PARENT & STUDENT HANDBOOK/OFFICIAL ADDENDUM

ISG Weekend School

Parent & Student Handbook – Addendum

Academic Year 2026–2027

Subject: Punctuality, Classroom Discipline, Islamic Etiquette, Parental Responsibilities, Continued Islamic Education, and Compliance with School Policies

1. Purpose

Keeping in mind the importance of preparing our children for a purposeful and righteous life in this world ***(Dunya)*** and for success in the Hereafter ***(Akhirah),*** with the ultimate goal of attaining ***Al-Jannah*** (Paradise), the mission of ISG Weekend School is to provide our children with a strong foundation in Islamic knowledge, faith ***(Iman),*** good moral character ***(Akhlaq),*** conduct, manners & discipline ***(Adaab)***, and the understanding and practice of Islam in their daily lives, guiding them to become sincere, knowledgeable, and practicing ***Muslims*** who seek the pleasure of ***Allah*** Subhanahu Wa Ta'ala (SWT).

Islamic education is a shared responsibility between the school, parents, and students. To maintain a safe, respectful, productive, and spiritually nurturing environment, all parents, guardians, and students are expected to understand and follow the requirements outlined below.

2. Punctuality and Regular Attendance

- Students must arrive and complete the required ***Brightwheel*** check-in on or before 10:30 AM every Sunday.
- Parents should plan to arrive early enough for their children to be ready when classes begin.
- Regular attendance is essential for continuous learning and academic progress.
- Late arrivals disrupt classroom activities and affect the learning of other students.
- Parents should notify school administration when their children are absent or unexpectedly delayed.

3. Classroom Behavior, Discipline, and Islamic Etiquette

All students are expected to:

- Respect teachers, school administrators, volunteers, and fellow students.
- Pay attention during lessons and carefully follow teachers' instructions.
- Refrain from unnecessary talking, playing, arguments, or activities that disrupt classroom learning.
- Use respectful language and demonstrate kindness, patience, honesty, and good manners.
- Respect school property, learning materials, and the personal belongings of others.
- Follow the school's Islamic dress, conduct, and behavioral expectations.

Disrespect, bullying, repeated disruptive behavior, and deliberate disregard for classroom instructions will not be tolerated in the school environment.

Teachers and school administration will address behavioral concerns appropriately and communicate with parents when additional support or corrective action is needed, in accordance with school policies.

4. Homework, Classroom Preparation, and Academic Responsibility

Parents must ensure that their children:

- Bring the required textbooks, workbooks, Noorani Qaidah, notebooks, pencils, and other learning materials.
- Complete assigned homework before attending school.
- Review Qur'an memorization, Arabic, Islamic Studies, and Salah lessons regularly at home.
- Attend class prepared, attentive, and ready to participate.

Parents are required to join their children's assigned Google Classroom for Arabic and Islamic Studies, regularly review assignments and announcements, and communicate with teachers regarding academic progress.

5. Salah and Parents' Participation

Learning and establishing Salah is among the most important objectives of our Islamic education.

- Students are expected to participate in the scheduled congregational ***Dhuhr*** prayer at the Community Center, following the Imam's guidance on Islamic teachings, proper etiquette, discipline, and appropriate conduct during Salah. Parents are strongly encouraged to join their children for Dhuhr prayer at ISG, demonstrating the importance of Salah through their own example.
- Parents should help their children practice at home, learn to make ***Wudu, Salah, Adhan, 'Iqamah,*** and essential ***Qur'an***ic recitations.
- Children should be encouraged and reminded to establish their daily prayers consistently at home.

Our children learn Islam not only through instruction but also by observing the actions and commitment of their parents.

6. Continued Islamic Education – Friday and Saturday Evening Halaqah

Islamic education should not be limited to the few hours children spend in Sunday classes. Continuous learning, regular exposure to Islamic teachings, and participation in beneficial gatherings are essential for strengthening their Iman, knowledge, character, and connection with the ***Masjid***.

ISG provides valuable Islamic educational programs every Friday and Saturday evening between ***Maghrib*** and ***'Isha***, which complement and strengthen the lessons taught in the Weekend School.

Friday Evening – *Seerah* of the Prophet Sallahu 'Alayhi Wa Sallam (SAW) and Companions

These sessions focus on learning about the lives, struggles, sacrifices, character, and exemplary conduct of the Prophets and their Companions. ISG has just started their lecture series on Abu Bakr as-Siddiq, a loyal friend and supporter of the Prophet SAW, after the Seerah of our Prophet ***Muhammad*** SAW.

Children benefit by understanding:

- The lives and teachings of the Prophets.
- The faith, sacrifices, and dedication of the Companions.
- Lessons in patience, courage, honesty, kindness, and obedience to Allah.
- How to apply these examples in their daily lives.

Saturday Evening – Understanding Our Religion (Islam)

These sessions focus on developing a deeper understanding of Islam, including its fundamental beliefs, teachings, practices, and responsibilities.

