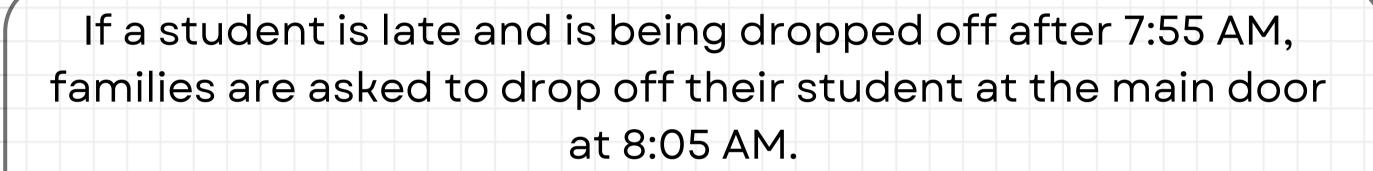
Students will be admitted (late) from the Main Door beginning at 8:05 AM.











Cars cannot be "parked" or idle in front of the school building!

(Cars will be ticketed by the SRPD!)



## LATE - DROP OFF







## PICK UP TIMING

#### Nursery - Grade 1

3:00 - 3:12 PM

#### Grade 2 - Grade 12

3:12 - 3:35 PM

If your child is in Grade 2 – 12 please do not enter pick up line until 3:15 PM. Your child will not be dismissed early - we will ask you to leave the line and circle back.

# PICK-UP IS A DRIVE-THROUGH PROCESS AT PILLARS

- Families will be issued cards to display at pick-up time that informs
   staff which children they are picking up. You MUST hold up those
   pick up cards when driving through.
- A staff member will call your child and direct them to your car.
- Once your child is in the car, please proceed quickly and safely out of the pick up line.
- Please stay close to the curb to allow cars to pass on Lincoln Street

## DO NOT BLOCKIII







## EXITING THE PARKING LOT





Parents who pick up their students after 3:40 will be charged a \$30 late fee/day.

The child will be sent to aftercare.

ATTENDANCE POLICK

If your child will be absent you must email

attendance pillarsprep.
com with name of child, child's grade, and reason for absence.

Excused absences will only be accepted with proper documentation.

3

More information regarding the attendance policies can be found in the Student/Parent Handbook.



Check your email for attendance and grading updates soon!

You need to enable on your account.

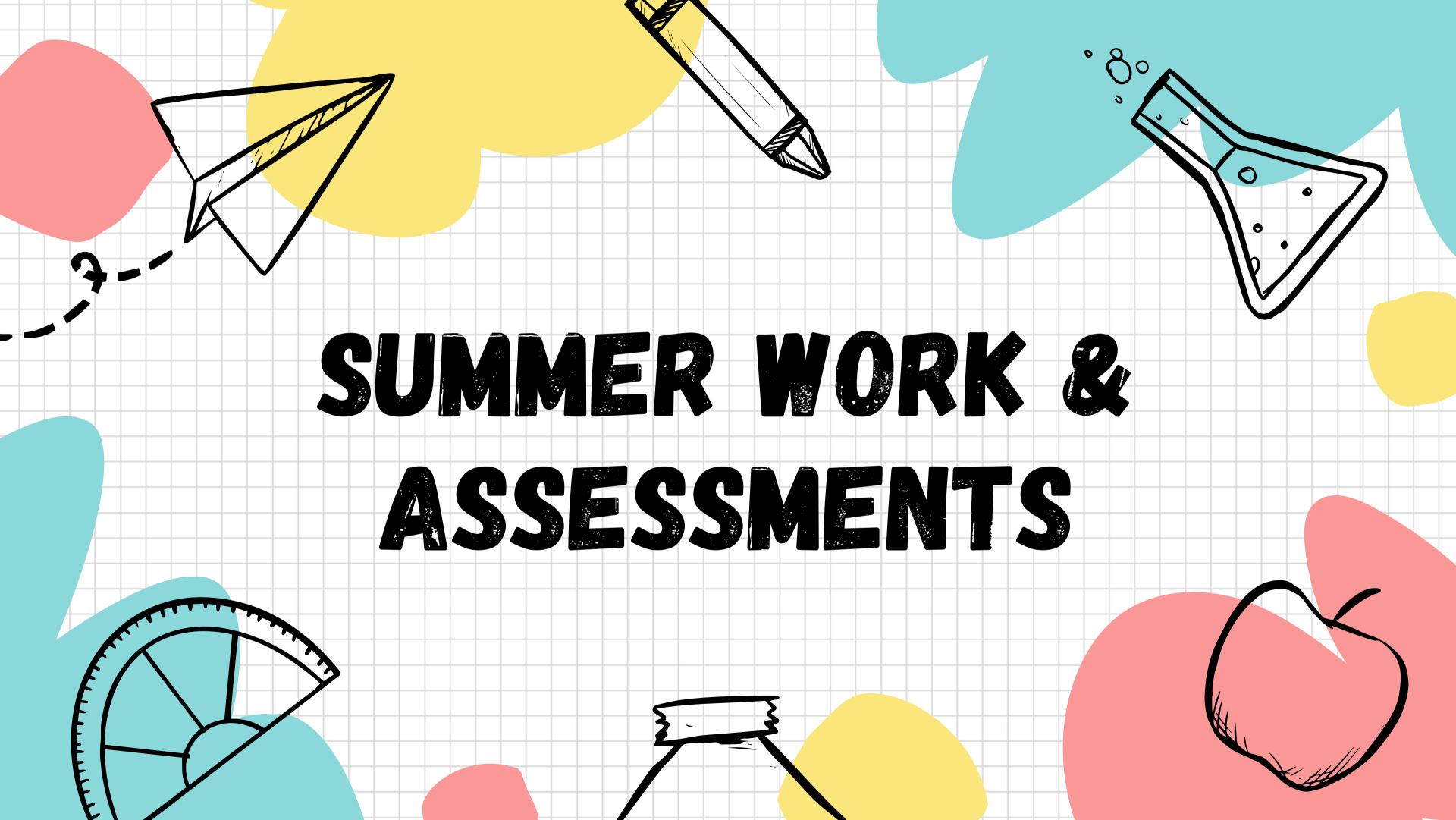
## TRANSPORTATION ROUTES

#### Contact the Pillars Main Office

- Staten Island contact Pillars Main Office
- Union Masjid contact Pillars Main Office
- Fords Masjid contact Pillars Main Office

#### Contact the masjid directly

- MCGP (Princeton)
- ICMC (Islamic Center of Monmouth County) AKA
  Masjid Al Aman





Due: September 16, 2024

Extension for new students: October 14, 2024

Amhan 3

3rd - 10th Grade: Mandatory for all subjects

11th + 12th Grade: Mandatory for Quran, Arabic, and Islamic Studies

### ASSESSMENTS

MAPS PSAT SAT MIDTERMS/FINALS

2x/year PSAT 8/9 11/12th G8-12

G1-10 PSAT 10 2x/year Math

Reading SAT 11 Mandatory this year English

**Language** Science

Math History

## SUPPLY LIST

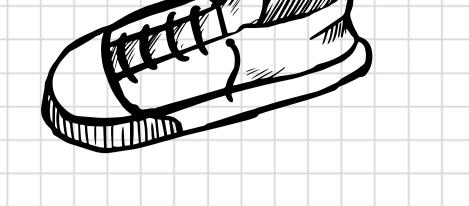
Sent Via Email

Grade Level
+ Art Supplies
(one per family)

Supplies Incomplete?

