

# **STUDENT HANDBOOK**

## **IMPORTANT INFORMATION**

**School Name:** MCC Full Time School

**School Address:** 8601 N. Menard  
Morton Grove, Il 60053

**School Telephone #:** (847) 470-8801

**School Fax #:** (847) 470-8873

**School Hours:** Mon – Thurs, 8:10 am to 3:40 pm, Fri 8:10 am – 3:30 pm

**Students are Tardy:** Early Childhood (Pre-School to KG) after 8:25 am  
Elementary & Middle School after 8:15 am

**In Case of Absence:** Call the School by 9:00 am

**Tuition is Due:** First of the Month (Monthly, Quarterly)

**Notify Immediately:** Change of address, Telephone #s, e-mail address

## **1. INTRODUCTION**

Welcome to the Muslim Community Center Full Time School (MCC FTS). We hope that your child finds a pleasant learning environment, the joy of the Islamic way of life in our school, and success in his/her educational endeavors.

This handbook will familiarize you with the philosophy, goals, and policies of MCC FTS, and will serve as a reference concerning our procedures and expectations.

Our educational program is comprehensive; it is geared towards academic excellence and the teaching of Islamic values and the Islamic way of life. Such a program can be effective only when parents become partners in their child's learning and practicing of Islamic values.

Cooperation between family and the school is imperative. The school needs your full support for the success of your child. Should you have any concerns or questions, we ask that you contact your child's teacher regarding classroom matters and the school office regarding school policies, procedures, and administrative matters.

MCC FTS is a service institution of the Muslim Community Center of Chicago. The daily administration of the MCC FTS, its instructional program, and the supervision of all teaching and non-teaching MCC FTS personnel are the responsibility of the principal. The principal and Vice-Principal report to the MCC FTS Council. The Council is responsible for developing and implementing policies and procedures concerning all MCC FTS personnel and school's instructional programs.

MCC FTS is committed to providing our children with quality education in an Islamic environment. The school is dedicated to maintaining a high academic standard and giving the community well rounded youths with exceptional Muslim character.

MCC FTS is registered and recognized with the Illinois State Board of Education and is NCA accredited. It is a privately funded, non-profit, non-discriminatory institution.

As a recognized school we take our civic responsibilities very seriously and work to teach our students good citizenship. We take The Pledge of Allegiance daily and our social studies curriculum makes sure that students are aware and follow the rules, serve their community and understand their rights guaranteed under the U.S. constitution.

MCC FTS is committed to providing a safe environment to our students and makes sure that all precautions and training are conducted to keep our students safe in adverse situations. The following list provides some required measures taken every year to safeguard our students from unsafe situations.

- Three fire drills are conducted.
- One severe weather drill is mandatory
- One lockdown drill is conducted
- One bus evacuation is conducted for the entire school

Along with these mandatory yearly drills and trainings, the Early Childhood Grades get a week long safety education with the help of the local fire department and they also go on a field trip to the fire station.

### **III. HISTORY OF MCC FULL TIME SCHOOL**

In the late 1980s MCC committed itself to the idea of establishing a model Islamic school in the north suburbs of Chicago; this was in response to the growing demand of the community for a quality education in an Islamic environment. MCC purchased a public school at 8601 North Menard, Morton Grove, in 1989, to use as an education center. The hard work and long hours of careful planning that began a few years earlier paid off as the school opened its doors in August 1990 with 25 students from kindergarten through second grade. Today, MCC FTS has preschool through 8<sup>th</sup> grade, with a population of over 410 students and a faculty and staff of 50. Every year MCC FTS graduates students to the finest area schools, having provided them with a strong academic and Islamic base for future success.

### **IV. PHILOSOPHY OF MCC FULL TIME SCHOOL**

MCC FTS's foremost objective is to provide an excellent education program in an Islamic environment for young Muslims. We believe an Islamic environment is essential not only for optimum education but also for the appropriate emotional and intellectual development of Muslim children in America. An Islamic environment affirms our children's identity and pride in the Islamic legacy. Such affirmations of identity and pride are necessary to inspire our children to optimally achieve not only in the classroom during their childhood, but also in their future scholarly and career objectives.

