

**MEC SUNDAY SCHOOL  
STUDENTS-PARENTS HANDBOOK**

**2020-2021**

**MUSLIM EDUCATION CENTER  
8601 N. Menard St., Morton Grove, Illinois 60053**

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## **MISSION STATEMENT**

MEC Sunday School is committed to providing Islamic knowledge, values, and morals to instill a sense of community and identity for the next generation of Muslim Americans.

It strives to prepare students intellectually, socially, emotionally, and spiritually to succeed and make positive change in tomorrow's world.

**\* Some policies are specific to in-school instruction. Please note, all policies are being shared in anticipation of returning to normal school operations.**

## **PRELUDE**

Welcome to the MEC Sunday School family. The purpose of Sunday School is to supplement the Islamic ideals that you provide and share with your child at home. We will assist you in bringing Islam to your child by providing a formal Islamic education in a Sunday School setting that will impart experiences of Imaan and Ikhlāq towards students. In actuality, though, the values established at home form the foundation of Imaan and Ikhlāq in your child. To that end, we look forward to your participation in reinforcing the education sought here at the School.

Please remember that education at Sunday School alone cannot instill faith in your child. We believe that each individual is responsible for his/her actions, and acquiring quality Islamic knowledge is a joint responsibility of the student, school, family as well as the community.

This Handbook provides information on policies, procedures, and practices for the administration, teachers, staff, parents, and students of MEC Sunday School.

## **ADMINISTRATION**

The policies and procedures of MEC Sunday School are governed by MCC Part-Time School Councils. The Councils are also responsible for the annual school calendar, curricula, textbooks and other common programs.

MEC Sunday School consists of the following administrative staff:

Principal: Afan Tariq

Vice Principal: Mariam Qureshi

Registrar/Administrator: Azher Ahmed

Books Manager: Nazir Gurukambal

Department Head Nazirah & Tajweed: Aziz Ali

Department Head Quran & Arabic Language: Tauqeer Fatima

Department Head Seerah & History: Farzana Bhatti

Department Head Theology (Iman, Ibadat, & Akhlāq): Hannah Sattar

PTO Members:

Chairperson: Shumaila Khan

Co-Chair: Mubin Jamal

## **SCHOOL HOURS, ASSEMBLY, AND DHUHR PRAYER**

MEC Sunday School hours are 10:00 AM through 2:10 PM; the School assembly starts promptly at 10:00 AM. The Dhuhr prayer is at 1:00PM unless otherwise stated. It must be noted that the assembly and the Dhuhr prayer are part of the school curriculum. The parents are requested NOT to schedule child(ren)'s activities such as soccer, swimming, etc. during the School hours. Continual absences and tardies will negatively impact the final grade and promotion to next grade.

E-Learning schedule may differ depending on the situation at hand. Class timings and activities will be adjusted accordingly.

### **STUDENTS' DROP OFF AND PICK UP**

- Students are to be dropped off ON TIME for the assembly in the gym at 10:00 am.
- Parents are required to **accompany** students to School on time and pick up on time.
- Excessive absences and tardies will impact final grades.
- It is disruptive for students to enter a class once started - please respect the class.

*No baby sitting or observation is available after school hours i.e., after 2:10 PM.*

### **STUDENTS' EARLY DISMISSAL**

Early dismissal will only be allowed when requested by the parents or guardians cited in the admission form. The parents/guardians will request the administrator on the day of dismissal. The Administrator will issue the release form for the teacher allowing the student to be released. Parents shall not directly go to classes and ask for student's dismissal. Parents shall also not directly call the child and ask him/her to come out of the class or school.

During E-Learning, parents must notify the teacher at least a day before class via email of any classes that will be missed by the student.

### **CELL PHONES AND ELECTRONIC DEVICES**

- Usage of cell phones and ALL electronic devices is prohibited during instructional time. All such devices are expected to be turned OFF during classes. Any device found in use by a student during instructional time will be liable for confiscation.
- It is prohibited to use cell phones or any other electronic device in a manner that violates the rights of others (taking pictures or making videos of others without their consent, cheat, or otherwise violate student conduct rules).
- Habitually breaking our cell phone & electronic devices policy will require a parent-teacher conference.

