

In the name of Allah, the Beneficent, the Merciful



MCC Sunday School

Student Handbook 2013-14





Dear Parents/Guardians and Students,

Asalam-wa-Alaikum.

On behalf of the MCC Sunday School faculty, staff and PTO, welcome! We are proud of the excellent reputation our school and students have earned, and we all pray to continue that tradition.

The following handbook is intended to provide you with the information needed to be positive contributors and participants in the MCC Sunday School learning experience. we are committed to providing a positive, innovative and nurturing environment wherein each individual is expected to rise to new levels of Islamic and interpersonal success. In order to meet this goal, we all must understand and strive for the highest expectations in the areas of conduct, academic and behavioral standards

Please read this section together as a family so that there is a clear understanding by everyone of MCC Sunday School expectations. Please make sure that you and your child have a clear understanding of what is expected. Advancing to the next grade is no longer a certainty unless grade level expectations are met. If you have any questions about the contents please contact our administration staff.

We look forward to a great year!

Sincerely,

Afsar Ali Principal (847) 674-7719

Kazim Mohammed Vice Principal - Academic Affairs (630) 802-2221

Omer Khan Vice Principal - Administrative Affairs (312) 375-1649 At MCC Sunday School, one of our most important goals is to provide a safe, secure, and nurturing environment for all of our students. Creating a positive school climate is the job of everyone who works and learns at MCC Sunday School. Consequently, the following guidelines have been developed to provide a clear explanation of each student's rights and responsibilities. *Parents and students are required to read and abide by these rules at all times*.

Student Rights:

- All students have a right to be treated with respect and kindness.
- All students have the right to be safe and secure at school.
- All students have the right to learn in a calm and peaceful environment.

Student and Parent Responsibilities:

Students:

- C Students have the responsibility to respect others by being polite, understanding, and helpful.
- C Students have the responsibility to treat others with kindness, which means that no one should tease, bully, or make fun of anyone.
- C Students have the responsibility to be respectful of other people's property and to avoid hurting others' feelings or injuring anyone in any way.
- Students have the responsibility to respect everyone's right to learn by being quiet when others are studying, by respecting the rights of others to be heard, and by recognizing that each person may have something of value to share.
- ← Students should not vandalize or damage property of MCC (computers, audio-visual aids, furniture, and building).
- Parents of those responsible will have to pay the cost of repairs in addition to the penalty adjudged by the principal.

Parents:

- ← Parents are responsible for following their child's progress in school closely by attending all Open Houses/Parent-Teacher Conferences, and contacting teachers if necessary. Student success in MCC requires a joint effort from teachers, students, and parents.
- Parents are responsible for their child's safe entrance and pick-up from the school. Tardiness is not acceptable. Parents should not double park on the road, nor in the prohibited area, or in front of the exit passages and entrances of the building. The drop-off and pick-up lane outside the main MCC entrance is STRICTLY for these purposes and not for waiting or parking. We encourage you to come into the school with your child.
- ← Early pick-ups are discouraged; however, (when needed) in an emergency situation, parents should report in person and get permission from the school office instead of going to the class.

Dress Code:

- C Students should dress modestly in an Islamic way at all times. Avoid tight clothing (loose pants and shirts, long skirts, shalwar-khameez, or jilbabs are preferred).
- Sisters should cover their heads (hijab).
- G Brothers should not wear shorts or baseball caps.
- C There should be no unacceptable logos of any kind on clothing.

Classroom Conduct:

- Strictly NO food, drink, candies, or gum are allowed in the classrooms.
- Food consumption is restricted to during break time.
- Students are prohibited from bringing any non-educational material to classes that distracts students. If found these items will be subject to confiscation; examples of such material include video games and toys.