The MCC FTS Council strives to ensure that the administration and the teaching staff are qualified educators who themselves are observant of Islamic values in their own lives. It is fruitless in education to ask children to adhere to anything unless role models exist around them, showing not only that adherence to these ideals is possible, but also that direction, stability, peace, and happiness cannot be achieved otherwise.

Our effort to establish an Islamic ethos in the school does not interfere with the establishment of a challenging academic program. In fact, both efforts must co-exist for us to be a successful school.

The following are school-wide objectives, which we continuously strive to achieve:

- to teach a love of Islam through examples and through Islamic and Quranic studies,
- to teach our students to strive for excellence in all that they do,
- to build a strong foundation in all the academic disciplines,
- to teach our students social awareness and responsibility through involvement in community causes,
- to educate the whole child physically, spiritually, intellectually, and emotionally.

## V. MCC FULL TIME SCHOOL ANTICIPATED CALENDAR AND HOLIDAYS

- Teachers report to school on the 3<sup>rd</sup> week of August.
- First Day of School (4th week of August.)
- Labor Day – No School
- Last Thursday and Friday of November (Thanksgiving) – No School
- Winter Break – No School
- Eidul Fitr Break -No School
- Eidul Adha Break – No School
- Third week of April – Spring Break
- Memorial Day – No School
- Teacher in-Service Days – No School
- Report Card Conferences (end of 1<sup>st</sup> and 3<sup>rd</sup> quarters) – No School for Students
- Annual Fund Raising Dinner – Spring
- Graduation – 2<sup>nd</sup> weekend of June.

**\* Please note\***

***A detailed school calendar will be given on the first day of school.***

## VI. ADMISSION POLICIES

Admission to MCC FTS is open to all students in preschool to 8<sup>th</sup> grade. **The school does not discriminate in enrollment on the basis of race, age, gender, religion, disability, or national origin.** MCC FTS reserves the right to decline admission to students for the following reasons which are not considered inclusive of all reasons justifying denial of admission: if a student requires special education instruction beyond the scope of the school's capability or capacity; if a student requires English as a Second Language instruction beyond the scope of the school's capability or capacity.

Enrollment opens during the month of May and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

1. Students already enrolled at MCC FTS.
2. Siblings of students already enrolled at MCC FTS.
3. MCC Staff children.
4. Students' order of registration and waiting list
5. All others on a first comes first serve basis.

In order for a **new** student entering 2-8<sup>th</sup> grades to be considered for admission to MCC FTS the following must be on file at the school:

1. Completed and signed application form.
2. The results of the MCC FTS entrance exam (STAR Math and Reader) for students of 3<sup>rd</sup> grade and up, which includes a personal essay.
3. Copies of the student's academic record for the past two years, if applicable.
4. A copy of the student's standardized exams for the past two years, if applicable.

5. Copies of the student's Individual Educational Plan (I.E.P.), if applicable.
6. Parents' commitment form.
7. Complete immunization record, dental and vision screening forms.

Along with item number 1, 6 and 7 from above, additional requirement for students entering pre-school to 1<sup>st</sup> grade is as follows:

1. Preschool: Students must attain the age of 3 years on or before October 1.
2. Pre-Kindergarten: Students must attain the age of 4 years on or before October 1.
3. Kindergarten: Students must attain the age of 5 years on or before October 1.
4. First Grade: Students must attain the age of 6 years on or before October 1.

The admissions committee will not start reviewing a file until all of the above items are completed. All admission decisions are communicated orally and in writing. A student will be allowed to attend classes only after fully registering in the school. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms.

In order for a **new** student to be considered fully registered at MCC FTS the following steps must be completed:

1. Submit a registration form to the office.
2. Fill out and sign all the required registration forms which include an acknowledgment that the parents have read and will abide by the policies included in the Student/Parent Handbook.
3. Pay the registration and book fees as well as the first tuition installment.
4. Sign a release letter for the student's records.
5. Provide updated health records, including immunizations, dental and vision screening.
6. Sign all promissory forms for tuition and assessment.
7. Submit a copy of the birth certificate (please bring the original copy to the office).

