

Name of the school
WEEKEND ISLAMIC SCHOOL

Admission Packet 200X-200X

Registration: Information →

- **Dates**
- **Place**
- **Time**

This packet includes the following:

| | |
|----|--|
| 1. | Registration Forms |
| 2. | School policies, admission and general information |
| 3. | Exams and holidays schedule. |
| 4. | Syllabus |
| 5. | Books and Resource material |

Note: Registration Deadline: **Date xx-xx-xxxx**
Completed forms must be submitted by the above date.

1. ADMISSION POLICY

| | |
|---|---|
| 1 | Incomplete application will not be accepted. |
| 2 | The tuition fee to be paid along with registration Application |
| 3 | Current student with a passing grade will be promoted to the next higher grade, if registered by Date xx-xx-xxxx |
| 4 | Age for Grade-1: Student must be at least 6 years of age in September 200X. |
| 5 | Age for KG: Student must be at least 5 years of age in September 200X. |
| 6 | Age for Preschool: Student must be at least 4 years of age in September 200X. |
| 7 | New students will be tested on Date and Time and placed in the appropriate grades. (SUBJECT TO VACANCY) |

TUITION FEE FOR THE YEAR 200X-200X by Date xx-xx-xxxx:

| | Islamic Studies Only | Islamic Studies + Urdu/Arabic |
|--------------------|-----------------------------|--------------------------------------|
| One Child | | |
| Two Children | | |
| Maximum per family | | |

- **Fee for the entire year is due at the time of registration**
- Parents are encouraged to contact the Principal or the Vice Principal for special arrangements or in hardship cases.
- **Late Registration →**

Final date is **Date xx-xx-xxxx** (Late Registration)

- Processing fee of \$_____ will be charged per application, for late registration of continuing students.
- No registration will be accepted after this date

- **Tuition Refund →**

Withdrawal by **Date xx-xx-xxxx** in the first two weeks of school: **XX%**
Withdrawal after **Date xx-xx-xxxx**: **No refund.**

2. SCHOOL YEAR 200X-200X

| | | |
|----------------------|---------------------------|--|
| 1 st Term | Begins | |
| | Mid-Term Exam | |
| 2 nd Term | Begins | |
| | Parent Teacher Conference | |
| | Final Exam | |
| Grade | Report Cards & Graduation | |

Note: →

- **Registration for *next* school year begins *Date xx-xx-xxxx***
- ***Emergency (Rain, Snow, Storm, and the like) days make-up time will extend the school year accordingly***

3. HOLIDAYS

| | Dates | Events |
|----|--------------|------------------------------|
| 1. | | Eid-ul-Fitr Holiday |
| 2. | | Eid-ul-Adha Break |
| 3. | | Fall Break |
| 4. | | Winter Break |
| 5. | | Summer Break |
| 6. | | Parent Teacher Conference |
| 7. | | Graduation Preparation Break |

4. SCHOOL HOURS**Timing**

| Activity | From | To |
|---|-------------|------------|
| Arabic/ Urdu language | 09:30 A.M. | 10:15 A.M. |
| School Starts | 10:00 A.M. | |
| Assembly | 10:05 A.M. | 10:15 A.M. |
| 1 st Period | 10:15 A.M. | 11:00 A.M. |
| 2 nd Period | 11:00 A.M. | 11:45 A.M. |
| Snack Break | 11:45 A.M. | 12:05 P.M. |
| 3 rd Period | 12:05 P.M. | 12:50 P.M. |
| 4 th Period → Quranic Recitation | 12:50 P.M. | 1:20 P.M. |
| 5 th Period → Zuhr Prayers | 1:30 P.M. | |
| School Ends | 1:45 P.M. | |

5. 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.*

6. GRADING COMPOSITION

| | Category | Percentage |
|----|-----------------|-------------------|
| 1. | Attendance | 10% |
| 2. | Home work | 15% |
| 3. | Class work | 5% |
| 4. | Quizzes | 20% |
| 5. | Midterm Exam | 25% |
| 6. | Final Exam | 25% |
| | Total | 100% |

7. ABSENTEEISM

- Regular attendance is required.
- Missing three classes consecutively per term, without prior notification will result in suspension from the school...
- Call for notification of absence at → **Telephone number**
- 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.

8. QUIZZES AND EXAMS

- Student **MUST** take the Midterm and the Final Exam on the scheduled dates.
- Three 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.

9. HOME WORK AND CLASS WORK

- Student **MUST** complete the Home work and Class work on the scheduled dates.
- Three Home works in the first term and three Home works in the second term will be given.
- **NO make-up for Homework is permitted unless excused.**
- Missing Home works and Class works will affect the grades.

10. BOOKS

- The prescribed textbooks and Reference books are available in the Weekend school at the **Front Desk**.
- **Books List:** Available at a) **the front desk**.
b) **The Bulletin board**.
c) **Book store**.

11. WEATHER EMERGENCY

School will be closed under one of the following conditions: (Example)

| | |
|---|---|
| 1 | If there is 3 inches of snowfall within 12 hours prior to the start of school in a radius of 10 miles around the school. |
| 2 | If there is a wind-chill factor of -30 degrees F . |
| 3 | If the temperature is below -20 degrees F . |

The chairman of Weekend School Education committee will make decision, at least 4 hours prior to the start of the school.

Parents should check by:

| | |
|----|---|
| 1. | Calling Weekend School at Telephone Number |
| 2. | Calling one of your class teachers. |
| 3 | Checking the website: www.xxx.xxx |
| 4. | Listening to News Radio Station. |
| 5. | Checking your e-mail (Please provide us your e-mail at the time of registration) |

12. SECURITY

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

13. DRESS CODE

All students and staff of the Weekend School are required to dress according to the Islamic Shariah.

| | |
|--------------|--|
| Boys | <ul style="list-style-type: none"> • Full-sleeve or Half-sleeve shirts and full length pants. • No shorts. • No Jewelry. • No backward caps. |
| Girls | <ul style="list-style-type: none"> • Loose fitting, full-length garments and a scarf covering the head adequately. • No make-up. |

- Parents are advised to encourage the students to follow the dress code.

14. REVISION OF SCHOOL POLICIES

Weekend 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.

| | |
|----|------------------------|
| 1 | Discipline and conduct |
| 2. | Homework Assignments |
| 3. | Tardiness |
| 4. | Make-ups |
| 5. | Assembly |
| 6. | Fard Prayer in Jamaat |

15. CONTACT INFORMATION

| | Name | Telephone number |
|----------------|------|------------------|
| Chairman | | |
| Vice Chairman | | |
| Principal | | |
| Vice Principal | | |
| Administrator | | |
| Dean | | |
| Assistant Dean | | |