### **STUDENTS' GRADING**

- All students must pass (Grade D and above) all classes for promotion to the next grade in the first and second semester.
- Teachers may create supplemental assignments/projects for students to complete in order to achieve passing marks.
- For the first semester failed classes, teachers will work with students during the first few weeks of the second semester in order to meet this requirement.

- For the second semester failed classes, students will receive supplemental classwork to be completed prior to the start of the following year.
- Tenth grade students will need to pass both semesters to graduate.
- A student-parent-teacher conference will be arranged to address the situation and recommend additional tutoring, if warranted.
- If a student misses more than 8 days of school, he/she will be not promoted to next grade.
- If a student is late for more than 15 minutes for the first period more than 4 times, 5 points will be taken off of the final grade of the subject taught in the first period.
- A student starting Sunday School in second semester, he/she will have to pass all four exams to be promoted to next grade.

### **Grading Points**

90% - 100% - A

80% - 89% - B

70% - 79% - C

60% - 69% - D

Below 59% - F Failing grade

### **Grading Criteria Guideline For Each Semester**

Attendance 20%; Behavior 15%; Quizzes 15% (Total 50%)

Homework 25%

Final Exam 25%

Total 100%

## **COMMUNICATIONS**

Parents are encouraged to keep up with their children's academic progress, attend all orientations and meetings, and read all School memos sent home. Important notices, information, homework assignments are also posted on the **website ([mecsundayschool.org](http://mecsundayschool.org))** which parents are urged to check regularly. Parents should also check students' backpacks and inquire about homework on a regular basis. Parents are encouraged to attend assembly and Dhuhr Prayer with their children. **Please immediately inform the School Administration when there is any change in your contacts, i.e., phone number, email address, home address, etc.**

Parents may request a meeting with their child's teacher or Principal, at any time during the School year, by appointment. Teachers are not allowed to confer with parents during class time under any circumstances. Parents are not allowed to stand in the classroom doors. Classroom visits must be arranged in advance. The school arranges Open House after the start of the new school year. This will give parents an opportunity to meet with the administration and teachers and visit the classes.

## **FIELD TRIPS**

From time to time, classes or School may arrange a field trip. In that case, permission slips and required fees must be received by the given deadline. The school may request the presence of parent and/or deny a child on a field trip due to discipline and/or safety reasons. School

personnel will provide the best possible supervision of students for a field trip. However, MCC shall not be held liable for any injury or incident that may occur on a field trip or at the School.

### **STUDENTS' HEALTH AND SAFETY**

While at School, the child's health, safety and security is the first priority. First-Aid kit is always at hand of MEC in case of emergency. It is expected that parents will notify the Sunday School's administration if their child/ren have any special health issues. Students are also required to have immunization prior to registration. A security guard will be on the premises during School hours.

### **EMERGENCY PROCEDURES/ACCIDENTS**

In case of any in-School emergency involving student, the Administration will try to reach the parents and will call 911 if the situation warrants. In case of an accident, the parents, guardians, and/or emergency contact on the student's emergency registration form will be contacted.

### **FIRE, TORNADO, HAZARD OR EMERGENCY EVACUATION**

Directions for fire and tornado evacuations are posted in each classroom. Fire and tornado drills may be held from time to time during the year; students will be instructed on drill procedures.

### **EMERGENCY SCHOOL CLOSING**

If for any emergency reasons (snow storm, flooding, or otherwise), the School needs to be closed; the Administration will make every effort to inform the parents, via one or more of the following means;

- Updating school website (mecsundayschool.org)
- Sending an email message
- Dispatching a timely telephonic message to parents
- Displaying sign(s) on the School premises regarding school closure

Parents are also encouraged to check with the Administration or teacher(s), regarding school closure in emergency situations. While School Administration will try its best to inform the parents, parents are requested to be patient under these situations.

### **MCC MEMBERSHIP**

In order to enroll in MEC Sunday School, parents are required to become MCC members. Family membership (husband and wife) is \$150/year to be paid at the time of registration. This yearly membership starts from the following January. Individual membership (single parent for instance) is \$90/year. Student membership is 50% of the full membership.