\$200 charge will be made if supplies are incomplete or not brought in





#### ELEMENTARY UNIFORMS

KG – 5<sup>th</sup> Grade

All uniforms must be purchased from the Lands End website.



# Lands End Purchasing Instructions

For K-5 Uniform Purchases.

For Boys 6-12 Uniform (non-gym) Purchases.

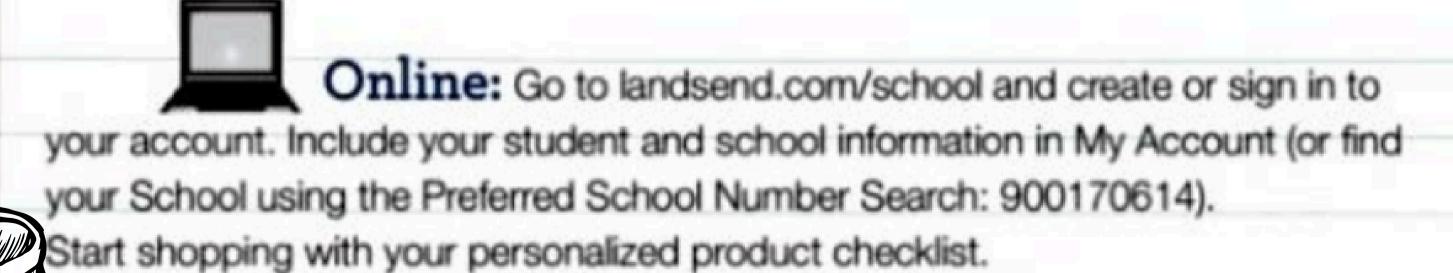
## Where to Buy Uniforms

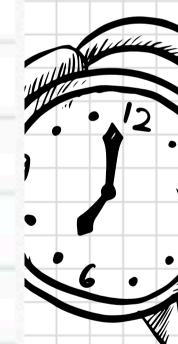


800-469-2222 · landsend.com/school

## PILLARS PREPARATORY ACADEMY 900170614

Lands' End: your school uniform source.





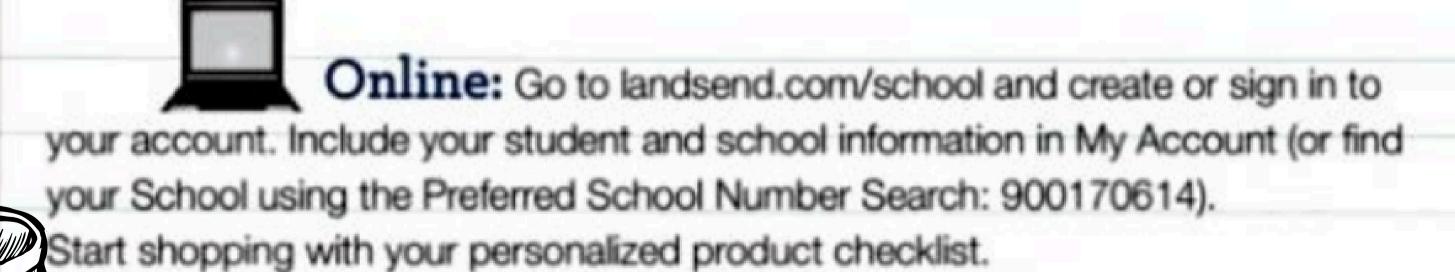
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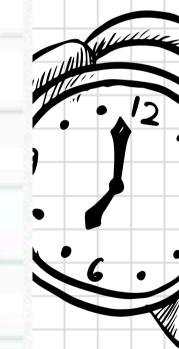


