

Dear Parents and Students, welcome to FVAMC Academy!

Please find enclosed a registration packet for our 2014-15 academic school year. We are offering weekend Islamic education for children ages 3 to 18 years old.

Our grade levels are as follows:

Pre School and Early Kindergarten (play based) Ages 3-4.5

Level 1: Ages 5-7

Level 2: Ages 8-10

Level 3: Ages 11-13

Level 4: Ages 14-15

Youth Group Study/Teachers Assistant Program: Ages 16+

Please take a moment to complete the attached forms and promptly return to our office in order to secure a spot for your child(ren) in this exciting new program. As we approach the start of the school year, you will be advised of the newest developments and receive a full calendar with dates and times of school sessions. Our program will run every Sunday and will mirror the Avon Public Schools Calendar. **Our first day of school will be September 7th, 2014. School will be in session from 11:00am to 1:00pm every Sunday, excluding holidays.** Special Events and Recreation while school is in session will be included in your tuition fees.

Once you have completed the application, please submit it along with a non-refundable deposit check in the amount of \$ 100.00 (One hundred dollars). This deposit secures a spot for your child(ren) at FVAMC Academy. It will also serve as a credit toward your final tuition balance, with the remaining balance being due on or before September 1, 2014. Payments received after September 1st, will incur a \$50.00 (per family) late registration fee. Tuition fee is \$350 for first child and \$50 for each additional sibling (from same household). This tuition costs cover all school materials, text books, work books, and School Spirit T-Shirt for the entire school year. All checks payable to: FVAMC with a note "FVAMC Academy."

We look forward to providing you with a richly diverse curriculum, offered by excellent teachers and staff, designed to enhance our children's Islamic knowledge and create well rounded students who are educated in their faith and equipped with the skills necessary to thrive as proud, productive members of our community.

Yours Faithfully,

Sr. Almedina Imamovic

Principal

FVAMC Academy

35 Harris Road

Avon, CT 06001

Telephone: 860-673-9630

Email: FVAMCPrincipal@gmail.com



FVAMC ACADEMY REGISTRATION FORM

Mother's Information					
First Name:		Last Name:			
Street/Apt. Address:		City:		Zip:	
Cell/Text #:		Home Phone #:		Email:	

Father's Information					
First Name:		Last Name:			
Street/Apt. Address:		City:		Zip:	
Cell/Text #:		Home Phone #:		Email:	

Student(s)					T-Shirt Size Youth SMLXL
Full Name	Gender	Age (as of 9/14)	School Grade (as of 9/14)	Allergies/ Health Concerns (A conference time will be scheduled with School Staff)	
	<input type="checkbox"/> Female <input type="checkbox"/> Male				<input type="checkbox"/> Youth <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge
	<input type="checkbox"/> Female <input type="checkbox"/> Male				<input type="checkbox"/> Youth <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge
	<input type="checkbox"/> Female <input type="checkbox"/> Male				<input type="checkbox"/> Youth <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge
	<input type="checkbox"/> Female <input type="checkbox"/> Male				<input type="checkbox"/> Youth <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge
	<input type="checkbox"/> Female <input type="checkbox"/> Male				<input type="checkbox"/> Youth <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XLarge



ACADEMIC INTEGRITY AGREEMENT (MANDATORY)

We, the Families of Farmington Valley American Muslim Center Inc. and FVAMC Academy believe that as individuals we must assume responsibility for upholding our standards of integrity and social conduct. This document articulates those standards upon which the FVAMC Academy students, parents and educators can promote an atmosphere of mutual trust and respect in which our goals of serving God and building community thrive. With this document, the FVAMC Academy student body, families and teachers, in accordance with the mission statement of the Center, declare our commitment to a code of honor that fosters moral growth and upholds academic, Islamic and personal integrity. By signing this document, each student, parent, and teacher commits to act with honor, integrity, and respect, fostering love and brotherhood and sisterhood at FVAMC Academy.

Statement of Rights and Responsibilities:

FVAMC Academy's goal is to encourage students to lead exemplary lives based on the example and teachings of our Prophet, Muhammad PBUH. Free inquiry and free expression are essential for the attainment of this goal. Therefore, we deem it necessary to establish the basic rights and freedoms of the students of FVAMC Academy. Fair grading, protection against improper treatment, and protection of freedom of association are guaranteed under this agreement.