### **FEE STRUCTURE**

MEC Sunday School follows\* the tuition structure below:

1 <sup>st</sup> child	\$235/year + \$150 MCC Membership per family
2 <sup>nd</sup> child	\$215/year
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> child	\$195/year

Parent Teacher Organization (PTO) dues \$10/year/family; Year Book dues \$10/year/family;  
Security dues \$10/year/family

E-learning fee structure:

Each Child \$100/year + \$150 MCC Membership per family

*\*Weekend schools tuition policy is dictated by the MCC Part-Time School Council and is subject to change.*

### **Refund Policy**

- Membership fees (\$150) and other miscellaneous fees (\$30) are not refundable.
- The date a student withdraws will determine what, if any, percentage of tuition is eligible for refund.
- Please note that refunds can take up to 6 weeks to be processed.
- All refunds or final payments will be calculated when reviewing the family's account as part of the withdrawal process.
- MEC Sunday School's refund policy is dictated by the MCC Part-Time School Council and is subject to change.

<u>Withdrawal Dates</u>	<u>Percentage Refunded</u>
Before 1 <sup>st</sup> day of school.....	100% of tuition fees
First day of school - 31st Sept.....	75% of tuition fees
1 <sup>st</sup> October - 15 <sup>th</sup> December.....	50% of tuition fees
16 <sup>th</sup> December and onwards.....	No refunds

### **FINANCIAL ASSISTANCE**

While MEC Sunday School does not have any student aid/financial policy, consideration may be given to students for hardship funds; the School treats these requests in complete confidence.

### **POLICIES FOR STUDENTS/PARENTS**

1. Park your car in the parking lot and accompany your child(ren) inside the School building.
2. Students will exhibit respect for each other.
3. Student will refrain from action(s) that might endanger themselves or others.
4. Disrespectful and disruptive language or behavior will not be tolerated. Parents will be called and this can lead to student's dismissal.
5. Students will treat the property of Full Time School with respect.
6. Students will show up on time with prepared assignments and ready to participate in class.
7. **Students arriving after assembly shall fill out the late arrival log prior to going to their classes.**
8. Students **are not allowed** outside the School doors without a teacher's supervision. **Class cutting** is not allowed. Parents will be contacted immediately.
9. No vandalism, writing on the walls, bathrooms or furniture.
10. Parents will come inside to pick up students. **Drop off or pickup from street is not allowed.**
11. No parking is allowed in a handicapped area except for those carrying the appropriate sign.



## **POLICIES FOR STUDENTS DURING E-LEARNING**

1. Make sure you are in the correct class.
2. Setup a quiet and productive workspace for e-learning.
3. Class attendance is mandatory.
4. Attendance will be taken within the first 5 mins of each class.
5. Video and audio should be on and facing the student.
6. Your first and last name should be displayed.
7. All devices should be stationary.
8. Keep your image “live” during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning to your classmates and teacher.
9. Keep your microphone muted to make sure that there is no background noise.
10. No visual backgrounds or freezing the camera.
11. You are NOT allowed to record class at any time with any gadget.
12. Do not disrupt the learning environment.
13. Do not talk or text on your cell phone.
14. Supplies, textbooks, notebooks, pencils, etc. should be readily available.
15. Come to class prepared and ready to learn.
16. Stay seated and dressed appropriately (not in pajamas).
17. Students should be dressed modestly.
18. Maintain a professional classroom presence.
19. No inappropriate chat.
20. Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other’s ideas.
21. Keep a minimum normal morning routine of the following:
  - Wash face
  - Brush teeth
  - Comb hair
  - Eat breakfast before school starts
22. No eating or drinking during class (water only).
23. Inform the administration of any issues as soon as possible.
24. ABSOLUTELY NO DISTRACTIONS.
25. When in doubt, pretend you are in your regular academic classroom and put your best ‘virtual’ foot forward!
26. Teacher has the right to remove anyone from online sessions that is disruptive, not following the rules, and/or misbehaving.

*Violation of these rules may lead to counseling, parent conference, suspension or expulsion.*

## **POLICIES FOR SPECIAL NEED STUDENTS & THEIR PARENTS**

1. Parents **MUST** notify the administration at the time of registration if their child needs particular attention due to their special psychological, behavioral, physical or any other needs.
2. Depending on the need of the child, administration would design a plan for the child which may include but not limited to having parents be present in the class and be available at the school with their child.
3. Administration has the right to decline the application.
4. Administration will try their best to accommodate all children with special needs. However, if at any time the child becomes a distraction and is hindering the learning of other students, administration has the right to remove the child from the classroom temporarily and permanently.