Due to the limited number of seats available and the desire of many families to join MCC FTS, parents of returning students must fill out and sign the Intent of Enrollment form by May 1<sup>st</sup>. Failure to do so may result in loss of enrollment privileges for the family for the following school year. The signing of the Intent of Enrollment form does not constitute full registration. Parents must fully register a returning student by the deadlines set by the school.

In order for a **returning** student to be fully registered, the following must be completed:

1. Complete, sign, the short registration form.
2. Pay registration and book fees to the office.
3. Submit updated health and dental examination record.
4. Sign all promissory forms for tuition and assessment.

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees, book fees, and will also be responsible for tuition until the end of the month in which the withdrawal occurred.

## **VII. COST**

### **FEE POLICY**

The tuition fees cover only a part of the total educational cost of operating the school. The costs are covered by subsidies from MCC, fundraising, and donations from individual school benefactors. Tuition fees are reviewed and assessed annually by the FTS Council.

Discounts are offered to multiple children from the same family to lighten their burden. Fee assessments are based on annual increases in personnel and other school costs. The Council assessment also takes into consideration input from school parents and tuition fee charges at other Islamic Full Time Schools in the Chicago metropolitan area.

## **VIII. ACADEMIC POLICIES**

### **HOMEWORK POLICY:**

MCC Full Time School believes that homework is an integral and essential part of the educational process as well as an extension of the lesson from school to home. Homework could be an assignment that was unfinished in the classroom or an assignment specifically intended to be done at home. MCC Full Time School believes that homework should be used to:

- Develop responsibility and good study habits
- Encourage growth of the individual to his/her full potential
- Logically connect to facts and ideas
- Provide each student an opportunity to develop independent judgment

Homework is about learning to make choices about when to do homework, how to do homework, and when to turn it in. Parent interest in schoolwork reflects their belief that what their child is doing is important and that school is a family priority.

Being an Islamic School our core curriculum also includes Arabic, Quran and Islamic Studies along with Reading, Math, Language Arts, Science, Social Studies and Spelling that often require practice at home in the form of assigned homework. Homework for these subjects may include lesson reading and practice as well as memorization and some form of written practice. The actual time spent on homework largely depends on the pace of the individual students. Recreational or required self selected reading time is not included as part of homework minutes or extra time required for tests or projects. Usually tests and projects are given more time to complete or practice by the teachers. As a school we encourage both parents and students to make reading a consistent part of their daily life.

Keeping in consideration the current research on homework and our unique situation, MCC Full Time School has set up the following general guidelines in terms of time spent by students for homework:

- In grades 1, homework should not normally exceed an average of 10-25 minutes per day.
- In grade 2, homework should not normally exceed an average of 30-40 minutes per day.

- In grade 3, homework should not normally exceed an average of 40-55 minutes per day.
- In grade 4, homework should not normally exceed an average of 60-70 minutes per day.
- In grade 5, homework should not normally exceed an average of 75-85 minutes per day.
- In grade 6, 7 and 8 homework should not normally exceed an average of 90-120 minutes per day.

It is our expectation that parents will provide a specific, well-lit place away from distractions for their child to focus on homework, assignments, projects and tests.

#### AFTER SCHOOL TUTORING POLICY:

Students who average a C grade or lower in any given subject or upon teacher's recommendation will be required to schedule a tutoring session with the teacher. All teachers are required to allocate time once a week for tutoring. Parents and teachers must work together to schedule tutoring time for the students. Please contact individual teachers for their tutoring schedules.

#### 8<sup>th</sup> GRADE GRADUATION REQUIREMENTS:

Eighth grade students must have a G.P.A. of 2.0/4.0 or higher, and fail no more than one subject in order to graduate. If a student fails two or more subjects in eighth grade, they will not graduate and will not be able to participate in graduation exercises. Eighth grade students who take summer school at MCC FTS, or in the local school, and pass all previously failed subjects, will receive their diploma after successfully completing the required class.

All eighth grade students must pass the US Constitution Exam to graduate.