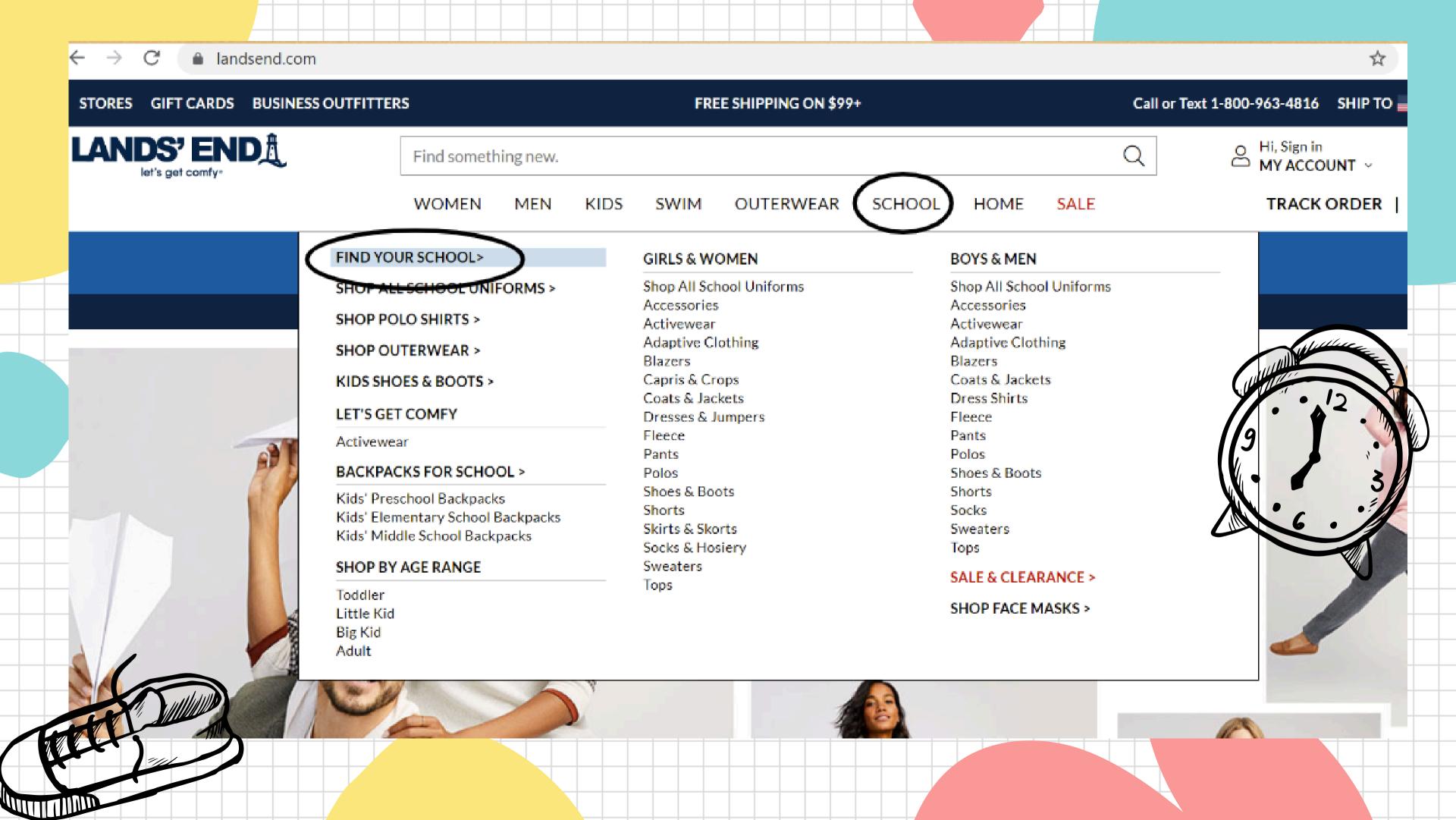
800-469-2222 · landsend.com/school

## PILLARS PREPARATORY ACADEMY 900170614

Lands' End: your school uniform source.







#### By School Address

School Name

Pillars Prep Academy

Location

in United States/US Territories

City

South River

State

New Jersey

CANCEL

SEARCH BY ADDRESS





**Pillars Preparatory** Academy 34 Charles St South River, NJ

Montclair Kimberley A cademy Upper chool 6 Lloyd Rd Montclair, NJ

Charter School 117 Elmwood Ave East Orange, NJ

SELECT SCHOOL SELECT SCHOOL



SELECT SCHOOL

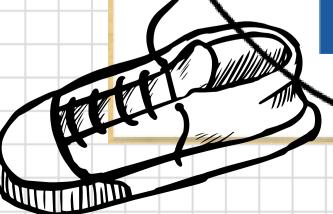




**Princeton Academy** 

Noble Leadership

Montclair Kimberley





Find something new.

WOMEN

MEN

KIDS

SWIM

OUTERWEAR

SCHOOL

HOME

SALE



#### **SCHOOL UNIFORMS**

Find your school's dress code:

By School Number

School Number

900170614

e.g. 912345671 no hyphens

Already have a School Uniform Student?

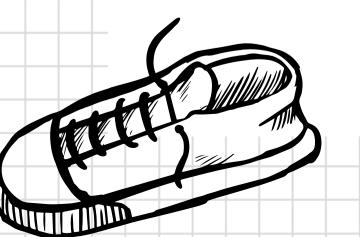
- · Access Your School & Student Info
- Shop Your School's Dress Code
- · Checkout Faster
- View Order History