## **DISCIPLINARY PROCEDURES**

**The Administration has adopted a zero-tolerance policy for any unacceptable behavior by anyone to anyone during the school hours.** A conscious effort in resolving any substantial or ongoing problem will be made immediately within the classroom setting by the teacher and/or by the School Administration. The disciplinary procedure is handled on a case by case basis. Any of the following steps may be considered based on the situation:

1. A verbal warning from a teacher or the Administration.
2. Student may be sent to the office and a note or phone call to parents.
3. Student may be sent to the detention.
4. A conference with student, parents and appropriate school administration.
5. In/Out of school Suspension.
6. Written apology to the offended parties before the student is permitted to return to school.
7. Expulsion from School; *in case a student is expelled from school, the tuition is NOT refundable.*

For the safety of all, students involved in serious offenses (including repeated refusal to follow teacher's instructions, vandalism, acts of violence or severe disrespect to the teacher, harassing comments or behavior toward fellow students or teachers) may lead to suspension or expulsion from the school. Positive actions of students will be recognized.

Good behavior and academic performance will be acknowledged by:

1. Verbal praise - we all like to hear about it when things go well!
2. Positive notes to parents.
3. Extra credits.

## **DRESS CODE**

All students and staff are required to dress modestly. Students who are **NOT** in compliance with the dress code will be informed of their violation and a note will be sent home to the parents.

### **Dress Code for Boys**

- NO shirts with distracting words or distracting graphics and no sleeveless shirts are allowed.

- Trousers must be full length and loose fitting, but fit body appropriately. Slouching, low riding or tight pants/jeans are NOT acceptable; ensure pants DO NOT expose any undergarments of any kind.
- NO ball caps are allowed in School.

### **Dress Code for Girls**

- Loose fitting shirts (that will cover body appropriately especially while praying) with long sleeves; shirts must cover stomach area. NO shirts with distracting words or distracting graphics are allowed.
- Wear Hijab (No hair may be visible while in the school premises).
- Pants/Jeans-must be of loose fitting, but fit body appropriately. Slouching, low riding or tight pants/jeans are NOT acceptable. Ensure pants DO NOT expose any undergarments.

### **STAFF POLICIES**

1. Be present in the school 10 minutes before the start and 10 minutes after it ends. Help maintain discipline in the Masjid.
2. All staff must sign IN and OUT each Sunday. Sign in sheet will be in the lobby.
3. **First period** teachers are required to attend the assembly and lead their class to classroom.
4. **Do not leave a class unattended.** Either the main teacher or the teacher's assistant must stay in the classroom and wait for the next teacher to come before leaving.
5. No excessive absences or tardiness except in emergencies. If you feel it is difficult to perform the duties properly, please let the Administration know to find a replacement.
6. In case of absence, please provide a lesson plan for to the Administration for the alternative.
7. Teachers **MUST** attend and take their assigned class/es at least 32 instruction days in order to continue to teach the next year.
8. Reflect Islamic values in teaching. Please report any un-Islamic activity to the Administration you observe in the school. The dress code for students is the dress code for staff also.
9. Inform the Administration if holding outdoor activities. You are responsible for supervision.
10. Try to be humble with everyone in school. Try not to spread rumors. Report any rumor to the Principal.
11. Any inappropriate behavior by student(s) should be reported to the Administration.
12. Respect each other and cooperate with each other.
13. Follow the curriculum; help improve the curriculum. Do not use any book that is not in the curriculum (except Quran and Hadith). Use only authentic knowledge.
14. Give your input continuously to improve learning.
15. Make MEC a **learning community**. Help arrange seminars, lectures, and other activities.
16. Make **lesson plans** and other helping materials for effective teaching.
17. Attend any available classes to enhance religious education and effective teaching.
18. Point out deficiencies of Administration in writing, with/without mentioning your name.
19. Report preparation, report cards, student attendance, maintaining a good record of each student is **mandatory** and should be provided to the administration upon request.  
Complete your grades on time.