We are honored and excited for the opportunity to spend time with students and promote a stress free learning environment. Certain types of behavior damage relationships between students and classmates, between families and staff. In an ongoing effort to maintain the best of relations, FVAMC Academy does not tolerate these sample offenses:

- 1. Refusal to follow instructions from FVAMC Academy staff or teachers while on school property or on field trips.**
- 2. Physical Aggression towards anyone on school property.**
- 3. Gossip or Verbal Bullying of students, staff or teachers.**
- 4. Disruption of any kind that is deemed inappropriate by staff members while school is in session.**
- 5. Frequent late or tardy arrivals. Specific number of occurrences to be determined and communicated to parents.**

First Offense:

1. Parent contacted by teacher.
2. Incident documented in discipline record.
3. Student will be monitored for academic misconduct.
4. Student must complete reading/writing assignment focused on the importance of integrity and kindness.

Second/Continuing Offense:

Consequences listed in the first offense, and one or more of the following:

1. The student will attend a hearing before the Academic Integrity Committee, which consists of a panel of teachers, Board of Education Members and Principal who will determine appropriate disciplinary action.
2. The student may be temporarily or permanently suspended from FVAMC Academy with no refund of tuition given.



Student Grievances:

A student, parent, or guardian may initiate the grievance procedure. Anyone wishing to invoke the grievance procedure shall make a written request for a conference with the Principal and student’s teacher to discuss the grievance and seek resolution.

The request shall detail the basis for the grievance, name a specific policy, rule or law believed to have been violated, and specify the relief being sought.

No grievance shall be heard unless it has been filed in writing within thirty (30) calendar days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance, the policy, regulation and procedure, rule or law believed to have been violated, and the remedy being sought.

The principal shall grant the conference within five to ten school days following receipt of the request. The principal will state in writing his/her position on the question to the student or parent within five (5) school days following the conference. Only the parent or guardian shall be permitted to join or represent the student in the conference with the Principal.

I understand that FVAMC Academy students, parents and staff are held to high standards when it comes to academic conduct and personal integrity and that my teachers and administrators are committed to helping me learn the importance of moral integrity and the consequences of not following the rules as set forth in the agreement. I also understand the consequences I will face should I choose to act in a manner that is not in adherence with school policy. Therefore, I will adhere to the rules of responsible behavior.

_____	_____	_____	_____
Student’s Name	Grade	Signature	Date
_____		_____	_____
Parent’s Name		Signature	Date
_____		_____	_____
Teacher’s Name		Signature	Date



FVAMC ACADEMY APPLICATION FOR FINANCIAL AID (OPTIONAL)

Student's Full Name:		Grade:	
Father's Full Name:			
Mother's Full Name:			
Guardian's Full Name:		Relationship to Child:	
Address:			
City:	State:	Zip:	Tel:
A. Family Information			
List names and ages of siblings living in the household with the student named above:			
1.		4.	
2.		5.	
3.		6.	
B. Financial Information			
1. Please attach (1) signed federal tax return for the past two years, (2) payroll check stubs for the last two months.			
2. Provide the following information:			
Father's Job:		Father's Annual Income:	
Mother's Job:		Mother's Annual Income:	
Other Source of Income:		Annual Amount:	
Do you own or rent your residence?		Monthly rent or house payment:	
Motor vehicle(s) you own: 1. Make:		Year:	2. Make:
			Year:

C: Financial Aid Policy

FVAMC Academy recognizes that Islamic education is essential for all Muslim children regardless of their financial status. All efforts will be made to reduce tuition for families who qualify to receive financial aid.

- To be considered for financial aid, families in need must complete a Financial Aid Application Form and submit it with all supporting documents to the school administration by **August 15th of each year**.
- Supporting documents shall include (1) signed **federal tax return** for the past two years, (2) **payroll check stubs** for the last two months.
- Eligibility for financial aid is determined by the Board of Education as follows:
 - Financial aid criterion sets a quota for financial aid students who can be admitted to school during a year.
 - The quota shall be determined based on budget constraints and vacancies in the classrooms.
 - The criterion shall define the maximum income per person based on family income below which the family becomes eligible for financial aid. This is used to define the minimum amount of tuition an eligible family shall pay.
 - Financial aid applications will be reviewed confidentially by school's financial aid committee. The Financial Aid Committee shall consist of at least two members of the Board and headed by the school Principal.
 - The committee shall: (i) Verify personal information on applications and all supporting documents, and (ii) determine the minimum tuition for each student.
- Changes in the financial status of applicants should be reported to the FVAMC Academy Principal within one month, and the amount of aid may be adjusted based on the changes reported.
- Erroneous financial information will automatically result in suspension of financial aid.

I have read and agreed to the financial aid policy. I testify that all information in this form and supporting documents are correct. Parent/Guardian Signature: _____ Date: _____

For Office Use Only: Approved: ___ Declined: ___ Reason: _____