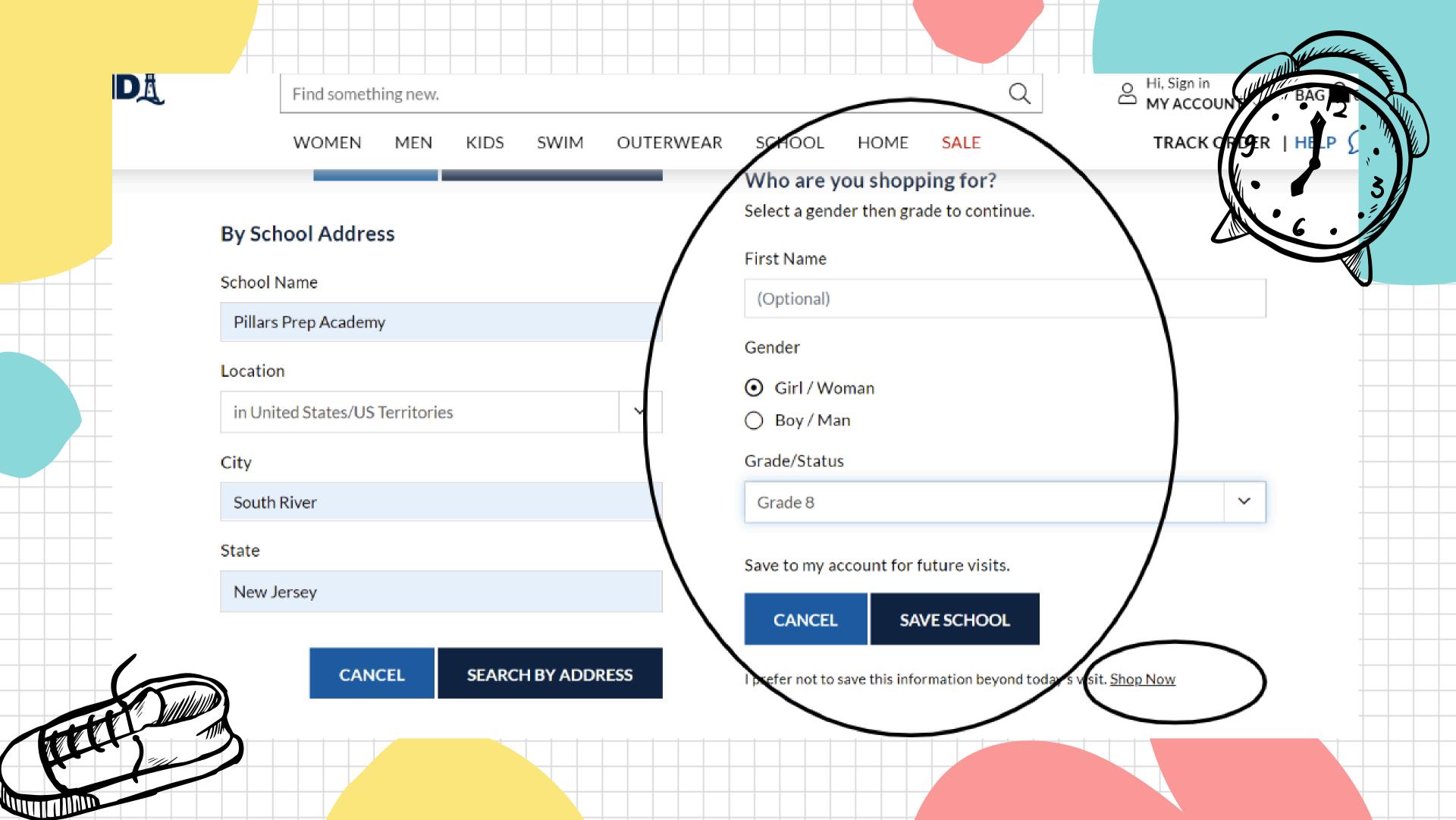
SIGN IN

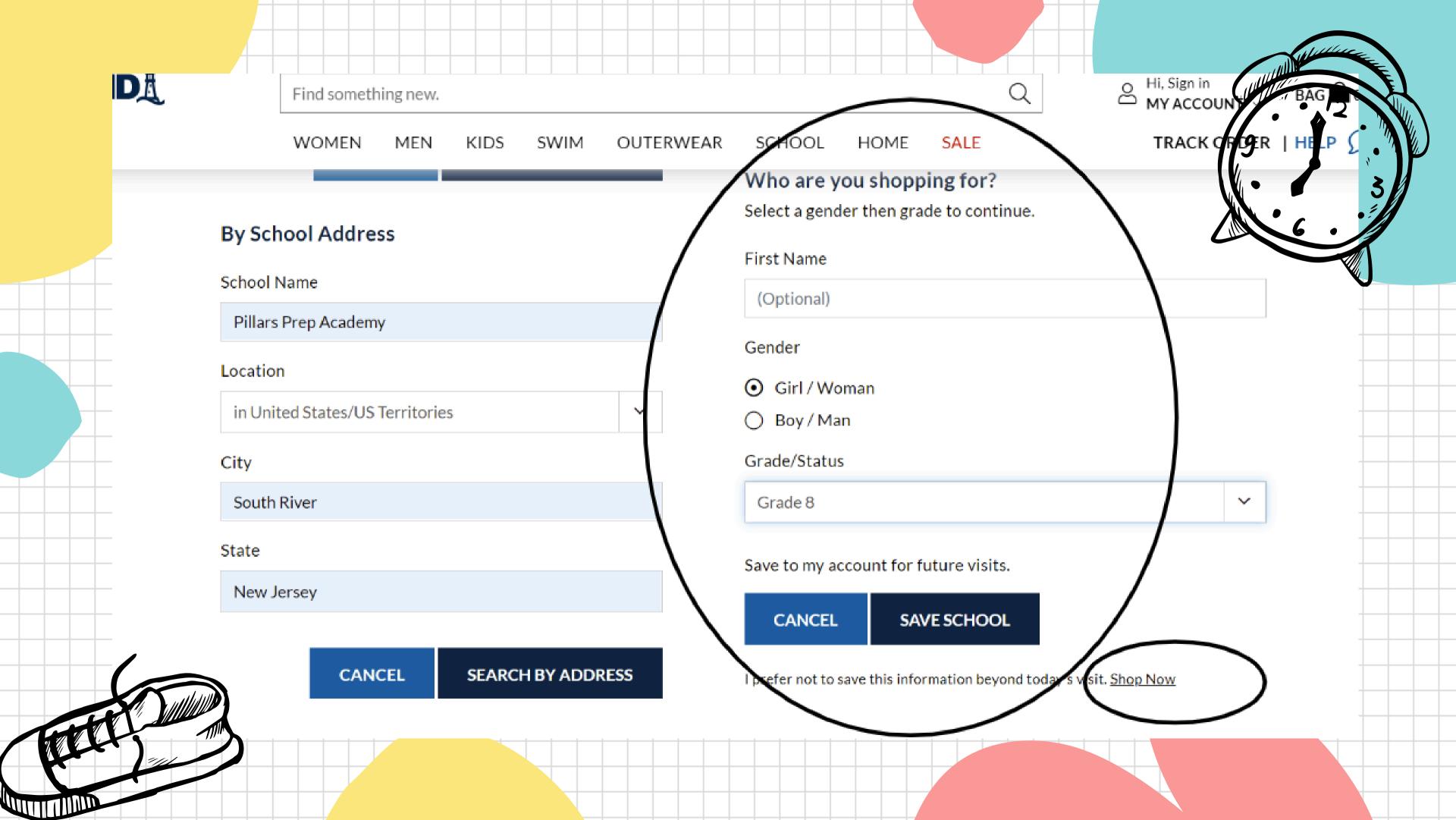
CANCEL

**SEARCH BY NUMBER** 