Break Time and Hallway Expectations:

During break, and between classes, students should:

- Use appropriate Islamic manners. Keep hands and feet to yourself.
- Make & stay in a straight line while waiting for cookies and milk do not budge others.
- G Say "I'm sorry" when the need arises, remember Allah (SWT) loves those who are humble.
- C Listen to all teachers and staff when you are given instructions.
- Do not leave the school grounds for any reason. If you need to leave for some reason, tell a teacher or the office, and make sure you have permission to do so.
- Arrive on time to all classes do not be late to class after break.
 - When walking down the hallways, it is important to be respectful of the learning that takes place in classrooms. Students in the hallway should:
- Respect your teachers by remaining in the classroom while class is in session. Do not loiter around the hallways.
- C Do not cut classes.
- Standing and socializing in the hallways is not allowed during class hours.
- Do not run in the hallways.
- When going downstairs for Zuhr Salat, please walk quietly and in a straight line. Take extra care when younger children are walking down the stairs.

Prayer-Hall Conduct:

- All students MUST respect the prayer hall, and maintain silence before, during, and after Salat. Non-compliance to the etiquette's of Masjid and Salat will not be accepted.
- Attend Zuhr prayer with Jamaat in the lower level of the prayer hall.
- Parents are **encouraged** to attend Zuhr Salat with Jamaat and volunteer in controlling the children in the Prayer Hall.

Possible Consequences For Not Following Rules:

- Verbal/Written warning by a staff member
- In-school time with teacher and/or detention
- Verbal or written apology
- C Phone call or note sent home regarding behavior
- Conference with teacher(s), parent(s) and/or principal
- C Loss of certain privileges

Always remember that whatever you do, Allah (SWT) is watching you and that we should all try our best to please Allah in everything we do. By cooperating with teachers and staff and following all of the above rules, we can help to make MCC a beneficial and enjoyable place to learn.

MCC Sunday School Annual Calendar for 2013-14			
Sunday	Activities/Events		
1-Sep	Labor Day Weekend		
8-Sep	First day of Classes		
15-Sep			
22-Sep			
29-Sep	Open House; Regular Classes for students		
6-Oct	LAST DAY OF REGISTRATION!!!!		
13-Oct			
20-Oct	Eid-ul-Adha Holiday; Eid on Oct 15th (Tue) or 16th (Wed)		
27-Oct			
3-Nov			
10-Nov			
17-Nov			
24-Nov			
1-Dec			
8-Dec	Speech Contest/Seerat-un-Nabi Celebration -Tenative'		
15-Dec	Teachers to give Study Guides for all Subjects (for Exam preparation)		
22-Dec			
29-Dec			
5-Jan	1st Semester Examinations		
12-Jan	1st Semester Examinations		
19-Jan			
26-Jan	Report Card Day / Parent Teacher Conferences		
2-Feb			
9-Feb			
16-Feb	_		
23-Feb			
2-Mar	Qirat Competition - Tenative'		
9-Mar			
16-Mar			
23-Mar			
30-Mar			
6-Apr			
13-Apr			
20-Apr			
27-Apr	Teachers to give Study Guides for all Subjects (for Exam preparation)		
4-May			
11-May			
18-May	Final Exams - Nazirah/Tajwid (Tilawah) and Seerah/History		
25-May	Final Exams - Quran & Arabic Language and Theology		
1-Jun	Make-up Exams, Grade Submission, Teachers Appreciation & Picnic		
8-Jun	Graduation/School Day and Report Cards distribution		