All eighth grade students must also fulfill the following requirements

- Memorization of Juz 30<sup>th</sup> of the Quran
- Demonstration of the Salat procedure
- Conducting Jumma Khutba (Boys)
- Speech in the morning assembly (girls)
- 6-10 hours of community service
- Demonstration of writing via three in-class essay.
- Passing the Federal and State Constitution exams

#### PROMOTION AND RETENTION POLICY:

Kindergarten through 8<sup>th</sup> grade teachers will recommend the promotion of all students with passing grades. Students in grade 1-8<sup>th</sup> must have a G.P.A. of 2.0 in the following subjects of: Math, Science, Language Arts, Social Studies, Quran, Arabic, and Islamic Studies. Students who fail more than two subjects may be retained in their grade. Students in pre-school to k-g will be evaluated for their readiness as well as level of large motor and fine motor skills. The PAC (Principal's Academic Committee) will meet to decide if the student will be retained according to his/her academic record. The decision of the committee is final.

Failing 8<sup>th</sup> grade students will not be allowed to participate in graduation exercises. Students will be awarded their diplomas upon the completion of graduation requirements.

#### ACADEMIC ACCELERATION POLICY:

The school administration may accelerate students in grades 2 – 8 in a given year based on the request of the parents and/or the recommendation of the teacher. All of the following conditions must apply for a student to be accelerated:

1. Achieve straight A's for the entire year.
2. Achieve a 95% composite score on the standardized tests.
3. Acquire the recommendation of the classroom teacher.
4. Pass a placement exam for the grade the student is going to skip.

For Pre-school, pre-kindergarten, kindergarten and 1<sup>st</sup> grade students, evaluation of academic as well as social skills by a certified independent psychologist is required before acceleration to higher grades.

#### ACADEMIC PROBATION POLICY:

Students in grades 2 – 8 with a GPA of 2.0 or less will be placed on Academic Probation. The conditions of Academic Probation are as follows:

1. The student must meet with the principal/vice principal to discuss any academic or discipline issues, improvements, or concerns.
2. The student must seek extra help from his/her teachers in areas of weakness.
3. Parents will be updated regarding the progress of the student frequently.
4. Parents must meet with the teacher and principal/vice principal to discuss academic/behavior issues, improvements, or concerns.
5. Adequate improvement on the part of the student needs to be seen by the end of the quarter or the student will continue on Academic Probation.
6. All students who have not scored over the national average on the IOWA Test of Basic Skills will be required to attend summer school.

Letters will be sent home to parents of students placed on Academic Probation. If a student continues to digress in academics and does not raise his/her GPA the following quarter, he/she may be asked to leave the school, or not be allowed to re-enroll for the following year.

#### REPORT CARD PICK-UP

The school will operate on a quarterly calendar. Parents will be required to attend a parent/teacher conference for the **first and third quarters**. Students will not be able to pick up their report cards if the parent fails to attend the conference. Report cards will only be released to parents, not to students. Parents may request in writing a third party adult to pick their child's report card. At the end of the **second and fourth quarters**, the school will mail report cards home, except for teachers/parents who request a conference.

GRADING POLICY:

The following is the grading system adopted by all teachers in the upper elementary and middle school. All scores are based on a 0 to 100 scale.

- Quarterly grades turned in to the office must contain + and -.
- Quarterly grades turned in to the office must be in both letter and numerical form.

The following is the correspondence between letter grades and numerical grades:

D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
60	63	67	70	73	77	80	83	87	90	93	97
61	64	68	71	74	78	81	84	88	91	94	98
62	65	69	72	75	79	82	85	89	92	95	99
	66			76			86			96	100

STAR MATH AND READING ASSESSMENTS:

These tests are given as entrance exams to new students who want admission in 3 – 8 grades. The results along with the report card will determine their placements in Honor or Regular reading & math classes.

MAPS ASSESSMENT:

MAPS Assessments will be given twice every year in the fall and spring. The results are analyzed for academic growth and RTI.

