



ISLAMIC CENTER OF NAPERVILLE
450 OLESEN DRIVE NAPERVILLE, IL 60540 (630) 355-3733

I.C.N. WEEKEND SCHOOL

Handbook for Parents and Teachers
September 2007

The School will be held at:
Ogden Center
2844 west Ogden Ave
Naperville 60540



ADMISSION POLICY

Recommended age brackets for student's enrollment are given below.

- Pre-school, entrance age 4 years
- Kindergarten 5 years
- First Grade 6 years

YEARLY TUITION FEE

Number of Children	Book Cost	Cost
1	included	\$250
2	included	\$450
3 or more	included	\$650

Tuition fee must be paid in full at the time of registration.

Parents should contact the principal for special arrangements due to financial difficulties.

REFUND POLICY

- Withdrawal in the first two weeks of school - 50% tuition fee.
- Withdrawal after two weeks of school - No refund.

TRANSFER FROM OTHER ISLAMIC SCHOOLS

- Transfer applications from other Islamic schools should be accompanied by report cards from the last year attended.
- Transfer students with an average score of 70% will be considered for the next higher grade.
- All other applicants will need to take a placement test.

PRE-REGISTRATION

Pre-registration of students is strongly advised; it begins on the last Saturday of April, for three school days. This allows the school to determine the class size and to ensure the availability of teaching resources and recruitment of appropriate teaching staff.



CALENDAR FOR 2006-2007 SCHOOL YEAR

First Semester Calendar

9/9/2007	Open House
9/15/2007	School Starts
9/22/2007	
9/29/2007	
10/6/2007	
10/13/2007	Holiday – Eid-ul Fitr
10/20/2007	
10/27/2007	
11/3/2007	
11/10/2007	
11/17/2007	
11/24/2007	Thanksgiving – Long Weekend
12/1/2007	
12/8/2007	
12/15/2007	
12/22/2007	Holiday – Eid-ul Adha
12/29/2007	Winter Break
1/5/2008	
1/12/2008	
1/19/2008	Semester Break

Second Semester Calendar

1/26/2008	Second Semester Starts
2/2/2008	
2/9/2008	
2/16/2008	
2/23/2008	
3/1/2008	
3/8/2008	
3/15/2008	Holiday – Spring Break
3/22/2008	
3/29/2008	
4/5/2008	
4/12/2008	
4/19/2008	
4/26/2008	Registration for next year
5/3/2008	
5/10/2008	Final Exams
5/17/2008	Graduation and Report Cards
5/24/2008	Spare Day



Daily Schedule:

Topic	From	To	Period
Islamic Studies	10:30 AM	11:15 AM	First Period
Quranic Studies	11:15 AM	12:00 AM	Second Period
Break / Snack ¹	12:00 AM	12:15 NOON	Break
Arabic	12:15 NOON	1:00 PM	Third Period
Dhuhr Prayer ²	1:00 PM	1:15 PM	Prayer
School dismissed at 1:15 PM			

QUIZZES AND EXAMS

Students must take the First Term Exam and the Final Exam on the scheduled dates. A minimum of two quizzes may be given in the first term and three in the second term. No make-up exam is permitted under ordinary circumstances.

GRADING COMPOSITION

Attendance	10%
Homework	20%
Quizzes	20%
Midterm Exam	25%
Final Exam	25%
Total	100%

PASSING GRADES

Percentage Letter Grade

90-100	A	Required for Honors Club
80-89	B	Average passing grade
70-79	C	Minimum passing grade
69 or less	R	Repeat the course next year OR summer school (if available) for three Saturdays, Followed by re-exam; needed for promotion.

Students must have at least B average to qualify for a First, Second or Third Position award.

ATTENDANCE

- Regular attendance is required.
- Students more than 15 minutes late to first hour will not be able to attend first hour's class. When a student is late, he/she will have to obtain a late pass from the

¹ Snack will be provided by school
² Prayer arrangements will be made



administrative office. A record of three consecutive tardy events is considered one absence.

- A total of seven unexcused absences could stop promotion for the next grade.
- Parents are responsible for notifying the school office for excused absence. Homework for the absent days must be completed and returned to the teacher.

SCHOOL SUPPLIES

The School supplies needed for class may vary from teacher to teacher, but the following supplies are recommended for every class:

1. 3 pencils with erasers
2. Folders
3. Wide-ruled spiral notebook
4. Prescribed textbooks.

TRUANCY:

If the student is on the school property, but does not attend the class he/she is considered truant. The student will be required to make up for the missed work.

SECURITY AND SAFETY OF STUDENTS

All students must remain in the area of the school designated only for ICN weekend school. During school hours, students may leave the building only under the supervision of school staff or an authorized person.

On occasions, parents may pick up their children by notifying the principal and the class teacher before class begins.

Parents will not be allowed in the hallways or in any parts of the building without an authorized ICN administration staff.