Children gain opportunities to:

- Strengthen their understanding of Islamic faith and principles.
- Learn the purpose and importance of Islamic worship and responsibilities.
- Develop a practical understanding of living according to Islamic teachings.
- Connect Islamic knowledge with everyday decisions, conduct, and responsibilities.

Expectations for Parents and Students

- Parents are strongly encouraged to bring their children regularly to these Friday and Saturday evening programs.
- Parents are encouraged to attend alongside their children, helping create a family environment of continuous Islamic learning.
- Students should listen attentively, respect the speakers, and maintain proper Islamic etiquette during these gatherings.
- Parents should discuss the lessons with their children afterward and encourage them to practice what they have learned.

These *Halaqah* programs are an important extension of the Weekend School's educational mission and should be treated as a valuable part of every child's continued Islamic development.

The responsibility of providing Islamic education does not end when Sunday classes conclude. Parents are encouraged to make these learning opportunities a regular part of their family's weekly schedule.

7. Student Safety, Check-In/Check-Out, and School Access

The following requirements must be strictly observed:

- Brightwheel check-in and check-out procedures are mandatory for all students.
- Students must be released through the school's authorized dismissal and pickup procedures.
- Parents and visitors are not permitted beyond designated access points without authorization from school administration.
- Students must remain under appropriate supervision and follow all safety instructions.
- Parents must respect the directions of authorized teachers, administrators, and volunteers.

These procedures are established for the safety, security, and accountability of every child.

8. Parental Cooperation and Responsibilities

Parents and guardians are expected to:

- Reinforce Islamic values, discipline, and respectful behavior at home.
- Support teachers and school administration in maintaining classroom discipline.
- Attend scheduled parent meetings and respond promptly to school communications – emails & WhatsApp group chat.
- Monitor their children's learning progress and address concerns raised by teachers.
- Encourage and facilitate their children's regular participation in Friday and Saturday evening Halaqah programs.
- Support regular Salah, Qur'an recitation, and Islamic learning at home.
- Follow all school policies, procedures, and administrative instructions.

The Weekend School provides only a few hours of Islamic education each week. Consistent parental involvement and continued learning beyond the classroom are essential for nurturing our children's faith, character, and knowledge, and guiding them to become knowledgeable, committed, and practicing Muslims.

9. Compliance with School Policies

All students and parents are required to comply with the existing ISG Weekend School Parent & Student Handbook, including this addendum. All other established school policies remain in effect.

Failure to comply with school requirements or repeated behavioral concerns may result in communication with parents, a meeting with school administration, and appropriate corrective measures consistent with established school policies.

The school administration is committed to working constructively with families to address concerns while protecting the safety, dignity, and learning opportunities of all students.

10. Student Commitment

As a student of ISG Weekend School, I promise, *Insha Allah*, to:

- Arrive at school on time and ready to learn.
- Respect and listen to my teachers.
- Pay attention and not disturb other students.
- Complete my homework and bring my learning materials.
- Practice good Islamic manners and kindness.
- Learn and perform my Salah regularly.
- Participate attentively in Friday and Saturday Halaqah programs when attending.
- Follow the school rules and safety instructions.
- Do my best to become a better Muslim through my words and actions.

11. Parent/Guardian and Student Acknowledgment

We acknowledge that we have read, understood, and discussed the expectations outlined in this addendum to the ISG Weekend School Parent & Student Handbook.

We understand the importance of punctuality, classroom discipline, Islamic etiquette, completion of homework, regular Salah, continued Islamic learning through Friday and Saturday Halaqah, and compliance with school policies.

We agree to cooperate with teachers, volunteers, and school administration in supporting these expectations and the educational and spiritual development of our children.

Student Name: _____

Arabic Level / Islamic Studies Level: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For younger children unable to sign, the parent or guardian should read and explain the student commitments in an age-appropriate manner.

A Final Reminder

The foundation of Islamic education is not simply gaining knowledge but practicing and developing faith, character, discipline, and obedience to ***Allah*** SWT.

Our children are an *Amanah* (trust) from *Allah*. Their Islamic upbringing requires a continuous partnership between the home, the school, and the masjid.

The lessons they learn on Sundays, the knowledge they gain during Friday and Saturday Halaqah, the Salah they establish, and the example they see in their parents will collectively shape their Islamic identity and character.

May Allah SWT lovingly guide and help us fulfill this blessed responsibility with sincerity, patience, and dedication. May He bless our beloved children with beneficial knowledge, strong Iman, beautiful Akhlaq, and steadfastness in Salah. May He forgive our shortcomings, accept our humble efforts, and abundantly reward every parent, teacher, and volunteer. May Allah unite our hearts in goodness, bless our families, and grant us all success in this life and the highest ranks of ***Al-Jannah*** in the Hereafter. ***Ameen***.

ISG Weekend School Administration