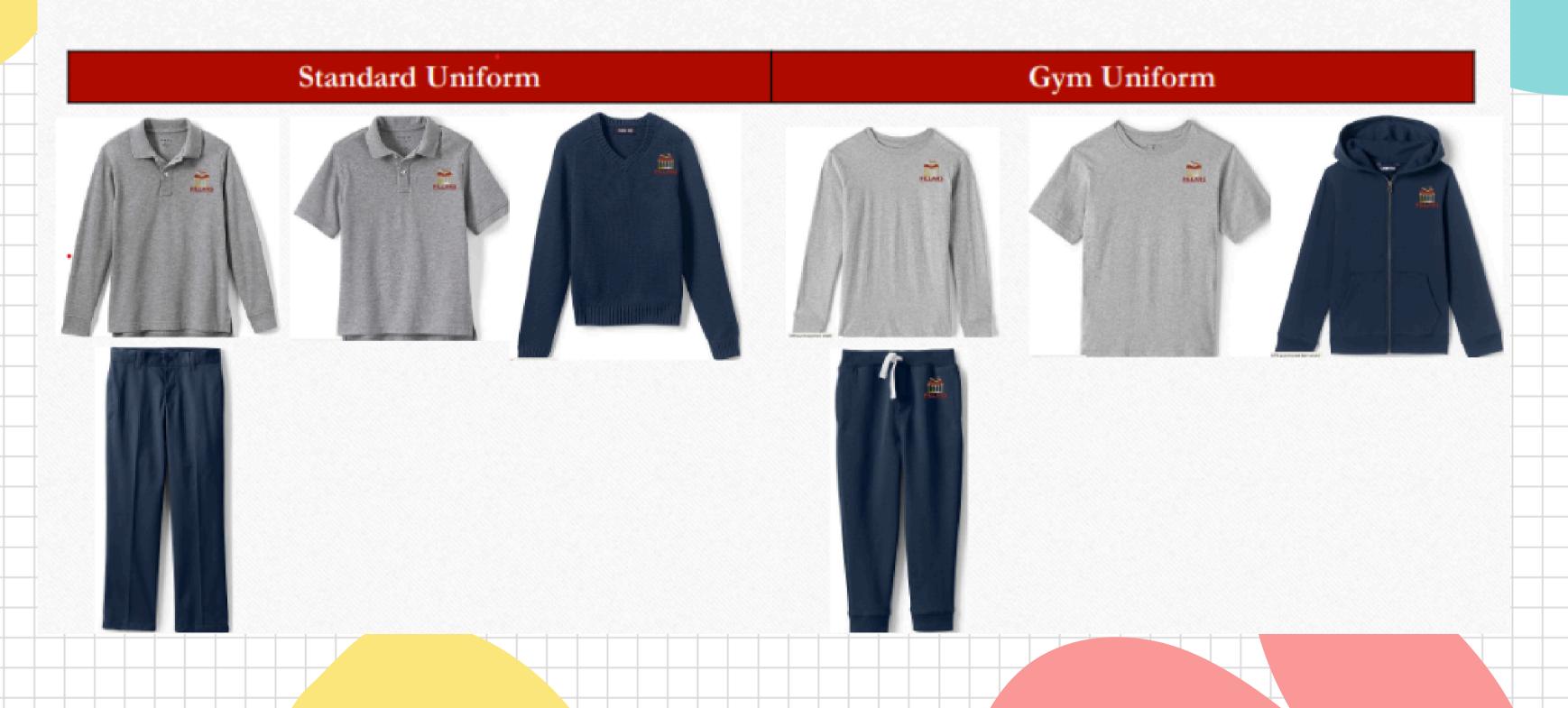




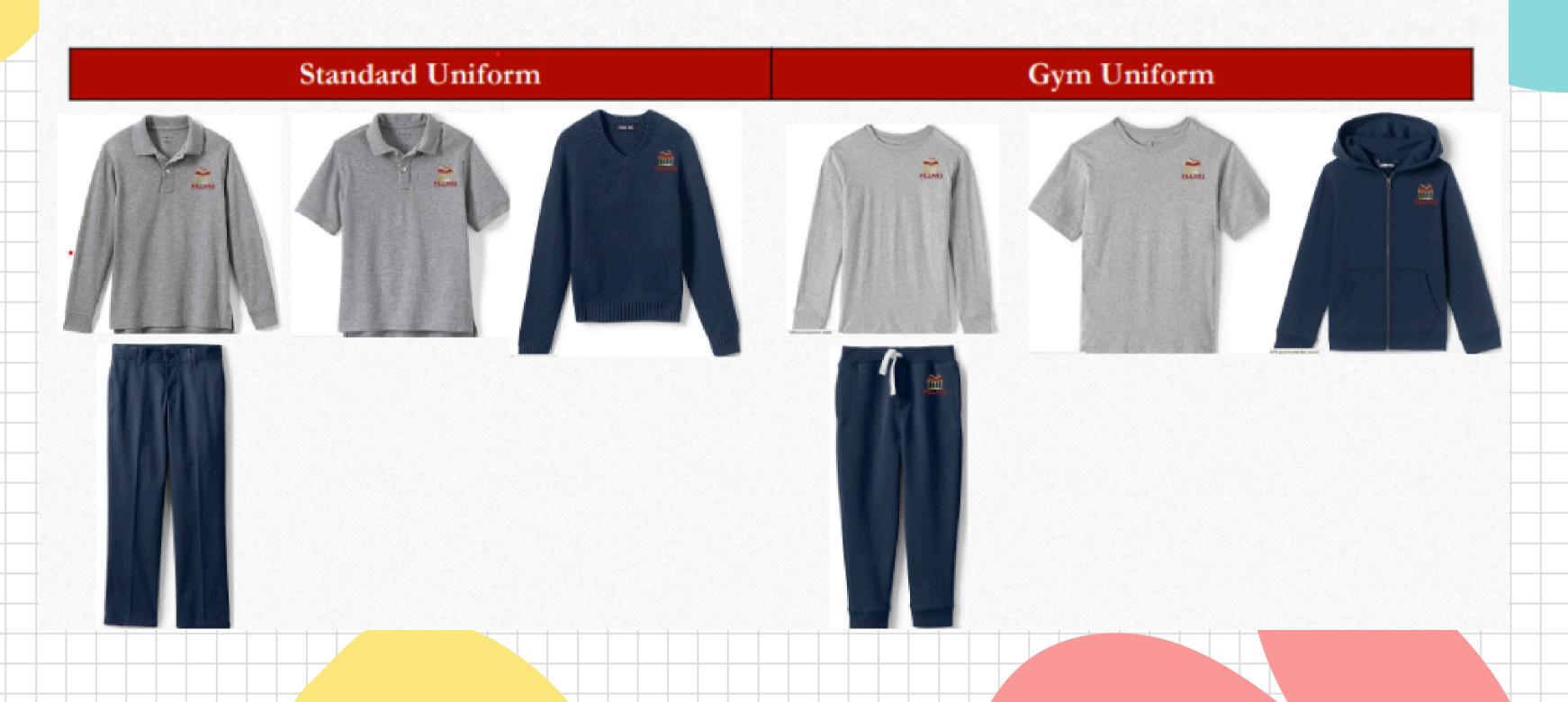




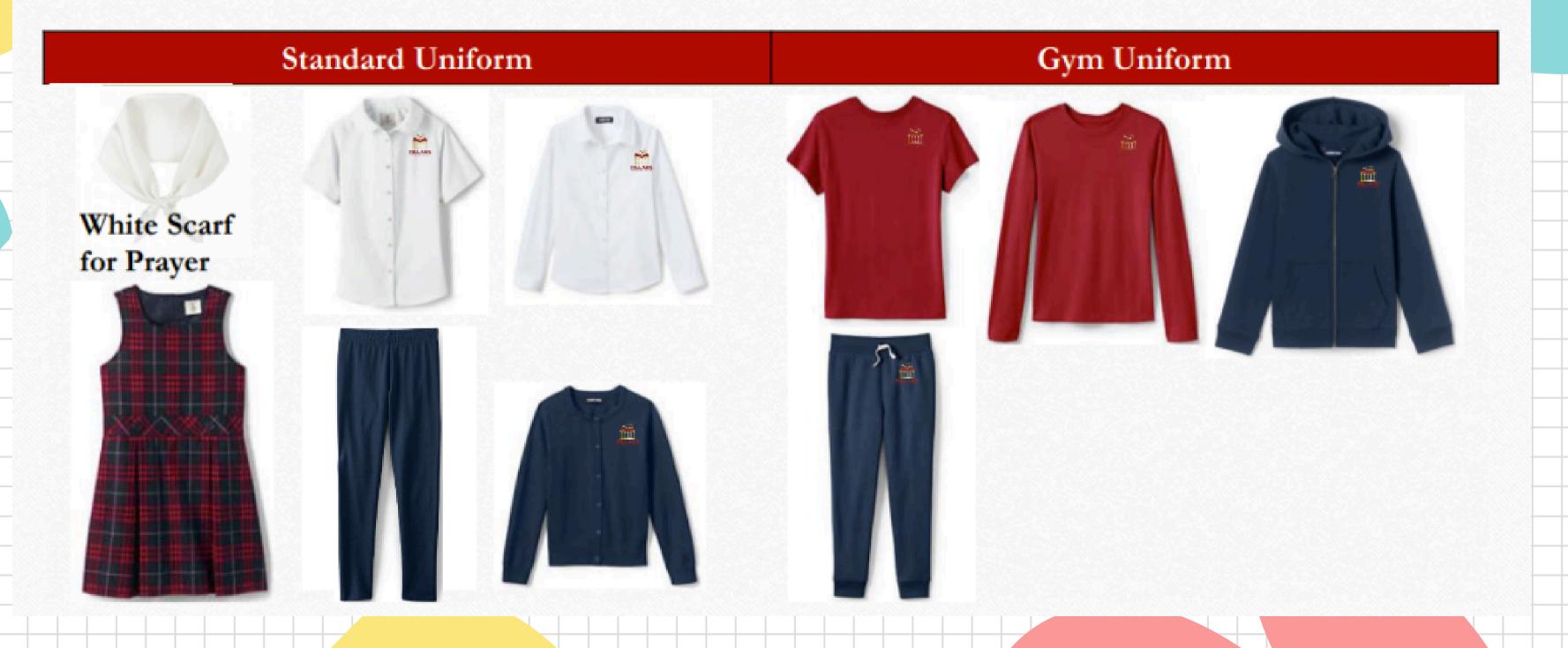
# Uniforms for Boys (KG – 5)



