



WEEKEND SCHOOL 2026-2027 ACADEMIC YEAR VOLUNTEERS' HANDBOOK

Al-Baqrah 2:158, "And whoever does good willingly, Allah is truly Appreciative, All-Knowing."



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

ISG Weekend School 2026-2027 Academic Year

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Volunteer Commitment to the Weekend School Program

All volunteers are expected to read, understand, and support the structure, programs, Mission, Vision, policies, and expectations of ISG Weekend School.

School Hours and Sunday Commitment

The regular ISG Weekend School program is held **every Sunday from 10:30 AM to 1:30 PM**.

Volunteers should:

- Know and respect the official school schedule and arrive on time for their assigned responsibilities.
- Remain available for the full period for which they are scheduled within the Masjid and Community Center buildings during Weekend School hours. They may not leave the premises during their assigned volunteer period unless they have prior permission from their parents or guardian and the Weekend School administration.
- Notify the Volunteer Coordinator in advance if they are unable to attend.
- Understand that punctuality and consistency are important because teachers, students, and other volunteers depend on one another.
- Attend required volunteer training and Islamic education programs organized by the Weekend School.

Supporting and promoting School events and activities: The Weekend Halaqah and other Educational Programs

ISG Weekend School education is not limited to the Sunday classroom.

The school encourages students and parents to regularly attend the **weekend Halaqah and other Masjid educational programs** as an extension of their Islamic learning and connection with the community.

Volunteers are also ambassadors of ISG Weekend School and understand and support this educational approach by:

- Encouraging students and families to attend the weekend Halaqah regularly.
- Helping parents understand that these programs complement what students learn in Arabic and Islamic Studies classes.
- Promoting participation in lectures, Halaqah, Qur'an programs, and other beneficial educational activities organized by ISG.
- Setting a positive example by participating in school and community programs whenever possible, connected with the school's educational Mission and Vision

One Team, One Mission

A volunteer's responsibility is not limited to an assigned classroom or individual task. Every volunteer contributes to the larger Mission of ISG Weekend School.

Teachers teach. Volunteers support. Parents reinforce. Students participate. The Masjid provides the environment that brings everyone together.

By understanding and promoting the complete Weekend School program, volunteers help strengthen our children's Islamic education, character, connection to the Masjid, and sense of belonging to the Muslim community.



Zero Tolerance

Cell Phone Policy

Cell phones are strictly prohibited during school hours. Volunteers are not allowed to use their phones at any time during school.

Classroom Access and Restrictions, Pickup, Visitors, and Parent Communication

To protect the safety and well-being of students, teachers, volunteers, and staff, and to preserve a respectful and uninterrupted learning environment:

- During Weekend School hours, Parents or Guardians, visitors, and community members should not enter classrooms during school hours unless authorized by the School Administration.
- Parents or Guardians picking up their children or volunteers should follow the designated check-out and pickup procedure and should not go directly to classrooms.
- Only authorized teachers, assigned volunteers, and approved school personnel may enter classrooms during school hours.
- Volunteers must remain within their assigned responsibilities and follow the direction of the classroom teacher and School Administration.
- Parents with concerns, complaints, or feedback should contact the School Administration or ISG Management by email or phone.
- Parents or Guardians should not confront, interrupt, or discuss complaints with teachers or staff inside the classroom or in the school premises during school hours.
- The School Administration will review concerns and, when appropriate, arrange communication or a meeting with the relevant teacher, staff member, or administrator.

Volunteer Access: Brightwheel Check-In and Check-Out Requirements

The ISG Weekend School uses Brightwheel as its school management system.

- All volunteers who are officially scheduled to serve on a particular Sunday may enter the designated Weekend School area after completing the required Brightwheel check-in upon arrival and do check-out before leaving.
- The parent/guardian must follow check-in and check-out requirements for their minors who serve as volunteers.
- Volunteers are expected to remain within the designated school area during their scheduled service, follow the Volunteer Handbook, comply with instructions from teachers and the School Administration, and maintain appropriate Islamic etiquette, manners, work ethics, respect, and professionalism always.
- Volunteers who are not scheduled for that Sunday may not enter classrooms, hallways, staff areas, or other school-designated spaces and should contact the Volunteer Coordinator regarding their schedule by email only.



Volunteer Conduct and Islamic Etiquette

All volunteers, students, teachers, staff, and visitors are expected to observe Islamic manners, respectful conduct, and modest dress while participating in school activities and while on Masjid or Community Center premises.

This includes:

- Wearing appropriate modest clothing and following any additional dress or conduct requirements communicated by the School Administration for specific activities.
- Follow reasonable instructions given by teachers, assigned supervisors, and the School Administration.
- Refrain from argumentative, confrontational, disrespectful, disruptive, intimidating, or otherwise inappropriate behavior.
- Avoid interfering with classroom instruction, school operations, staff responsibilities, or established procedures.
- Observe appropriate Islamic etiquette, modesty, language, and behavior while serving within the school environment.
- Failure to follow these expectations, the Volunteer Handbook, or instructions from the School Administration may result in removal from the volunteer program, as determined by the School Administration.
- Parents and guardians are responsible for ensuring that their children understand and follow these expectations before attending school or participating as volunteers.

Volunteers Under Age 14

The School Administration encourages and appreciates the interest of all children who wish to participate in volunteer activities and does not want to discourage anyone from serving the school and community.

However, applicants under 14 years of age may be placed on a waiting list and invited to participate in selected volunteer activities as and when the School Administration determines that an appropriate opportunity is available, considering the child's age, maturity, safety, the nature of the activity, and the level of supervision required.

Participation is not guaranteed and will be based on the needs and discretion of the School Administration.

Handbook Revision

This handbook is a living document that provides general policies, expectations, and responsibilities for ISG Weekend School volunteers.

This is a living document and is subject to revision or change according to the educational, administrative, operational, safety, legal, or community needs of the school.

ISG Management reserves the right to interpret, revise, add, remove, modify, or replace policies and procedures in this handbook whenever necessary for the proper operation and improvement of the Weekend School.

All volunteers will be informed of significant changes and are expected to follow the most current policies communicated by ISG Management and the Weekend School Administration.



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ISG Weekend School 2026-2027 Academic Year

Volunteer Handbook Acknowledgment and Agreement

By signing below, I acknowledge that I have received, read, and understood the ISG Weekend School Volunteer Handbook.

I understand and agree with:

- Support the Mission, Vision, goals, and educational programs of ISG Weekend School.
- Follow the school's policies, procedures, instructions, and assigned responsibilities, all students' safety, supervision, discipline, and communication procedures established by the school.
- Understand that regular Weekend School hours are every Sunday from 10:30 AM to 1:30 PM, and be punctual, dependable, follow the check-in and check-out procedures and will not leave the premises during this time-period.
- Communicate in advance if I am unable to attend on the scheduled day and or fulfill the assigned responsibility.
- Work cooperatively with teachers, fellow volunteers, the Volunteer Coordinator, and school administration.
- Maintain appropriate Islamic manners, etiquette, dress code, professionalism, confidentiality, and respectful conduct while working with students, parents, teachers, and other volunteers.

I understand that volunteering with ISG Weekend School is an Amanah and a commitment to serving our children and community, and I agree to carry out my responsibilities in a manner consistent with the Mission and Vision of the school.

Volunteer Name: _____

Signature: _____

Date: _____

Phone / Email: _____

Assigned Role(s): _____

Volunteer Coordinator / School Representative: _____