PRINCIPAL’S LIST, HIGH HONOR ROLL, AND HONOR ROLL:

- 2<sup>nd</sup> through 8<sup>th</sup> grade:
  1. Principal’s List: 3.85 to 4.0 or higher
  2. High Honor Roll: 3.5 to 3.84
  3. Honor Roll: 3.0 to 3.49.

For calculating GPA the point system used is as follows:

- A 4 points
- B 3 points
- C 2 points
- D 1 point
- C+ and D+ get half point each towards the total

**\*\* Please note that any child with more than 2 detentions and one suspension will not qualify for any of the above.**

## **IX. INSTRUCTIONAL PROGRAMS AND SERVICES**

### **Program Philosophy:**

MCC FTS provides instruction from preschool to 8<sup>th</sup> grades. The school keeps its goals and objectives as the heart of its curriculum. To that end, the school developed academic programs in early childhood, elementary, and middle school which are similar to the Wilmette Public School District (39), the MCC Islamic Studies, the Accelerated Math and Reader, the IQRA Preschool, and the Letter People Curriculums. The Arabic and Islamic Studies Program is designed to go hand-in hand with the academic program while aiming to produce a student who is rooted in faith, ethical living, social responsibility, and worldly success. MCC FTS introduces character values throughout the curriculum.

### **I. Instructional Programs:**

#### **Preschool/Pre-Kindergarten Programs**

The preschool and pre-kindergarten programs use a learn-and-play approach to prepare them religiously and socially in dealing positively with the environment that awaits them beyond our doors. Our program seeks to optimize positive experiences and interactions for every child.

The MCC FTS Preschool and pre-kindergarten programs provide an array of Islamic, cultural, gross and fine motor, and language development experiences in order to live in our diverse community. It gives parents a peace of mind regarding the safety of their children, as well as the assurance that the child is being given a head start in his/her Islamic and academic experience. Preschool and pre-kindergarten introduce children to productive group play under the supervision and guidance of well-trained teachers and aides.

#### **Program offered at MCC FTS:**

Preschool and pre-kindergarten programs provide an academic environment for 3 and 4 year olds who are toilet trained.

Preschool - Kindergarten      Full-time      8:10 A.M. – 3:40 P.M.

Students in training pants are not considered toilet trained and cannot be admitted to the program.

#### **Curriculum**

The curriculum is based on the developmental philosophy of early childhood education and the belief that children are innocent and require gentle guidance and training, as taught by Islam. Our preschool and pre-kindergarten use the Letter People Curriculum and the MCC Islamic Studies Curriculum to allow the children to develop and mature

at their own rate. Our program promotes a comprehensive curriculum that meets the student's social, emotional, physical, and intellectual needs.

Through a variety of activities, children build a foundation for cognitive skills. Their self-esteem increases as they develop mastery of motor skills, pre-writing and pre-reading skills, and social skills. The daily routine encourages student independence, creativity, curiosity, and excitement for learning.

While playing, children learn to make decisions, explore, and problem-solve through manipulative such as play-dough, puzzles, sensory and tactile objects etc. Furthermore, through the use of different activities children will develop hand-eye coordination as well as spatial understanding. Technology is integrated in areas of learning to reinforce concepts at this level. A respect for computers and software is taught. Students also learn stories from the Qur'an along with the study of Arabic and Islamic Studies. Early Childhood students also receive safety training in fire prevention, stranger danger and other safety measures related to staying safe in severe weather conditions and evacuation drills.

### **Setting**

MCC FTS's preschool and pre-kindergarten programs are located in a safe, colorful, and spacious play area where integration of academic, social, play, and Islamic values blend naturally.

### **Elementary Instructional Program**

The elementary school is the vital link between early education and higher level abstract and original learning. MCC FTS emphasizes a rigorous core curriculum of basics built around a quality core of carefully scrutinized textbooks from well-known academic publishers. The curriculum is implemented with innovation and enthusiasm by a first-rate teaching staff. Our educational programs are to be fully supported by hands-on experiences valuable to the child's development.

We expect our students to look into many aspects of education in relation to their growth from an Islamic perspective. Every teacher incorporates the worldview of Islam into each field, whether through the introduction of the great Muslim figures in the sciences or through the Qur'anic perspective on nature and mankind.