# Uniforms for Boys (KG – 5)



# Uniforms for Girls (KG - 3)



# Uniforms for Girls (4th & 5th) \* Hijab mandatory beginning 5<sup>th</sup> grade

#### Standard Uniform

#### Gym Uniform













## Dress - Up Friday (Jummah)

Fridays are Dress-Up days at Pillars. Students can come in:

- Islamic attire (abayas, dresses, kaftans, etc).
- Standard Uniforms

\* Please note that Gym Uniforms are not permitted on Fridays.

### MS/HS UNIFORMS

6<sup>th</sup> – 12<sup>th</sup> Grade

All BOYS standard uniforms must be purchased from the Lands End website.

All BOYS gym uniforms must be purchased through <a href="Pillars">Pillars</a>.

All GIRLS standard and gym uniforms must be purchased through Pillars.



Use this form: https://forms.gle/tz87wwAHYwXChHjA6

### Uniforms for Middle School Boys (6 – 8)

#### **Standard Uniform**

No Polo Shirts on Fridays!

#### Gym Uniform



Standard Uniform - Purchase from Lands End

### Uniforms for High School Boys (9-12th)

# Standard Uniform No Polo Shirts on Fridays!

- Standard Uniform Purchase from Lands End
- Seniors are exempt from the standard uniform





- Seniors are NOT Exempt from the Gym Uniform

# Middle and High School Boys (6-12) Dress - Up Friday (Jummah)

Kaftans



OR

Blue Button Down with Khaki Pants



- Uniform pants with a blue dress shirt OR Kaftan IS Acceptable on Fridays!
- No other form of clothing is permitted on Fridays! NO GYM UNIFORMS!

# Uniforms for Middle School Girls (6th - 8th) \* Hijab mandatory beginning 5th grade

#### Standard Uniform

#### **Gym Uniform**

- Gray Skirt
- Blue Shirt w/logo
- Blue Hijab (Jersey or Chiffon)
- Navy Zip-up Jacket w/logo

Order Form









# Uniforms for High School Girls (9th - 12th) \* Hijab mandatory beginning 5th grade

#### Standard Uniform

#### Gym Uniform

- Gray Skirt
- Black Shirt with logo
- Taupe Hijab (Jersey or Chiffon)
- Navy Zip-up Jacket w/logo

Order Form









Seniors are exempt from the standard uniform

Seniors are NOT Exempt from the Gym Uniform

# Middle and High School Girls (6-12) Dress - Up Friday (Jummah)

Fridays are Dress-Up days at Pillars.

Students can come in:

- Islamic Attire (abayas, dresses, skirts, etc).
- Standard Uniforms

NOT permitted on Dress-Up Fridays:

- pants of any type
- Gym Uniforms

### Violations of the School Uniform

- Wearing open toe/back shoes
   Crocs/similar footwear are a violation of the school uniform
- Hijab not properly covering neck
  o pins must be worn on hijabs
- Earrings showing through/on hijab
- Makeup
- Nails/Nail Polish
- Please note that these are just some examples of school uniform violations

## School Uniform Violations

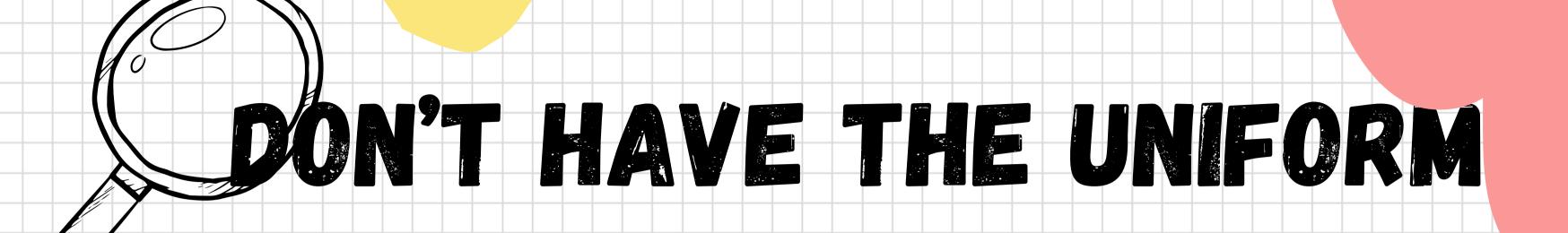
1st Violation	Email Home
2nd Violation	* phone call (no answer - email)  * \$10 fine + purchase of uniform correction
3rd Violation	* phone call (no answer - email)  * \$15 fine + purchase of uniform correction  * parent meeting required
4th Violation	* phone call (no answer - email)  * \$20 fine + purchase of uniform correction  * next day student in-school suspension

All Violations: Students will be subject to purchasing a new uniform (or part of the uniform that they are missing) on the day of the violation for an immediate correction.

## School Uniform Violations

1st Violation	Email Home
2nd Violation	* phone call (no answer - email)  * \$10 fine + purchase of uniform correction
3rd Violation	* phone call (no answer - email)  * \$15 fine + purchase of uniform correction  * parent meeting required
4th Violation	* phone call (no answer - email)  * \$20 fine + purchase of uniform correction  * next day student in-school suspension

All Violations: Students will be subject to purchasing a new uniform (or part of the uniform that they are missing) on the day of the violation for an immediate correction.



If your child's uniform has been backordered or is still being shipped.

