



# WEEKEND SCHOOL 2025-2026 HANDBOOK

Policies & Procedures

“Read! In the Name of your Lord Who has created (all that exists). He has created man from a clot (a piece of thick coagulated blood). Read! And your Lord is the Most Generous. Who has taught (the writing) by the pen. He has taught man that which he knew not.”  
Surah al-‘Alaq 96:1-5

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## Purpose

Assalamu 'alaykum Wa Rahmatullahi Wa Barakatuh!

Welcome to the ISG Weekend School Program!

This handbook has been prepared for students and parents with the intent of providing information about the Weekend School policies and procedures. The responsibilities were formulated and approved by the ISG board for the purpose of achieving our goals in creating the best learning environment for our Weekend School students.

The ISG Weekend School offers a dynamic and spiritually enriching program designed to provide meaningful Islamic education to our children. Students benefit from a traditional seminary-style education, integrated within the Masjid environment.

This sacred setting enhances their learning experience, enriching their studies with a profound sense of purpose and reverence.

Following the prophetic model in which Rasoolullah (SAW) taught his companions to bring them closer to Allah (SWT), the program aims to nurture love for Allah in the hearts of our students, instill a deep connection with the Qur'an and Sunnah, and cultivate exemplary character (akhlaq).

This unique opportunity to gain knowledge and nurture piety where they are surrounded by an atmosphere of spirituality and devotion, is a blessing and privilege granted to few.

## Weekend School program

Our weekend program delivers an unparalleled educational journey, seamlessly integrating traditional Islamic teachings with modern educational methodologies.

Sunday School Classes: Sundays between 10:00 AM & 1:00 PM

Friday and Saturday Evening Lecture Sessions: Between Salah al-Maghrib and 'Isha







Together, these sessions offer engaging classes, interactive discussions, and spiritual development opportunities that support the growth of our students both intellectually and emotionally.

**For ages:** 6 to 14



**Levels:** 1 to 4

## Our Mission

Our mission at ISG Weekend School is to cultivate a deep, well-rounded Islamic identity in every student. We aim to empower our learners through a curriculum that emphasizes:

-  Tawheed (the oneness of Allah), Islamic Aqeedah (Creed)
-  Qur'anic Studies
-  Arabic language
-  The Seerah of the Prophet Muhammad PBUH
-  Hadith studies (Prophetic teachings)
-  Adaab (Islamic etiquette) and Akhlaq (manners)

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-  Fiqh (understanding of daily Islamic practices)
-  We are committed to nurturing Islamic values and understanding in future generations, equipping them intellectually to become positive contributors to society.

## Our Vision

We envision a future where students emerge from our program with:

- ❖ A strong foundation in Islamic knowledge
- ❖ A deep connection to the Qur'an and Sunnah
- ❖ The skills and confidence to navigate life with wisdom, compassion, and integrity
- ❖ The character and values to be exemplary Muslims in today's world
- ❖ We help children learn and practice the religion of Islam, effectively develop long-term practicing Muslims and law-abiding citizens with Islamic values.



## Admission process

The students and their families are part of the admissions process to provide deeper insight into the students' religious education and cultural experiences, motivations for seeking Islamic education, and how they might contribute to and benefit from the school community.

This includes assessments or interviews that explore a student's interest in understanding religious teachings. Testing religious knowledge strictly but rather understanding their openness and eagerness to engage with the religious aspects of the school's program.

This process respects individual differences and avoids discrimination in adhering to ethical guidelines in admissions to ensure compliance with legal standards regarding education and discrimination.

## Schedule

School begins on Sunday, September 7, 2025

Time: 10:00 AM to 1:00 PM

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## Registration Details

Open enrollment: Sunday, August 17, 2025, starts at 10:00 AM

Orientation: Sunday, August 24, 2025, starts at 10:00 AM

And until the 1<sup>st</sup> day of School

## Tuition Fees per Semester

\$260 per student for 1 student

\$225 per student for 2 students– Use Promotion Code: 2KIDS

\$200 per student for 3 students– Use Promotion Code: 3KIDS

\$180 per student for 4 students– Use Promotion Code: 4KIDS

Payment Method: ☐

Credit Card through Mohid kiosk at the Masjid or

Online: <https://us.mohid.co/md/germantown/isg/masjid/online/registration/index/L0tnSTBhZ2tJWDNxT2V3UnZvUWMyZz09>

Proof of payment: Please provide email confirmation from Mohid for payment.

Refund Policy: Fees are refundable only within the first two weeks of the school start date. No refunds will be issued after that period.

## Google Classroom

Google Classroom is a Learning Management System (LMS) that simplifies creating, distributing, and grading assignments in a digital classroom, a flexible, organized, and paperless environment to manage religious education effectively. LMS helps students and parents understand the curriculum to maintain relevance to all students.