One of the primary objectives of MCC FTS elementary program is the development of life-long independent study habits in our students. This enables children to get the best out of their in-class experience, and to learn independently of their teachers. MCC FTS aims to make students life-long, self-motivated learners.

In addition to Arabic and Islamic Studies (Islamic theology & ethics, Seerah, Qur'anic Studies, Islamic History and Geography), the curriculum includes reading, writing, spelling, math, science, physical education, computer, and social studies.

Each grade level is designed to build skills sequentially upon the experiences and abilities of the students in each subject. Objectives represent skills related to previous knowledge, demonstrated abilities, and expected performance. Each subject furthers the development of specific skills, which enhances the level of thinking skills and involves the learner in the process of his/her own emotional and social development. With these skills, critical thinking, and learning by self-discovery students will be able to strengthen their abilities for learning.

Materials, activities, and instructions are planned to engage students on every cognitive and emotional level to allow students the enjoyment of a varied learning experience with thinking seasoned by the values and standards inculcated by Islam.

The language arts subjects begin in the primary grades with basic language skills: speaking, reading, and writing. Fundamental to language training are phonics, word recognition, and word attack. The Accelerated Reader Program is used to build student comprehension in grades 1 – 8. Teachers also implement the Guided Reading and Four Block System in their daily lessons to build on students' reading comprehension.

Math, at this level emphasizes the use of manipulative for a hands-on approach for developing number concepts and sense. Both concrete examples dealing with real life problems involving mathematics and demonstrations are used to help the student grasp the basic relationships of quantities in the various processes. The Saxon Math program is used to emphasize this learning method. Technology (Accelerated Math) is used at this level to reinforce concepts covered in class and for assessment. Other computer related software is used to reinforce classroom learning.

### **Primary Grades (Kindergarten – 2<sup>nd</sup>)**

In the primary grades, students engage in many oral activities that emphasize learning by doing. When a student is taught to associate his/her vocabulary with written forms, he/she experiences a sense of positive recognition. By integrating the language experience approach with other reading methods (Accelerated Reader), students are further reinforced in striving to learn to read effectively.

### **Intermediate Grades (3<sup>rd</sup> – 5<sup>th</sup>)**

The intermediate grades receive instruction where the primary skill building leaves off. Continuing to enhance students in the basic skills, teachers group children according to academic achievement and need. The reading program includes Accelerated Reading, Guided Reading and the Four Block System. Accelerated Reading is an individual student learning program that focuses on the ability level of the child. The Guided Reading and Four Block System program stresses comprehension and vocabulary acquisition. Reading for enjoyment and interest are also encouraged in these grades. Progress is evaluated on the basis of daily performance, test scores, and the Star Reader Assessments.

Basic writing skills acquired in language arts are integrated in all areas of the curriculum. Capitalization, punctuation, sentence structure, spelling, and word usage are important language skills emphasized in the intermediate grades.

In social studies, as well as in science and math, exploration, research, demonstrations, and presentations, are the basic tools of instruction. The school uses the Accelerated Math Program that encourages students to work at their own level to master concepts introduced. Assessment for students is done with the STAR Math program at the end of each quarter. Teachers use a wide array of media in accomplishing their task of introducing students to the people and natural world in which they belong. In addition, students are systematically encouraged to make predictions and assessments of the events, materials, and problems they observe.

### **Middle School Instructional Program (6<sup>th</sup> – 8<sup>th</sup> grades)**

The distinguishing feature of middle school is its departmentalized approach to teaching and learning. Teachers specialize in various fields of learning and students study in-depth the basic field for which six years of elementary education has prepared them. The curriculum prompts students to focus and mature in their thinking processes and allows them to develop into self-directed learners. Independent study assignments, reports, and activities permit students to utilize the resources available to them in seeking out knowledge. The use of the Internet and the web are an important part of the curriculum for student research and learning. Students discover the conventions of independent learning in a variety of fields. They are given further opportunities to interact with their environment and to make the transition to individualized work.

