

Neuqua Valley High School
Gold Campus
3320 Cedar Glade Dr
Naperville, IL 60564
www.icnschool.org

ICN Weekend School 2011-2012 Handbook



"Striving to impart the knowledge of the Qur'an and Hadith to our students and stimulating their growth to become a role model for the community as one of Allah's obedient servants, insha'llah..."

ICN Weekend School Handbook

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Admission Policy

All registered students **MUST** meet age requirements.:

- Preschool (PreK): at least 4 years of age as of October 15th
- Kindergarten (KG): at least 5 years of age as of October 15th
- Grade 1: at least 6 years of age as of October 15th

Returning students with a passing grade will be promoted to the next grade. In all other case, students **MUST** be evaluated after registration to determine proper placement according to student's knowledge/capabilities.

Registration Schedule

Parents who wish to enroll their children in weekend school learning program **MUST** complete the registration process **before the August 20, 2011 deadline**.

The enrollment for students who attended the school last year and have not re-registered for the next year is not automatic or guaranteed. The acceptance will be given strictly on first come first serve basis depending upon the availability of seats in a specific grade.

The registration can be completed by one of the following options:

- Visiting our web site : <http://icnschool.org/> and following the registration link provided
- Contacting us by email: registrations@icnschool.com

Tuition Fees

Follow the registration link provided on <http://icnschool.org/> to review tuition fees, which include tuition, books, and lunch for the entire school year. Full tuition must be paid by Aug. 27th. Payment can be made online, via phone or at the ICN Ogden center. Contact registration@icnschool.com to get additional information.

The tuition fee in full **MUST** accompany registration application. Parents are advised to contact the ICN Weekend School finance team for any assistance in payment of tuition fee in economic hardship cases.

Parents **MUST** contact administration regarding full or partial tuition reimbursement for any withdrawal.

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Academic Year Calendar

Calendar may also be revised during the course of the school year to accommodate available programs/opportunities for the students. Please check your email and/or visit our website regularly for updates and special event/program information: <http://www.icnschool.org/calendar/planner.cfm>

DATE	DESCRIPTION	LOCATION
Saturday, September 10, 2011	DAY 1	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, September 17, 2011	DAY 2	NEUQUA VALLEY HS, GOLD CAMPUS
Sunday, September 25, 2011	DAY 3	METEA VALLEY SCHOOL
Saturday, October 01, 2011	DAY 4	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, October 08, 2011	SPECIAL EVENT - Curriculum Day	To Be Determined
Saturday, October 15, 2011	DAY 5 (Surah Club Testing)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, October 22, 2011	DAY 6 (Surah Club Testing)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, October 29, 2011	DAY 7(Hajj Program)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, November 05, 2011	DAY 8	NEUQUA VALLEY HS, GOLD CAMPUS
Sunday, November 13, 2011	DAY 9	METEA VALLEY SCHOOL
Saturday, November 19, 2011	DAY 10	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, November 26, 2011	NO SCHOOL	NO SCHOOL
Saturday, December 03, 2011	DAY 11	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, December 10, 2011	SPECIAL EVENT - Parent Teacher Conference	To Be Determined
Sunday, December 11, 2011	DAY 12 (Midterm)	METEA VALLEY SCHOOL
Saturday, December 17, 2011	DAY 13	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, December 24, 2011	WINTER BREAK	NO SCHOOL
Saturday, December 31, 2011	WINTER BREAK	NO SCHOOL
Sunday, January 08, 2012	DAY 14	METEA VALLEY SCHOOL
Sunday, January 15, 2012	DAY 15	METEA VALLEY SCHOOL
Saturday, January 21, 2012	DAY 16	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, January 28, 2012	DAY 17	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, February 04, 2012	SPECIAL EVENT - Ice Skating/Indoor Golf	To Be Determined
Saturday, February 11, 2012	DAY 18	NEUQUA VALLEY HS, GOLD CAMPUS
Sunday, February 19, 2012	DAY 19 (Qirat Competition)	METEA VALLEY SCHOOL
Saturday, February 25, 2012	DAY 20 (Surah Club Testing)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, March 03, 2012	DAY 21 (Surah Club Testing)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, March 10, 2012	DAY 22 (Surah Club Testing)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, March 17, 2012	DAY 23	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, March 24, 2012	SPRING BREAK	NO SCHOOL
Sunday, April 01, 2012	DAY 24	METEA VALLEY SCHOOL
Saturday, April 07, 2012	SPECIAL EVENT - Field Trip	To Be Determined
Saturday, April 14, 2012	DAY 25	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, April 21, 2012	DAY 26	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, April 28, 2012	DAY 27 (Finals)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, May 05, 2012	DAY 28 (Finals)	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, May 12, 2012	GRADUATION	NEUQUA VALLEY HS, GOLD CAMPUS
Saturday, May 19, 2012	GRADUATION	NEUQUA VALLEY HS, GOLD CAMPUS