MCC Weekend Schools Book List; 2013-14

Grade	Nazirah / Tajweed	Qur'an & Arabic Lang.	Seerah / History	Theology
		Arabic Writer 1	Life & Sayings of Rasululiah; A	Our Religion is Islam; A Coloring
1	Yassamai Qur'an	Arabic Language-	Coloring Book-Tasneema Ghazi	Book-Labiba Hasan & T. Ghazi
		Work Book [Level 1]		
		Arabic Writer 2	ONLY Workbooks for:	My Coloring Book of Salah
2	Yassamai Qur'an	Arabic Language-	Our Prophet - Life in Makkah	by Abidullah Ghazi
		Work Book [Level 2]	Our Prophet - Life in Madinah	My Little Book of Du'a Part 1
oxdot			both by Abiduliah Ghazi	by Mohammad Mazhar Hussaini
		My Little Book of Qur'an	Textbooks + Workbooks for:	Islam for Younger People
3	Yassamai Qur'an	Holy Qur'an Part 30	Our Prophet - Life in Makkah	by Ghulam Sarwar
		Arabic Language-	Our Prophet - Life in Madinah	My Little Book of Du'a Part 1
		Work Book [Level 3]	both by Abiduliah Ghazi	by Mohammad Mazhar Hussaini
		My Little Book of Qur'an	Mercy to Mankind:	Islam for Chidren
4	Yassamai Qur'an	Holy Quran Part 30	Makkah Period	The Children's Book of Salah
		Arabic Language-	Madinah Period	The Quranic Supplications
		Work Book [Level 4]	Stories of Caliphs	by Mohammad Mazhar Hussaini
		My Little Book of Qur'an		The Children's Book of Islam
5	The Holy Qur'an	Holy Qur'an Part 30	Prophets: Models for Humanity	Part 1 and Part 2
	Juz 1 - 10	Arabic Language-	by Alla N. Athar	My Little Book About Allah
ш		Work Book [Level 5]		The Quranic Supplications
				Islam: Beliefs and Teachings
6	The Holy Qur'an	Holy Qur'an Part 30	Prophets: Models for Humanity	by Ghulam Sarwar
	Juz 11 - 20	Arabic Language-	by Alia N. Athar	Worship & Conduct
ш		Work Book [Level 6]		by Muhammad Sarwar Nasir
				Islam: Beliefs and Teachings
7	The Holy Qur'an	Holy Qur'an Part 30	Muhammad The Last Prophet	by Ghulam Sarwar
	Juz 21-30	Arabic Language-	by A.H. Nadwl	Worship & Conduct
ш		Work Book [Level 7]		by Muhammad Sarwar Nasir
				Islam: Beliefs and Teachings
8	Easy Tajweed Book	Holy Qur'an Part 30	The Plous Caliphs	by Ghulam Sarwar
	by Syed Kaleemuliah Hussaini	Arabic Language-	by Majid Ali Khan	Worship & Conduct
\vdash		Work Book [Level 8]		by Muhammad Sarwar Nasir
	Easy Tajweed Book	An Introduction to the Qur'an	An Introduction to	Islam: Bellefs and Teachings
9	by Syed Kaleemullah Hussalni	Holy Qur'an Part 30	The History of Islam	Islamic 'Aqidah and Fiqh
	Tajweed Work Book	Arabic Language-	(Islamic History Notes)	by B. Alsha Lemu
$\vdash \vdash$	by Ahmed Abdul Hakim	Work Book [Level 9]	by Rasheed Khan	Worship & Conduct by S. Nasir
			Muhammad: His Life Based on	
10	Easy Tajweed Book	The Holy Qur'an by Yusuf All	the Earliest Sources	Hadith & Figh Notes
	by Syed Kaleemuliah Hussaini	Arabic Language-	by Martin Lings	by Atiqur Rehman
		Work Book [Level 10]		

TEACHER VISIT INFORMATION

TEACHER NAME:	
CLASS PERIOD:	
SUBJECT:	
CONTACT INFORMATION:	
TEACHER NAME:	
CLASS PERIOD:	
SUBJECT:	
CONTACT INFORMATION:	
TEACHER NAME:	
TEACHER NAME: CLASS PERIOD:	
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CLASS PERIOD: SUBJECT: CONTACT INFORMATION:	
CLASS PERIOD: SUBJECT: CONTACT INFORMATION: TEACHER NAME:	

RENWEB – Web-Based student tracking database

MCC Sunday School is now using a database to manage communication regarding all forms of activities with your child and you via RENWEB. Please contact Omer Khan at (312) 375-1649 for access and information as to how to access this web-based application.

NOTES

- Parents are required to call the administrative staff before 9:30am to report student's absence. Phone calls from young adults and or students will not be accepted.
- C OCTOBER 6th Is the last day of registration please make sure that your child is registered