In 8<sup>th</sup> grade, students study intensively for and are tested on the Constitution of the United States. This is a state of Illinois requirement for the 8<sup>th</sup> grade diploma, and an opportunity for students to understand the foundation, structure, and operation of the government in which they live. Integrated studies of law and geography provide a forum for critical thinking about civilization and culture. As students learn the history of life-styles, traditions, and struggles of American society, they naturally begin to evaluate their understanding of Islam, Muslim communities throughout the world, and the role of Muslims in American society today.

Vocabulary, writing, and grammar in the middle school are stressed. Students who have grasped well the rules of grammar and usage begin to develop their own writing styles. Others are encouraged to adhere to the basic rules of grammar and usage throughout their course work until sufficient mastery allows them to branch out. Teachers become more exacting regarding logical thought processes and the ability to articulate one's questions and answers coherently.

While teachers continue to review fundamentals taught in elementary school, middle school allows students the opportunity to open up to the work of literature, to focus on science and math, and to expand their personal vocabulary. Each subject requires mastery. In addition, teachers promote the investigative method of learning, in which the science fair has been an important component. Innovation and discovery remain the

underlying stimulation for each project. The school uses the Accelerated Math Program (an additional curriculum supplement) for students to have the opportunity to master concepts at their own ability level. The STAR Math Assessment is used to assess student achievement at the end of each quarter. Technology is used at this level for reinforcing concepts covered in class, assessment, and project development.

In physical education, students learn concepts concerning health, exercise, physical skill development, and team-oriented sports. All students are encouraged to participate fully in the course and to maintain a positive attitude toward physical development.

The creative arts unlock other approaches to thinking. Various forms of art are taught as alternative means of self-expression through all subject areas. Art work and crafts give the students an opportunity to develop useful and fulfilling skills.

### **Reading Philosophy**

The MCC FTS views reading as being of vital importance. Deriving meaning from the printed word is an essential component to success in virtually every field of endeavor. MCC FTS strives to inculcate a love of books and to introduce students to the joy of independent reading. Reading also provides a forum to deepen the scholastic sensibilities of the student. By building onto the reader's past experiences, reading enhances knowledge of the world around them. Reading instruction consists of many skills:

- Guided Reading and Four Block System
- Word Attack Skills
- Phonic Skills
- Comprehension by using Context Clues
- Enhancing Vocabulary
- Using basal reading activities as a foundation
- Extending reading activities to the home
- Reading to gain knowledge
- Reading to understand the literary components and genres

MCC FTS uses the Accelerated Reader Program (an additional reading supplement) in the middle school. This program allows each student to work at his/her ability level in mastering concepts and comprehension while building basic reading skills.

Assessments in reading are done quarterly with the STAR Reader.

### **Arabic and Islamic Studies Program**

The goal of Islamic education is achieved through both formal course work and role modeling. The course of study in each grade from pre-school through middle school specifically addresses the following:

- Arabic Language
- Islamic Studies curriculum is designed as
  1. Qur'an
  2. Theology – Iman and Ibadat

3. Islamic Ethics – Akhlaq
4. Seerah, History, and Geography

### **Salah Requirement**

**All Muslim students attending MCC FTS are required to pray in congregation with the school community and assigned imam when prayers are held during school hours.**

### **Extra-Classroom Activities: Development of Leadership and Social Programs**

There are a variety of programs at MCC FTS aimed at the development of leadership and social skills of our students.

The school implements a values education program called the Tarbiyah Program. This program has many components. Some of the activities that are implemented at MCC FTS are

### **Character Building Programs:**

- Student of the Month
- Value of the Month presentations
- Sunnah of the Week
- Caught Ya' Doing Good Weekly Recognition Program
- All School Morning Assembly Program
- Daily Dhuhr/Juma All School Program with Student Led Dua'
- Father and son Qiyam -ul -Lail during Ramadan
- Girls Qiyam-ul-Lail during Ramadan