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Regular Class Schedule

Regular weekend school classes take place on Saturday at Neuqua Valley High School, Gold Campus OR Sunday at Metea Valley High School (<http://mvhs.ipisd.org/>). There is NO ASSEMBLY. Students are to report directly to their 1st period teacher upon arrival. Any announcements will be given over the PA system or after salat.

Room #	Class	Period 1 10.00 - 11.00	Period 2 11.00 - 11.50	Period 3 11:50 - 12.40
151	Pre-K Section1	Arabic Sr.Nada -- TA Riane	Islamic Studies Sr. Siddiqi --TA Iman	Quran Sr. Shireen -- TA Iman
152	Pre-K Section 2	Quran Sr. Shireen -- TA Iman	Islamic Studies Sr. Alzeena -- TA Ujala	Arabic Sr.Soha -- TA Saba
163	KG Section 1	Islamic Studies Sr. Alzeena -- TA Ujala	Quran Sr.Maha -- TA Saba	Arabic Sr. Nada -- TA Riane
164	KG Section 2	Quran Sr. Maha --TA Saba	Arabic Sr.Nada -- TA Riane	Islamic Studies Sr. Alzeena - TA Ujala
225	1st Grade Section 1	Islamic Studies Sr.Sabiha --TA Ruba	Quran Sr. Anjum --TA Nishat	Arabic Sr. Raniya --TA Maham
207	1st Grade Section 2	Arabic Sr. Raniya --TA Maham	Islamic Studies Sr. Sabiha --TA Ruba	Quran Sr. Anjum --TA Nishat
208	2nd Grade Section 1	Islamic studies Sr.Ayesha S --TA Afreen	Quran Sr. Gihan - TA Shifa	Arabic - Sr.Majeda --TA Nisma
181	OFFICE	ICN Weekend School Administration		
209	2nd Grade Section 2	Arabic Sr.Majeda --TA Nisma	Islamic Studies Sr.Shamila --TA Afreen	Quran Sr.Gihan -- TA Shifa
210	3rd Grade Section 1	Quran Br. Kamran --TA Sharukh	Arabic Ghada -- TA Sofia Z	Islamic Studies Sr.Ghousia --TA Maheen
211	3rd Grade Section 2	Arabic Sr.Ghada --TA Sofia	Islamic Studies Sr. Ghousia --TA Maheen	Quran Br.Kamran -- TA Sharukh
212	4th Grade Sec-1	Arabic Sr.Soha --TA Bushra	Islamic studies S. Ayesha A. --TA Afreen	Quran Sr. Amina --TA Sameen
213	4th Grade Sec-2	Quran Sr. Amina --TA Sameen	Arabic Sr.Soha --TA Bushra	Islamic Studies Br. Shahab - TA Maryam S.
214	5th Grade Section 1	Islamic Studies Sr. Shamila --TA Afreen Z	Arabic Sr. Sawsan -- TA Hafsa	Quran Sr. Safa-- TA Sana
215	5th Grade Section 2	Arabic Sr.Sawsan -- TA Hafsa	Quran Sr. Safa -- TA Sana	Islamic Studies Sr. Beena --TA Farhana
220	6th Grade	Islamic Studies Maryam G. - TA	Arabic Sr. Amina --TA	Quran Br. Zaki -- TA
165/184	SNL	Room Reserved for Special Needs Children		
221	YP Boys	Islamic Studies Br. Asim	Fundamentals of Tawheed & Quran Br. Taha	Seerah and Tafsir /Interactive Sessions Br. Asim
222	YP - Girls	Islamic Studies Sr. Fatima --Ta Tooba	Fundamentals of Tawheed & Quran Sr. Azra --TA Tooba	Seerah and Tafsir / Interactive sessions Sr.Naziha
223	YPA - B & G	Tafseer & Ahadith / Interactive Sessions Sr.Saima	Seerah & Aqeedah / Interactive sessions Br.Mujeeb	Quran Reading, Fiqh and Special Topics Br. Mujeeb/Sr.Fatima
TBD	YPA - G	Sr.Saima	Sr.Naziha	Sr. Fatima --Sr.Saima

