

# ICB Muslim School

130 Lexington St, Burlington, MA 01803

## Admission Packet (2009-2010)

### School Policies

#### Admission Packet Contents:

- Registration Forms
  - School policies, admission and general information
  - Exams and holidays schedule
- Note: Syllabus will be available on the first day of school with the books

**Note:** Applications will not be accepted without fee. No exception Insha Allah.  
Registration Deadline: September 27, 2009  
Completed forms along with the required fee must be submitted by the above date.

#### Admission Policy:

- The tuition fee in full must accompany registration Application
- Incomplete application will not be accepted
- **All new students will be tested on October 4, 2009 and placed in the appropriate grades**
- Age for Grade1: Student must be at least 6 years of age in September 2009

**Application and Books Fee:** \$25 for KG students and \$50.00 all other students

#### Tuition Fee (Yearly Option):

- One Child: \$250.00
- Two Children: \$350
- Maximum Per Family: \$450.00

**Note:** Fee for the entire year is due at the time of registration  
**Parents are encouraged to contact the Principal for special arrangements.**

#### Tuition Refund:

- Withdrawal in the first 4 weeks of school: 50%
- Withdrawal after first 4 weeks: No refund

#### Tuition Fee (Monthly Option):

➤ One Child: <b>\$250.00</b>
○ At the time of Registration – 40.00
○ November – 35.00
○ December – 35.00
○ January – 35.00
○ February – 35.00
○ March – 35.00
○ April – 35.00
➤ Two Children: <b>\$350.00</b>
○ At the time of Registration – 50.00
○ November – 50.00
○ December – 50.00
○ January – 50.00
○ February – 50.00
○ March – 50.00
○ April – 50.00
➤ Maximum Per Family: <b>\$450.00</b>
○ At the time of Registration – 66.00
○ November – 64.00
○ December – 64.00
○ January – 64.00
○ February – 64.00
○ March – 64.00
○ April – 64.00

**Note:** Fee for the month is due on the first class of the month.

**Parents are encouraged to contact the Principal for special arrangements.**

**Schedule:**

School Begins	Sunday, October 4, 2009
Mid-Term Exam	Sunday, February 7, 2009 & February 8, 2009
Final Exam	Sunday, June 6, 2010 & June 13, 2010
Report Cards & Graduation	Sunday, June 20, 2009

**Note:** Snow days make-up time will extend the school year accordingly

**Major Events and Holidays:**

1	Eid and Fall Break	Sunday, November 29, 2009
2	Winter Break	Sunday, December 27, 2009
2	Teacher’s Professional Development Day	Sunday, January 17, 2010
2	Parent Teacher Conference	Sunday, March 7, 2010
3	Picnic Day	Sunday, May 30, 2010
4	Graduation	Sunday, June 20, 2010

## School Hours:

Activity	From	To
School Starts	10:00 A.M.	
Assembly	10:05 A.M.	10:15 A.M.
1 <sup>st</sup> Period	10:15 A.M.	11:05 A.M.
2 <sup>nd</sup> Period	11:10 A.M.	12:00 A.M.
Snack Break	12:00 A.M.	12:20 P.M.
3 <sup>rd</sup> Period	12:25 P.M.	1:15 P.M.
4 <sup>th</sup> Period: Dhuhr Prayers	1:30 P.M.	
School Ends	1:45 P.M.	

## Grades:

Percentage	Letter Grade	
90 – 100	A	Minimum for Honors Club
80 – 89	B	
70 – 79	C	Minimum passing grade
60 – 69	D	Probation
59 and below	F	Repeat

**Note:** Criterion for First Position, Second Position, and Third Position Prizes is that the student must be in the Honors Club

## Grading:

	Category	Percentage
1.	Attendance	10%
2.	Homework	20%
3.	Quizzes	20%
4.	Midterm Exam	25%
5.	Final Exam	25%
	Total	100%