Emergency contact information must be on file with the school administration.

Please inform the administration office and teacher of any changes in address, phone number, or emergency contacts.

DISCIPLINE

- **Vandalism and willful damage to the school property caused by the student, is the liability of parents.**
- Eating, drinking and chewing gum in classrooms is not allowed. Do not play ball in the classrooms. Muslims respect the property of others. Do not use, touch or tamper with any audiovisual equipment, computer system or any other material that does not belong to the weekend school.
- During school hours, no one is allowed in the building without permission except the school administration, staff and students. Permission from the school administration is required for all ICN-related activities to be conducted in the school building, including adult education sessions and ICN Board elections.



- Students showing disobedience, un-Islamic behavior and conduct or using obscene language will be given a verbal warning for first offense. Parents will be notified on the second offense and will be required to attend a meeting with the principal to discuss course of action. On the third offense the student commits the school administration will exercise the right to dismiss the student from school for minimum of one Saturday or expel from the school altogether, based on the severity of the offense.

DRESS CODE

All students and staff of ICN Weekend School are required to dress according to the Islamic Shari'ah.

Boys: Full sleeve or half sleeve plain white shirts and full-length pants, not touching the ground. No shorts.

Girls: Loose-fitting, full length garments and a scarf covering the head adequately (provided by the school).

Parents must adopt the same dress code adhering to the Islamic Shari'ah.

WEATHER EMERGENCY

School will be closed if there is 3" of snowfall 12 hours before 10:00 am within a ten mile radius of Naperville. School will also be closed if the wind-chill temperature falls below -40 degrees F.

School closure decision will be made four hours prior to the start time. If the school is to be cancelled, the ICN mosques answering machine will be updated after Salat ul Fajr on the day of the closing, Insha Allah. Parents could also contact their child's teacher.

TEACHERS' RESPONSIBILITIES

- Arrive at the school on time.
- Mark student attendance for every school day.
- Follow the prescribed curriculum and lesson plan using the prescribed books.
- Make sure the students have books and all study materials with them.
- Communicate with the Principal regarding students' problems or other support as needed.
- Communicate with parents when needed.
- Incorporate Qur'anic and Hadith quotes and stories routinely in study programs to motivate, encourage and inspire the students in adopting the Islamic values and attitudes in their lives.
- Do not use anecdotal information, which cannot be backed up with Qur'an or Sahih Hadith.
- Be mindful of the safety and security of students and of the school property. Leave the classroom after the students have left.
- Please keep your record books complete. Two quizzes may be given and recorded for the first term and three for the second term, each carrying 20 points max. A total of ten homework assignments may be recorded for the entire year, each carrying 10 points max.



- Be present every school day. Students expect to see their teacher in the class every time. When you must be absent due to unavoidable circumstances, please call in advance to make alternate arrangements for the day.
 - Teachers are responsible for discipline and security of the students till the end of the school day.
 - Get familiar and help the administration; honor and comply with the school policies.
 - Make sure that the students do not touch or use the school property.
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- Follow the school rules and curriculum and use the prescribed books only.
 - Maintain a record of progress of the students.
 - Treat the students with respect and do not use demeaning tone or language.
 - Refer discipline problems to the school administration.
 - Contact parents for any help needed in their children's progress.
 - Arrange for a substitute teacher when you are going to be absent & notify the school administration in advance.
 - Make required copies of quizzes and other material, a day in advance.
 - For use of outside copying machines, bring a receipt for reimbursement.
 - Limit the use of copier to emergencies and unplanned copying needs.

PARENTS' RESPONSIBILITIES

- Parents should escort their children to the main entrance of Scholl Hall at 10:00 am and pick them up at the same place when the school ends.
- Make sure your children have, and bring to school everyday, their books and other study materials. A school bag is recommended to keep all materials together.
- Regularly check with your children for homework assignments and quiz dates. Your involvement, help and support is essential for the success of your children.
- When needed, communicate with your child's teacher regarding any issues to be resolved. Usually just before school or just after school is an appropriate time for a short meeting. Plan and attend Parent-Teacher Conferences when scheduled.
- Reinforce what your children are learning in school by bringing it in routine discussion and practice at home and outside. Islam is a natural and honorable way of life. Make your children realize and value this blessed gift from Allah Subhanahu Wa Ta'ala.

PARENT-TEACHER CONFERENCE

- To coordinate efforts of teachers and parents in achieving the learning objectives, Parent-Teacher conferences can be arranged. For serious, unresolved issues, a principal-teacher-parent meeting may be scheduled.



Teacher List (Tentative List)

Grade	Islamic Studies	Quranic Studies	Arabic
Pre School			
Kindergarten			
1 st Grade			
2 nd Grade			
3 rd Grade			
4 th Grade			
5 th Grade			
6 th Grade			
7 th Grade			