Class starts at 10.00am SHARPI

Lunch Break

*Pre-K through 3rd Grade

Lunch Timings: 11:50 AM - 12:15 PM

Lunch Break - All Other Grades: 12:40 - 1:05

*Pre-K and 3rd Grade: 12:15 PM - 1:05 PM

Dhuhr Salat 1.15

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Lunch

Lunch will be provided in the cafeteria at the designated times. No food/drinks are allowed in the classrooms.

Emergency Closings

In case of inclement weather conditions, the ICN Weekend School administration will make a decision regarding closure of Saturday school. Inshallah, parents and teachers will be promptly notified via phone and/or e-mail.

Attendance

Regular attendance and punctuality is expected and required. Excessive and/or consecutive unexcused absences/tardies will be reported to parents and can result in disciplinary action.

Absences

Parents **MUST** contact administration to excuse any absences due to medical reasons or foreign travel. A student's full name, grade, dates of absences, and parents' contact information should be sent to attendance@icnschool.com or submitted to administration office.

Tardies

Students arriving more than 5 minutes late are considered truant. Truant students **MUST** obtain a tardy slip before proceeding to the classroom. Every 3 tardies will count as 1 absence.

Dress Code

All students and staff of the Weekend School are required to dress modestly and decently upholding the personal dignity according to the Islamic Shariah. A staff member or student's dress and grooming **MUST** not disrupt the educational process, or interfere with the maintenance of a positive teaching/learning atmosphere.

Boys	Girls
<ul style="list-style-type: none">• Full-sleeve or Half-sleeve shirts• Full-length pants. No shorts.• No body piercing. No jewelry.• No backward caps.	<ul style="list-style-type: none">• Loose fitting, full-length garments• A scarf covering the head adequately• No heavy make-up

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Grading Policy

The final grade breakdown is shown in the table below. For students with grades less than 70% or equivalent, case by case evaluation is needed before student can be promoted. Students, earning grades more than 89% or equivalent in ALL 3 classes, will be placed on Honor Roll.

Letter Grade	Maximum%	Minimum%	5Point Scale
A++	100%	100%	5
A+	99%	97%	4.7
A	96%	94%	4.3
A-	93%	90%	4
B+	89%	87%	3.7
B	86%	84%	3.4
B-	83%	80%	3
C+	79%	77%	2.7
C	76%	74%	2.4
C-	73%	70%	2
D+	69%	67%	1.7
D	66%	64%	1.4
D-	63%	60%	1
F	59%	0%	0

Homework

Students are expected to turn in all the homework on time as determined by individual teachers.

It is the responsibility of students and parents to work with individual teachers for pre-arranging or obtaining missed homework. Homework for missed days **MUST** be completed and returned to the teacher in the following week after the resumption of attending the school or on a date determined by the teacher.

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Quizzes and Exams

Student **MUST** take the all quizzes and exams on the dates, specified by the teacher.

If missed, student should be prepared to make up the quiz/exam on the next available school day. If that is not possible, it is the responsibility of the student/parent to make arrangements with the teacher to make-up any quizzed/exams.

School Discipline Management and Policy

The philosophy of ICN Weekend School is to foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must be certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices. These policies and procedures will be enforced fairly, uniformly, consistently, and according to the guidelines of Islam. The next section outlines the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior.

School Disciplinarian

The school disciplinarian(s) shall be a committee with a coordinator, at least one male, and at least one female adult, as assigned by the principal. Duties shall include authority to:

- Assess the incident and implement the discipline policy
- Suspend a student
- Remove a student from campus for emergency reasons
- Recommend a student for expulsion to ICN Weekend School Board

Outline of Responsibilities

ICN Weekend School shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and all other Weekend School staff. The Weekend School rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate Weekend School rules shall be subject to disciplinary measures. These measures are designed to establish Islamic conduct and exemplary citizenship both in and out of school.