## Absenteeism:

- Regular attendance is required
- Missing three classes consecutively per term, without prior notification will result in suspension from the school...
- Notify absence at [principal@icburlington.org](mailto:principal@icburlington.org)
- Home work for the absent days must be completed and returned to the teacher
- A total of seven days of absence in a year will stop promotion to the next grade

## Quizzes and Exams:

- Student MUST take the Midterm and the Final Exam on the scheduled dates
- A minimum of two quizzes in the first term and two quizzes in the second term will be given
- NO make-up for quizzes or exams is permitted unless excused
- Missing Major Exams will result in an 'F' grade

## Books:

- The prescribed textbooks are available at Islamic Center of Burlington
- Books List available at
  - the Bulletin board

## Weather Emergency:

- School will be closed under one of the following conditions
  - If there is 10 to 12 inches of snowfall within 12 hours prior to the start of school in a radius of 25 miles around the school
  - If there is a wind-chill factor of  $-30$  degrees F
  - If the temperature is below  $-20$  degrees F
- Parents should check by
  - Calling Islamic Center of Burlington
  - checking the website [www.icbburlington.org](http://www.icbburlington.org)
  - Checking your e-mail (Please provide us your e-mail at the time of registration)

## Security:

- Students must remain in the school building for their safety during the school hours
- Permission from the office is required for early dismissal
- Notify us immediately, a change in the home address, phone number or e-mail address
- Vandalism and damage to the school property will result in a fine and a disciplinary action
- Any Un-Islamic behavior will also result in a disciplinary action

## Dress Code:

- All students and staff of the Weekend School are required to dress according to the Islamic Shariah
- Boys
  - Full-sleeve or Half-sleeve shirts and full length pants
  - No shorts
  - No Jewelry
  - No backward caps
- Girls
  - Loose fitting, full-length garments and a scarf covering the head adequately
  - No make-up
- Parents are advised to encourage the students accordingly

## Drop-off:

- The administrators will be receiving the students at the main entrance between 9:45 AM and 10:00 AM
- Students arriving after 10:05 will be considered late and they should see the administrator before admitted to the class
- Parents are advised not to drop-off the students in the parking lot without notifying the administrators

## Pickup:

- The school will end after Dhuhr prayer. Parents are advised to attend the Dhuhr prayer and pickup the students from the Masjid
- If the parents cannot pickup their kids on time for any unavoidable valid reason, they should contact the administrators before 1:45 PM to make alternate arrangements
- If the students want to play outside after Dhuhr prayer, parents should monitor them and the school administration WILL NOT be responsible outside the Masjid building

## Homework and Assignments:

- For our students, it's very difficult to attain substantial knowledge by spending only few hours at the Masjid once a week. Parents understand and agree that it is the combined effort of Parents and Teachers that will lead to the successful achievement of our goals
- The curriculum has been selected in such a way that it is easy to learn and practice in our daily life at the school and as well as at home
- Parents agree that they will make sure the students complete their home work at home and practice the lessons learned in their daily life

## Policy Revisions:

- ICB School Education Committee will issue periodic bulletins to announce revisions in the school policies. These bulletins will be kept on file with the Principal and will be displayed on the Bulletin board from time to time
- The current policies regarding the following issues will continue to be in force
  - Discipline and conduct
  - Homework Assignments
  - Tardiness
  - Make-ups
  - Assembly
  - Dhuhr Prayer

## Contact Information:

Vice Principal	Mirza Moazzam Baig	<a href="mailto:mkamran76@yahoo.com">mkamran76@yahoo.com</a>	(339)927-6263
Principal	Nawaz Elerapatty	<a href="mailto:nawazep@gmail.com">nawazep@gmail.com</a>	(781)346-3449
ICB School Committee Lead	Moin Sayed	<a href="mailto:daakya@hotmail.com">daakya@hotmail.com</a>	(617)959-9747
BoD – President	Mohammad Bilal Yaqub	<a href="mailto:mbyaqub@yahoo.com">mbyaqub@yahoo.com</a>	(781)640-0369
BoT – Chairman	Bashir Khalifa	<a href="mailto:basirkhalifa@comcast.net">basirkhalifa@comcast.net</a>	