20. Be involved in all the school functions and special events.
21. Do not use cell phones/electronic devices in class. Keep cell phones in the off/silent mode.
22. **Please inform the School Administration immediately when there is any change in your phone number, email address and/or home address.**

### **STAFF POLICIES FOR E-LEARNING**

1. Be present in the google classroom at least 5 minutes prior to and after the class.
2. Do not leave the virtual class unattended. Either the main teacher or the teacher's assistant must be present.
3. Prepare yourself before the actual online class. It is best to rehearse offline before your class starts.
4. Check all the necessary equipment and services, like your internet, laptop, camera, etc. before your session.
5. Be ready with the assignments that you want to share after your online class, like a list of questions related to the topic.
6. You must keep your TA informed about the classwork and may ask him/her to help you pass important information about the online session to students in the group if required. It will reduce your workload; you will not have to inform each and every student.

### **VOLUNTEER STUDENT OR UNPAID INTERN POLICY STATEMENT**

MEC Sunday School welcomes volunteer students and unpaid interns seeking to receive community hours. MEC Sunday School appreciates the contributions of these individuals in fulfilling MEC's mission of education. This policy provides general guidance for potential student volunteers and unpaid interns.

1. Each potential volunteer student or unpaid intern must submit the paperwork (from their school, college, or university) to MEC Sunday School office in the beginning of the year.
2. Each potential volunteer student or unpaid intern must complete the MEC Sunday School volunteer application.
3. Acceptance of a volunteer is subject to a satisfactory reference check and MEC Sunday School need.
4. Each volunteer student or unpaid intern is expected to follow the staff policies/contract that they will sign at the time of their acceptance. Policies are also available online.
5. Each volunteer student or unpaid intern is expected to keep their hours log updated.
6. Each volunteer student or unpaid intern is expected to report to their supervisor on a regular basis.

### **SCHOOL PARENT VOLUNTEER GUIDELINES**

We welcome and thank the volunteers for assisting in the Islamic education of the children in our community. Following are the rules of conduct that are expected from all volunteers that work with children at the MEC Sunday school.

1. Please sign in and out of the building using the sign in sheet located at the front desk.
2. If you are unsure of what to do, ask questions. All questions are welcome.
3. Constructive criticism is welcome. Please reach out to your PTO representatives or administration.
4. If you are unhappy with your assignment, please let us know.
5. If you are happy with your assignment, please let us know as well and invite other parents to participate.
6. We understand if you are unable to make it on a day that you sign up, please let us know as early as possible, so other arrangements can be made. We rely on the volunteers heavily in our school and any unexpected absence has an impact on the staff and students.
7. If you see children exhibiting unexpected behavior, please refrain from yelling at them. Ask them to change behavior and then if they continue to disregard you, please take down their names and inform the administration or PTO before leaving the building.

### **MEDIA RELEASE**

MEC Sunday School may feature students, teachers and programs with photography/video via email and website. All media releases will be for school purposes only. Please inform the administration if you prefer not to have photos/videos taken.

### **REVISIONS**

MEC Sunday School may revise this Handbook from time to time. Parents will be informed of the changes. A revised Handbook or an addendum to the Handbook will be provided as needed.

## STUDENT/PARENT SIGN AND RETURN

I have read the Student/Parent Handbook and agree to the policies and procedures covered therein. (Discuss the Handbook with your child(ren)).

Student's Name, Signature

Grade

Date

\_\_\_\_\_

Parent's Name & Signature

Date

\_\_\_\_\_

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### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **USEFUL CONTACT INFORMATION**

Principal: Afan Tariq (principal@mecsundayschool.org, 773-680-2887)  
 Vice Principal: Mariam Qureshi (mariam.queshi@mecsundayschool.org, 507-469-4464)  
 Registrar/Administrator: Azher Ahmed (azher@mecsundayschool.org, 630-400-2460)

### **MCC PART-TIME SCHOOL COUNCIL**

Council Chair: Naveed Sarwar (navmon04@gmail.com)  
 Co-Chair Administrative: Azher Ahmed (azher@mecsundayschool.org)  
 Co-Chair Academic: Mariam Qureshi (mariam.queshi@mecsundayshcool.org)

### **MEC BUILDING SERVICES**

Ebrahim Ismael: MEC Building Committee Chair (773-742-2079)  
 Mohammad Jbara: Facility Maintenance & Services (847-915-2611)

### **CORPORATE OFFICE**

#### **MUSLIM COMMUNITY CENTER (MCC)**

4380 N. Elston Avenue, Chicago, Illinois 60641  
 Tel: (773) 725-9047 Fax: (773) 725-1616

### **MEC SUNDAY SCHOOL**

#### **MUSLIM EDUCATION CENTER (MEC)**

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