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Responsibilities of the School Discipline Committee

The school discipline committee has the responsibility to:

- Respond to discipline problems referred by teachers.
- Ensure fair and equitable implementation of this discipline policy by school staff.
- Promote effective training and discipline of all students.
- Encourage parent communication with the school, including participation in required parent-teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Provide instructional leadership for discipline and for evaluation of the discipline policy.
- Serve as appropriate role models for the students.
- Follow-up with the parents on all student disciplinary actions until the matter is resolved.

Responsibilities of the Teachers

Teachers have a responsibility to:

- Provide a safe and nurturing classroom environment using effective classroom management techniques.
- Communicate and explain the school discipline policy and procedures to students.
- Ensure fair and equitable implementation of discipline policy among their students.
- Maintain a discipline record for students who disrupt a healthy learning environment.
- Be punctual and have regular attendance.
- Comply with Weekend School policies, rules, regulations, and directives as outlined in the ICN Weekend School Handbook.
- Maintain an orderly classroom atmosphere conducive to learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.

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- Teach students to develop and practice self-discipline.
- Encourage good work habits that will lead to success in meeting personal goals.
- Serve as appropriate role models for students.

Responsibilities of the Students

Students' responsibilities for achieving a positive learning environment include:

- Attending all classes, regularly and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being appropriately dressed and groomed.
- Showing respect toward others.
- Behaving in an Islamically responsible manner.
- Obeying all school rules, including safety rules.
- Showing proper restraint if confronted by other students and reporting such incidents and violations to teachers or the principal.

Responsibilities of the Parents

Parents have the responsibility to:

- Teach the student to listen to teachers and other school personnel and to obey school rules.
- Ensure the student attends school regularly and on time, and promptly report and explain absences and tardiness to the school.
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
- Keep informed about school policies and the academic requirements of school programs.
- Ensure the student is appropriately dressed and groomed at school and school related activities.
- Discuss report cards, school assignments, and any issues with the student.
- Bring to the attention of school authorities any learning problem or condition that may relate to the student's education or behavior.

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- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Cooperate with the school staff.
- Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by negligent or willful/malicious conduct of their child.

Student Code of Conduct

ICN Weekend School requires students maintain the following code of conduct during school (or any school related activities):

- Islamically appropriate attire
- Respect for others
- Respect for property
- Islamically appropriate behavior at all times according to shariah

Zero Tolerance Policy

Students, parents, AND teachers are required to respect and follow Neuqua High School rules and regulations. Any vandalism or damage to the school property will result in imposing a fine equivalent to cost of repair. In addition, infractions related to any of the following will result in immediate disciplinary action:

- Alcohol or Drug related activity
- Bringing weapons to school
- Engaging in physical or verbal abuse
- Assault/battery/brawl
- Graffiti/Vandalism
- Verbal or written threats to life or property
- Any activity that is deemed as illegal as per Local, State or Federal laws

General Guidelines for Assessing Discipline Penalties

When imposing discipline, ICN Weekend School personnel shall adhere to the following guidelines:

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- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case, including:
 - Seriousness of the offense.
 - Student's age.
 - Frequency of misconduct.
 - Student's attitude.
 - Potential effect of the misconduct on the school environment.
- Teachers (or ICN Weekend School Staff) shall attempt to resolve discipline issues by discussing them with student prior to engaging Discipline Committee.
- Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense. ICN Weekend School shall impose the disciplinary consequence required by this Discipline Policy and Procedure.

Discipline management techniques may include:

- Counseling by teachers or administrative personnel.
- Parent-teacher conferences.
- Cooling off or time-out.
- Behavioral contracts.
- Assigned school duties other than class tasks.
- Verbal correction.
- Withdrawal of privileges, including participation in extracurricular activities and honorary positions.

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- Sending the student to the principal's office or other assigned areas.
- School defined and imposed probation.
- Rewards and incentives.
- Confiscation of items that disrupt the educational process.
- Suspensions.
- Expulsion.

Record Keeping and Tracking

Each teacher shall be responsible for recording and tracking student offenses committed during his/her classes. Teachers shall maintain a record for each student and submit such records to the school disciplinarian on a regular basis. The record shall include:

- Date of offense.
- Description of the offense.
- Name of the teacher who observed the offense.
- Category of offense.
- Disciplinary action taken/recommended.

