



**WEEKEND SCHOOL
SPRING SEMESTER
JANUARY 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.

Future Vision for Our Students

Our vision is to cultivate a generation of knowledgeable, confident, and God-conscious Muslims by blending modern teaching techniques with the timeless values of faith. We aim to provide an engaging and spiritually uplifting learning environment where students connect deeply with the Qur'an, the stories of the Prophets, and essential Fiqh topics.

To achieve this, we will incorporate:

- ❖ Our educational system blended with Technology & Traditional Learning – classical Islamic education with modern tools that foster critical thinking.
- ❖ Interactive Platforms – using tools like Kahoot and Quizizz to gamify Islamic knowledge and make learning enjoyable.
- ❖ Project-Based Learning – encouraging students to work on meaningful projects that apply their knowledge in practical ways.
- ❖ Storytelling & Role Play – bringing lessons to life by allowing students to experience and reflect on key Islamic values and events.
- ❖ Public Speaking & Leadership Training – equipping students with the confidence and skills to lead, communicate, and serve as future ambassadors of Islam.

Through this holistic approach, we aspire to nurture not only well-rounded students, but future leaders who embody faith, knowledge, and service to their communities.

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.

- Assessments or interviews about understanding religious teachings and knowledge.
- Adhere to ethical guidelines in admissions to ensure compliance with legal standards regarding education and discrimination.

Schedule

School II Semester begins on Sunday, January 11, 2026. Time: 10:00 AM to 1:00 PM

Registration Details

Enrollment: Open on Brightwheel System
Website: <https://schools.mybrightwheel.com/>

Tuition Fees per Semester

\$260 per student for 1 student
\$225 per student for 2 students
\$200 per student for 3 students
\$180 per student for 4 students

Payment Method:

Credit Card or ACH/bank payments through Brightwheel.

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 our 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.

All parents and students are expected to complete the registration of your children with Google Classroom. 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.

- Textbooks are provided on a returnable basis and must be returned to the school in good condition at the end of the academic year. Hence, students and parents are expected to take proper care of all school issued materials.
- Workbooks are for the student's personal use and do not need to be returned.
- Lost or damaged textbooks must be replaced by the family at their own expense.

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

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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 about guidance, correction, diligence, and education.

4. The goals and purposes of classroom rules

- Stay in your place, obey your teachers, Silence means keeping quiet, respecting your teachers and elders, respecting your friends, don't bully.
- When standing in Salah, focus your attention fully, understanding that you are in direct communication with Allah.
- Build healthy relationships with your fellow students, enjoy your time at ISG Weekend School, embracing the opportunity to learn and grow in a positive setting.

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. 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.
- ✓ Homework Policy: Students are required to complete their homework before attending school the following week. Parents are expected to assist their children with their work at home.
- ✓ 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.

1. School Dismissal Time

- Official dismissal time for all students is **1:00 PM sharp**.
- All teachers and volunteers, including supervisory staff, are dismissed at 1:00 PM.
- Parents must arrive **on or before 1:00 PM** to pick up their children.

2. Late Pickup Policy

To respect staff time and ensure student safety:

a) Late Pickup Incidents

- A **late pickup** is defined as any pickup **after 1:00 PM**.
- **Three (3) late pickups** in a semester will result in **dismissal from the school, without refund**.

b) Late Pickup Fees

- Parents who currently have recorded late pickups are required to **pay the applicable late fees immediately**.
- Parents with **more than three (3) late pickups** this semester will be charged **\$50**, which will be added to the total semester fees.

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

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.

Behavior Logs

The school will keep a record for each student who frequently misbehaves.

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 is in session on Sundays throughout the school year, with breaks during public and Islamic holidays.

Health Problems/Medications

If a child has any health problem(s), it is important that the school staff are 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. 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.

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, students must adhere to rules and regulations of ISG Masjid in those rooms outside of school time.

Facility Maintenance & Upkeep

Students should NOT write on tables/chairs/walls of facility, they will be responsible for any damage incurred, and hence it is emphasized to be 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.

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

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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.

Need Help?

We're Here for You

If you have questions or need assistance with registration:

Email us at **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.