#### **KG-5**

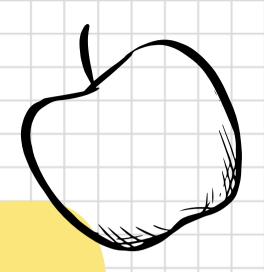
Please have your child wear:

- Girls: blue pants and a red shirt
- Boys: khaki pants and a gray polo
- GOAL: be as close to the uniform as possible

### M/H

Please have your child wear:

- Girls: skirt or blue/black abaya
- Boys: khaki pants and a gray polo
- GOAL: be as close to the uniform as possible



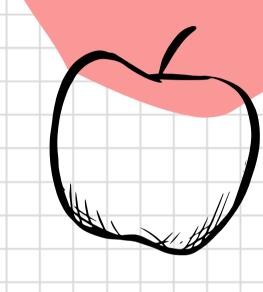
## SNACKS & LUNCHES

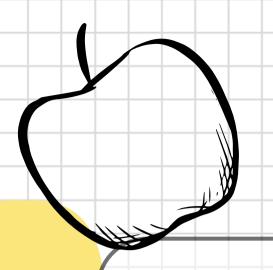
Breakfast is important to help students stay focused.

Lunches should be nutritionally balanced and enjoyable.

3 food groups (vegetables, fruits, grains, protein and dairy/calcium-rich foods)

Lunch/snack needs to be brought in every day





## ORDERING LUNCH

Lunch is available for purchase and will begin on September 30th

Lunch order forms will go out bimonthly 1st Order form will be sent out in the last 2 weeks of September

Lunch sales start in October

September: students must bring their own lunches. We are a
PEANUT FREE
school



## NO ORDERING FOODIII

If your child does not have lunch?

No ordering (door dash, Uber eats, etc!

Parents and students included!

If there is a day that you forgot or something happened, CALL THE MAIN OFFICE

# SOME SCHOOLWIDE POLICIES

#### **Cell Phones**

All grade levels - HAND IN Phones during Homeroom.

It is recommended that students younger than sixth grade refrain from bringing phones to school.

### Birthdays

We DO NOT celebrate birthdays at Pillars.

If you would like to bring something in for your child's class, you can bring in a Jummah treat (cupcakes, goodie bags, etc).

We ask that you refrain from bringing in food (such as pizza) on Fridays.

#### **Jummah Treats**

Fridays are special - in accordance with the Sunnah.

Please contact your child's homeroom teacher to coordinate sending in a Jummah treat (cupcakes, fruit, stickers, etc).

We ask that Jummah treats are small and simple items.

# ACADEMIC COMMUNICATIONS

### Sycamore

- EC/Elem School ID: 3749
- M/H School ID: 4217
- Trouble with your account?
   email: admin@pillarsprep.com

### Class Dojo

Notifications for PS-KG

### Google Classroom

Notifications and assignments for 1st

- 12th Grade
- must use Pillars
   EMAIL



Please check your email and sign the Student/Parent
Handbook. Students must bring in signed
acknowledgement by Thursday.



# II/12 GRADE NOTE

#### **MCC Cohort**

- MCC campus on Tues +
   Thurs
- NO school on Fridaysone class (elective) log
  - in on zoom

#### **Pillars Cohort**

- all classes in person at Pillars
- Physics + Precalc



# SUPPORT TABLES

### Ms. Marwa Office Administrator

Help with any difficulties getting into:

- sycamore
- ixl
- etc

# Ms. Sara Elsehetry Licensed Mental Health Counselor

- former Pillars employee
- provides support for families
- check if she accepts your insurance



# ADMIN SUPPORT STAFF



#### Ms. Farheen Khan School Counselor

-B.A. in Psychology
-Masters in Education
-Certifications in:
\*Teaching grades K-6
\*ESL grades K-12
\*Islamic psychology

-Doctor of Education (coming up inshAllah!)
-Over 15 years of experience in the field of education
-2nd year at Pillars Prep



#### Mr. Riadh Saadallah Dean of Discipline and School Culture

-B.A in History
-5 years in education
-2nd year in Pillars Prep

### SCHOOL COUNSELOR

- Student support
- Parent support

Email:

farheen.khan@pillarsprep.com

Phone:

732-390-4200, ext. 104

#### Student support includes:

- Social-emotional support
- Academic support
  - College prep
  - College applications
  - Standardized testing
  - High School Scholars Program

#### Parent support includes:

- "Ask the Counselor" Zoom sessions (2nd Thursday of every month, starting Oct) - parents can ask any questions about parenting challenges that they are facing
- Parenting workshops on special topics throughout the school year

## DEAN OF DISCIPLINE & SCHOOL CULTURE

In our rapidly changing world, Islamic schools play a crucial role in helping Muslim youth preserve and strengthen their identity.

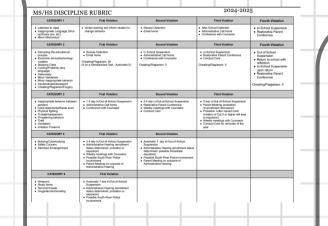
### Tarbiyyah

Student behavior with:

- Other Students
- Teachers
- Staff

Ensuring school rules are followed.

Correct and discipline misbehavior using the Discipline Rubric.



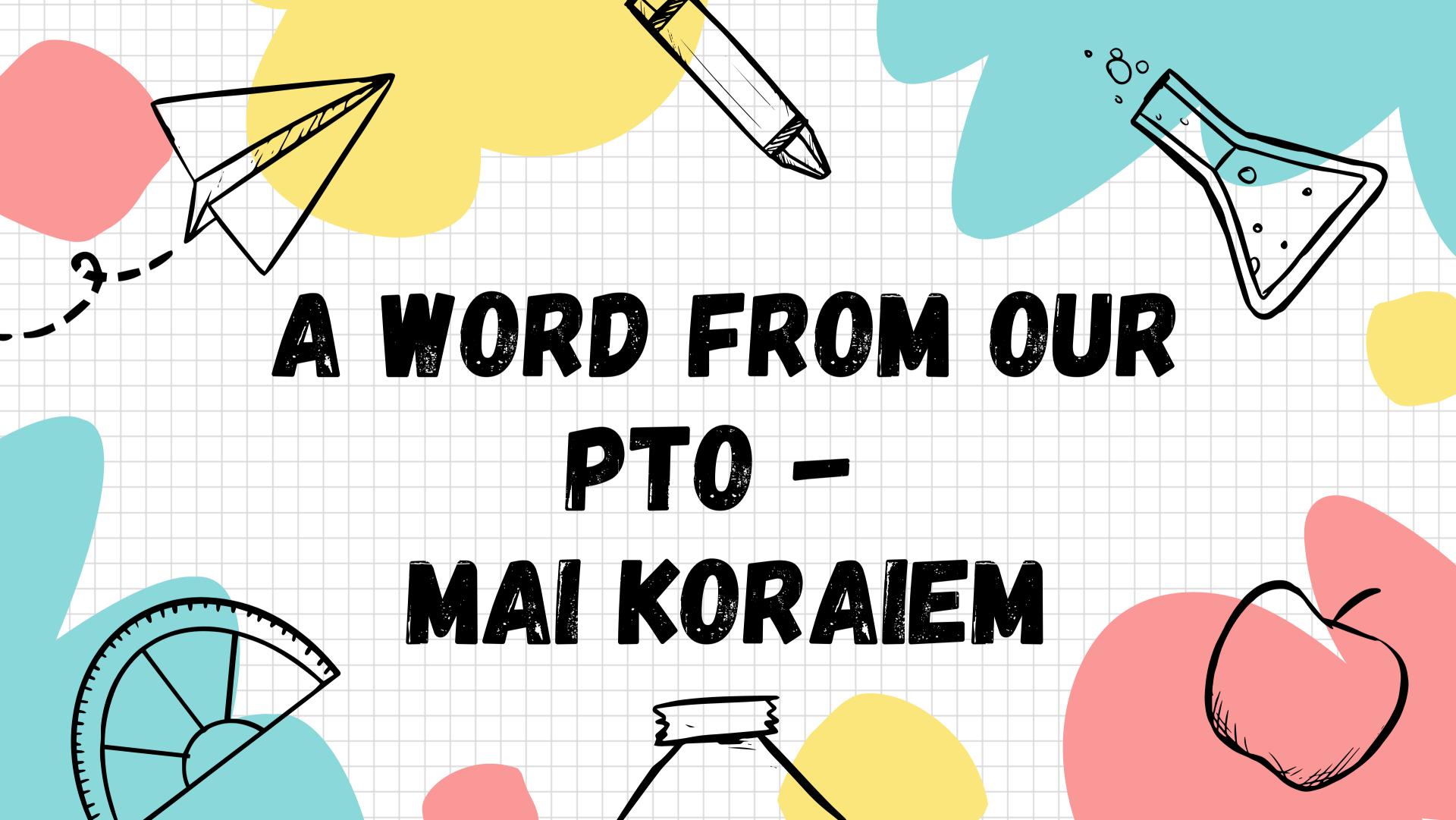
Developing a positive/ welcoming School Culture