The disciplinarian shall compile all student records and review them for conformance with this policy. A summary report shall be provided to the Weekend School Board of Directors.

Offenses

Students violating Weekend School rules and regulations shall suffer disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior.

The length of the punishment will depend on the offense. The consequences are not necessarily in the order of severity. One or more disciplinary options may be used for a single offense if deemed appropriate. The teacher or principal responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

Examples of offenses include, but are not limited to, the following:

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- making disrespectful (impolite, mocking or sarcastic) comments, gestures or expressions to ICN Weekend School teachers or staff
- unauthorized and/or inappropriate use of school computers and internet
- cheating or copying the work of another, plagiarism
- misbehaving during prayers
- truancy, including heaving school without permission
- purposeful repeated physical contact with another (pushing, tripping, bumping etc.)
- vandalism, including defacement of school property
- tardiness between classes or late in returning from restroom
- running or making excessive noise in the hall, classroom or building
- neglecting to bring required material or assigned work to class
- arguing with a teacher or any ICN Weekend School staff member
- using rude, insulting, or demeaning language
- failing to follow classroom rules (i.e.- use of cell phones and iPods)
- talking out of turn
- getting out of seat without permission
- writing and/or passing notes
- leaving trash or food behind in or around school building
- ball or game playing in the building
- dress code violation
- failure to participate in classroom activities
- eating or drinking in an undesignated area or time
- possessing and/or using nuisance items

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- misuse of school property
- lying
- endangering self or others

Examples of disciplinary actions in response to offenses include, but are not limited to, the following:

- Student will be notified and have an opportunity to discuss offense.
- Parents will be notified immediately.
- A behavioral contract, including action plan will be developed by parents and ICN Weekend School Discipline Committee (and teacher). A predetermined time will be given to assess progress according to behavioral contract. Successful following of behavioral contract will eliminate discipline action (unsuccessful results will lead to student expulsion)

Physical Restraint

Any ICN Weekend School representative may use and apply physical restraint to a student, IN AN ISLAMICALLY APPROPRIATE MANNER, that he/she reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an irrational student.

Revision of School Policies

ICN Weekend School will issue periodic bulletins to announce revisions in the school policies when necessary. These bulletins will be kept on file with School Administration and inshallah posted on the website. The current policy on the topics discussed in this information packet will continue to be in force.

Parent Communication

Keeping the parents informed is a priority of our school. We strongly encourage parent's active participation in student's learning process. The following communication vehicles are used to share information with parents:

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- One-on-one communication with parents on Parent-Teacher Conference
- Flyers regarding special event/programs
- Weekly email reports from teachers and/or ICN WS administration
- Announcements/Notifications via phone, and/or e-mail
- Announcements over the PA during 1st period and after Dhuhr prayer
- Announcements/Notifications on website –
 - <http://www.icnschool.org/news/main.cfm>
 - <http://www.icnschool.org/pages/school.cfm>

Inshah Allah, with your cooperation, we hope to have another wonderful year at ICN Saturday School! May Allah (SWT) reward you and your families for your efforts and participation!

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Contact Information (<http://www.icnschool.org/pages/contact.cfm>)

We are available and willing to work with you to achieve the best atmosphere for your child. If the administration or teaching staff need to be aware of any extenuating circumstances or issues to be resolved, please do not hesitate to contact us.

Main Office Location

The administration office is located at Neuqua Valley Gold Campus in RM 181, open from 10am to 1:15pm on Saturdays.

Phone Numbers

General Inquiries	(630) ICN-9702 (630) 426-9702
Registration	(630) 343-9462
Kashif Fakhruddin, Principal	(331) 643-3347

Email Addresses

Principal's Office principal@icnschool.com

Registration registrations@icnschool.com

School Email Subscription admin@icnschool.com

Attendance Team Lead attendance@icnschool.com

Arabic Team Lead arabic@icnschool.com

IS Team Lead is@icnschool.com

Quran Team Lead quran@icnschool.com

Youth Program Team Lead yp@icnschool.com

Logistics & Operations lo@icnschool.com

Lunch & Prayer Team Lead lunch@icnschool.com

Special Events Team Lead se@icnschool.com

Books Team Lead books@icnschool.com

Website Team Lead web@icnschool.com

Volunteers Team Lead vtl@icnschool.com

Building Safety & Security Team Lead sec@icnschool.com