We are pleased to inform you that ISG Weekend School will be implementing Google Classroom as our official Learning Management System (LMS) starting this school year. This initiative is part of our ongoing efforts to enhance communication, streamline classroom activities, and support our students' educational journey.

Through Google Classroom, parents and students will be able to:

- Access class announcements and updates
- Submit homework and view classwork assignments
- Track grading and teacher feedback
- Communicate effectively with teachers

To ensure a smooth transition and to help everyone benefit fully from this new system, ISG will be hosting an orientation session.

All parents and students are expected to attend this orientation. Your participation will ensure that you understand how to navigate the platform and engage with teachers and class materials throughout the school year.

## General Policies

### 1. Textbooks

Students in Levels 1 and 2 will not be issued textbooks.

Students in Levels 3 and 4 will receive both textbooks and workbooks.

### 2. Etiquette in School

The parents must help their children understand the purpose and goal of Islamic education for their lives and why they must learn now, and how to conduct themselves in the school.

All parents and children must understand that the importance of being thankful to Allah for guiding them to Islam. It is crucial role of Islamic education in helping them conduct their lives in accordance with the commandments of Allah and His messenger SAW. Although attendance might initially be driven by parental insistence, it is vital that both parents and children fully understand the profound purpose and clarity that Islamic education offers.

### 3. Discipline policy

Our goal is not merely to have children who behave in a specific way, but to develop a meaningful relationship with Allah. Discipline is not about punishment, rules, or negativity; it's about guidance, correction, diligence, and education. Proper discipline helps children develop self-control, responsibility, and character and it begins at home with their parents. It shapes their understanding of Allah and the message of Islam, enabling them to build a proper relationship with the Creator. All disciplinary actions should stem from love and a genuine desire to guide the children in their spiritual and personal growth.

Students must learn how to behave appropriately in both classroom and masjid settings, as this is essential for maintaining a respectful and conducive learning environment. Parents are expected to adequately prepare their children for school, supporting this goal collaboratively.

Proper conduct and adherence to Islamic etiquette in public settings reflect positively on the faith, underscoring the importance of good behavior as demonstrated by our prophet Muhammad SAW.

### 4. The goals and purposes of classroom rules

- Stay in your place.
- Obey your teachers.
- Silence means keeping quiet.
- Respect your teachers and elders.
- Respect your friends, don't bully.
- When standing in Salah, focus your attention fully, understanding that you are in direct communication with Allah. Ensure you do not disturb or distract your fellow Muslims, as they are also engaged in this sacred communication.
- Respect the Masjid and Community center property by keeping it clean. Avoid littering and ensure trash is properly disposed of in trash bins.
- Build healthy relationships with your fellow students by engaging respectfully and supportively with one another.
- Have fun behavior and enjoy your time at ISG Weekend School, embracing the opportunity to learn and grow in a positive setting.

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## 5. Parental responsibilities

Both parents and children understand the purpose and importance of Islamic education, emphasizing that seeking knowledge helps us draw closer to Allah SWT. It enables us to worship Allah with knowledge thereby deepening our Iman. The parents must understand that they share the responsibility for educating and upbringing of their children. They also need to teach their children the basic discipline and etiquette required in an Islamic environment, as well as how to respect others.

Students must adhere to school rules, Masjid etiquette, display good behavior, and follow the appropriate dress code during class, come prepared for extracurricular activities, and prayer sessions in the mosque.

Parents should regularly interact with the school to stay informed about their children's behavior and academic performance, and to receive guidance on potential improvements.

- ✓ Punctuality and Attendance: Students must arrive at school on time. Any absences should be notified of the school in advance.
- ✓ Classroom Essentials: Students are required to bring their textbook, a notebook for writing, and a pencil. Parents may also send snacks and water with their children for lunch during break time.
- ✓ Homework Policy: Students are required to complete their homework before attending school the following week. Parents are expected to assist their children with classwork and homework to monitor their progress. Failure to complete homework may result in the student having to finish it outside of regular class hours, potentially missing that day's session. In such cases, parental assistance will be necessary for the student to catch up.
- ✓ Prohibited Items: Students are not allowed to bring valuables, keys, expensive items, or any kind of weapons to school. Possession of such items may lead to confiscation by ISG management, and the student may be asked to leave the school or face further disciplinary actions according to the school's rules and regulations. The school is not responsible for the loss of any personal items.
- ✓ Parental Participation in Prayer: Parents are encouraged to attend the Salah al-Dhuhr when their children are praying in congregation, as this provides motivation and helps maintain discipline.
- ✓ Pick-Up Responsibilities: Parents must pick up their children promptly at dismissal time, as the school and masjid do not offer any babysitting services and accompany them to their vehicle. ISG is not responsible for accidents that occur due to negligence in adhering to school rules and regulations.

## 6. Misbehavior

Students must focus during class sessions and avoid disturbing or distracting others. Mischievous behavior will result in the student being temporarily separated from the class.