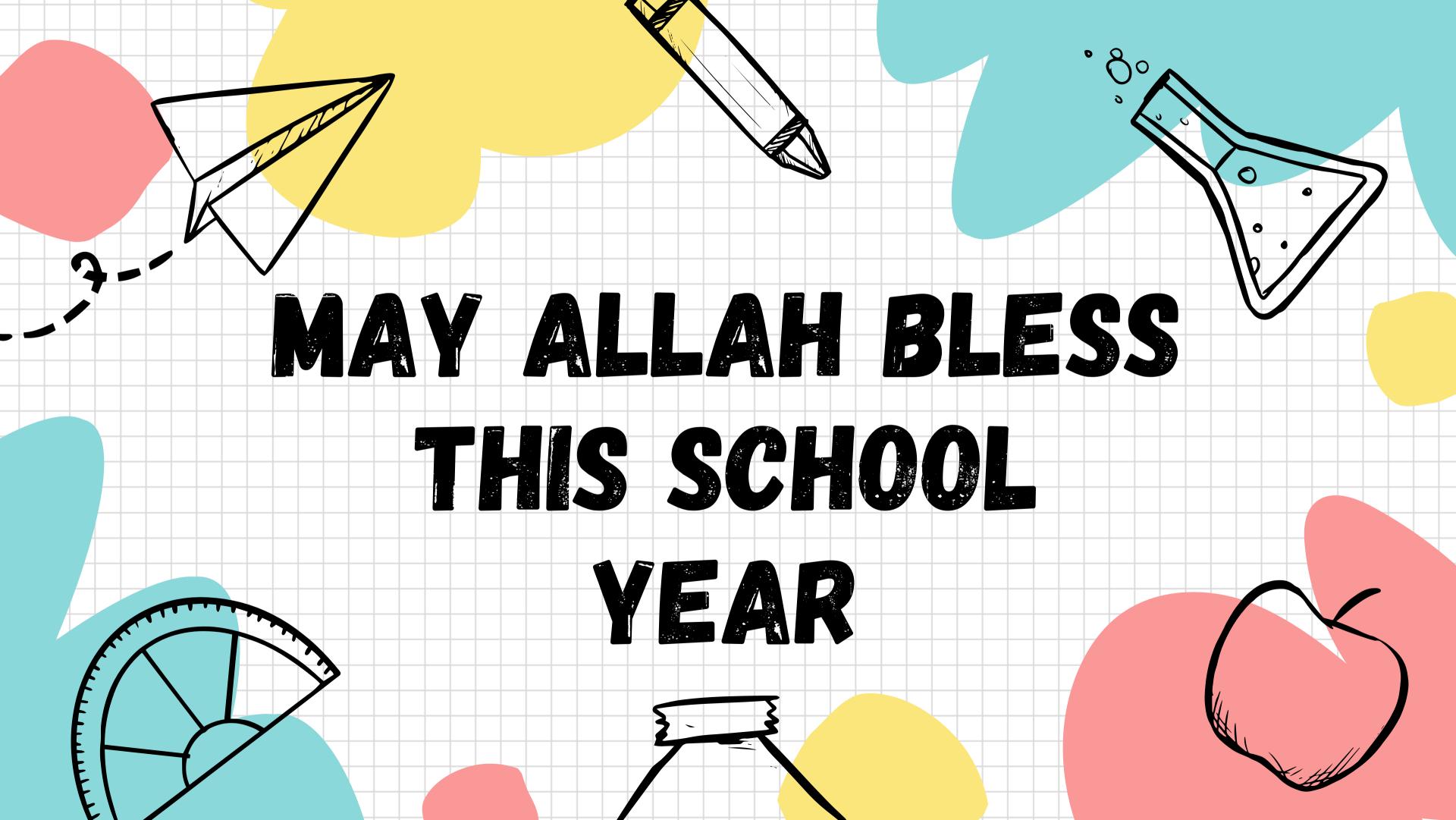
Foster a culture where our core values are deeply internalized and lived by.

- Excellence/ Ihsan
  - Leadership or Servitude
    - Ummah Focus
      - Empathy/Rahma

# DEAN OF DISCIPLINE & SCHOOL CULTURE

كُنتُمْ خَيْرَ أُمَّةٍ أُخْرِجَتْ لِلنَّاسِ تَأْمُرُونَ بِٱلْمَعُرُوفِ وَتُنْهُونَ عَنِ ٱلْمُنكَ عَنِ ٱلْمُنكَ وَتُؤْمِنُونَ بِٱللَّهِ وَلُو ءَامَنَ أَهُلُ ٱلْحِتْنِ لَكَانَ خَيْرًا لَهُمْ مِنْهُمُ المُؤمِنُونَ وَأَكْثُرُهُمُ الْفُلْسِقُونَ اللهُ الْمُؤمِنُونَ اللهُ اللهُ الْفُلْسِقُونَ اللهُ الله









#### **Sh Mamdouh**

- full time this year
- with Pillars since it started -10 years!

# explain the schedules for the day explain if more than one student - how to follow schedule student chromebooks

# Follow Us!

Instagram



www.instagram/pillarsprep

Facebook



www.facebook/pillarsprep