When a student exhibits unacceptable behavior, he or she will be made to understand why the behavior is inappropriate and provide constructive suggestions for how to correct it. He or she will be offered assistance and guidance to help improve.

### Temporary Removal

If a student fails to follow directions, he or she will be temporarily removed from the activity to a quiet area to help them calm down and prepare to rejoin the group, ensuring minimal disruption to others.

### Referral to Management

For continuous or severe misbehavior, the school management will intervene to support. This ensures a consistent approach to discipline and provides additional resources for addressing behavioral issues.

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### Behavior Logs

The school will keep a record for each student who frequently misbehaves. Document incidents and actions taken, for tracking patterns of behavior and determining more effective strategies for improvement.

### Discuss with parents about misbehavior

The pattern of behavior issues, or a child acting in a violent way, is important for the school to talk with parents right away to help them. We may ask them to sit in the class and observe or help if their child needs extra help. Please read and understand our rules and our discipline policy and specifics about how their child behaved.

## Schedule & Academic Calendar

ISG Weekend School follows the Montgomery County Public Schools (MCPS) academic calendar and in session on Sundays throughout the school year, with breaks during public and Islamic holidays.

Fall 2025						Spring 2026					
Month	Sunday	Sunday	Sunday	Sunday	Sunday	Month	Sunday	Sunday	Sunday	Sunday	Sunday
August			17 In-person Registration	24 Orientation		January	4 Semester Registration	11 First day of School	18	25	
September	7 First day of School	14	21	28		February	1	8	15 Ramadhan holidays start	22	
October	5	12	19	26 Parent/Teacher Meeting		March	1	8	15 Ramadhan holidays end	22	29
November	2	9	16	23	30	April	5	12	19	26	
December	7	14 Semester Exam	21	28 Winter break Holiday		May	3	10	17	24 Memorial day holiday	31
						June	7 Year end ceremony preparation	14 Year end Ceremony			

## Health Problems/Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students.

## Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspension, or expulsion, the child's parents will be contacted, then a parent or a responsible person designated by the parent, must come to the school to get the child immediately. The time limit for picking up once the call is made from the school immediately.

The school staff can administer only minimal first aid. If a parent is not available, the designated emergency person will be reached.

Parents must also inform appropriately for Early Pick-Up.

## Emergency Dismissal

ISG school will remain in session until the daily dismissal time unless there is an emergency in the building, or when inclement weather develops while school is already in session. We must ask all parents to PLEASE MAKE CERTAIN THAT THEIR CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME IN CASE OF EARLY DISMISSAL.



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## **Inclement Weather Condition**

Listen to local TV and radio stations for the latest information concerning the closings and delays of school. WHEN THE MONTGOMERY COUNTY PUBLIC SCHOOL DISTRICT (MCPS) CLOSES, DELAYS, OR DISMISSES SCHOOL EARLY DUE TO BAD WEATHER, THEN ISG WILL DO LIKEWISE for parent and student convenience. ISG does reserve the right to hold or cancel classes despite MCPS determinations when it is deemed appropriate. In such cases parents will be notified.

## **Prayer Hall Etiquette**

Prayer Halls are typically for prayers, lectures and reading of Qur'an. please adhere to rules and regulations of ISG Masjid in those rooms outside of school time. Please do not talk in the Prayer Hall while prayer is in session.

## **Facility Maintenance & Upkeep**

We are blessed with a beautiful building for our ISG Weekend school. Students and families are expected to treat the facility with the utmost respect and care; therefore, we would like to stress the following rules:

Students should NOT write on tables/chairs/walls of facility. If your child is observed as doing so, you will be responsible for any damage incurred. Please talk to your children and emphasize being responsible and respectful towards ISG property.

## **Shoe Policy**

Shoes are not to be worn in the Prayer Hall. They must be placed on the designated shoe shelves. Shoes are also not permitted in any carpeted areas.

Students should not walk around the hallways without shoes, as this can lead to the carpeted areas of the Masjid becoming dirty.

## **Cell Phone Policy – ZERO Tolerance**

Cell phones are strictly prohibited during school hours. Students are not allowed to use their phones at any time during school. If a student needs to contact their parent or guardian, they must request permission from ISG staff to use a phone.

## **Policy Acknowledgment and Responsibility**

Students and parents are expected to read, understand, and adhere to all policies outlined in this handbook.

The ISG Weekend School Administration reserves the right to revise and update this handbook as necessary. Parents will be notified of any changes.

Please complete the form below and submit it to confirm understanding and agreement to comply with the school's rules, regulations, policies, and procedures.

Click here to access the form: <https://forms.gle/7BBo8hQFyLhuVGt99>

*In the name of Allah, the Most Generous the Most Merciful*

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**Need Help?**

We're Here for You

If you have questions or need assistance with registration:

Email us at **[school@isgtown.org](mailto:school@isgtown.org)**

Or speak directly with a member of the School Admin Group.

We're here to support you and your family every step of the way.