### **All - School Events:**

- All-School Spelling Bee
- Blooming Books Reading Program
- All-School Quran Challenge
- Hajj Program
- Science Fair
- Student Council Sponsored Paper Recycling Program
- Value of the month skits
- Annual Spring Islamic Art Fair
- Boys' Basketball at UIC
- Dental Illinois State Society Coloring Contest (2 winners statewide out of 14,000 students)
- In-school and out of school Bowling
- Scholastic and Islamic Book Fairs
- Annual Spring Islamic Art Fair
- Geography Bee
- Readathon
- Arabic Day
- Scholastic Bowl

### **Student Safety Programs:**

- “Choose Not to Lose” Presentation
- “Puppet Patrol” Skit
- “Cyber Internet Safety” Presentation
- “Not At My School” Hate Crimes Presentation
- All School Drug Awareness Program

### **Extracurricular Activities:**

- Qirat Competition
- Home Economics Club
- Nasheed Club
- Boy Scouts
- Boys’ Karate
- Mark Miller’s Munchkin Program
- Speech and Drama Club
- Boys’ Basketball at UIC
- Origami Club
- Boys’ Basketball
- Girls’ Volleyball
- Tutoring Program
- Peer Mediation
- Student Council
- Girls’ Ice Skating
- Dinosaur & Star wars Club
- Marvel Comics Role Playing Game Club
- Running Club
- Graphics Design
- Basketball Competition for Elementary grades
- Art Fair Club
- Odyssey of the Mind
- Nasheed Club (Islamic Singing Club)
- Science and Quran

Depending on the availability of sponsors for the above mentioned activities and clubs, the programs may change from year to year.

### **Media Highlights:**

- Interviews with **Chicago Tribune** during Ramadan
- **Morton Grove Champion** Feature on Art Fair
- **NBC** Highlight of Staff
- **PBS** Student Interviews Regarding Discrimination

## **X. HEALTH RECORDS**

All incoming students are required to have a complete physical and immunization record, dental examination and vision screening records prior to the opening of school. School personnel will check that every student meets the Illinois Department of Public Health requirements for immunization. Students will be excluded from school until all proper immunization records are received by MCC Full Time School.

- All preschool, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students must have 3 doses of the Hepatitis B vaccine at the proper intervals.
- All preschool, kindergarten, and 5<sup>th</sup> graders must have a complete physical examination signed and dated by the doctor.
- All kindergarten – 8<sup>th</sup> grade students must have 2 doses of the measles vaccine. Each dose must have been given after 12 months of age.
- All students must have up to date DTP and polio vaccines, as well as booster shots.

Certificate of health examination sheets will not be accepted without doctor's and parent's signatures in the immunization and physical examination sections of the health form. Address and phone numbers of doctors and parents must be included on the health form for each student.

## **XI. HEALTH SAFETY POLICY**

The following are school guidelines for dispensing medications by school personnel:

- Parents will give written permission for the school to give medication to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- The school will designate one person (office staff) to administer medication. No classroom teacher will be allowed to administer medication in the classroom.
- The school will keep a log of all medication given out including the student's name, date, medication, amount given, and reaction, if any.

It is essential that parents follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parents' failure to follow the guidelines.

## **XII. SCHOOL EXCLUSION POLICY**

Control of communicable illness among children is a prime concern in a school. Policies and guidelines related to outbreaks of communicable illnesses have been developed with the help of the health department and local pediatricians. In order to protect the entire group of children at school, we ask that parents assist us by keeping sick children at home if they experience any of the following symptoms within the past 24 hours:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) auxiliary (under the arm)
- Signs of a newly developing cold or severe coughing

- Diarrhea, vomiting, or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Children who become ill with any of these symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing your child to school.

To help maintain a healthy school environment, it is extremely important that sick children are not sent to school. If your child is complaining of aches and pains as well as have obvious signs such as runny nose, a persistent cough and fever he/she must not come to school. A sick student can become sicker and make other students sick if he/she is not allowed the time to rest and recuperate. If your child uses inhalers, one must be provided to the school office to be used when needed.

### **XIII. Lice Policy**

Our families at MCC typically travel frequently overseas. This raises the percentage of lice infestation greatly among our students. Therefore, school wide, there will be a minimum of 2 lice checks performed on students. Implementation will be as follows:

The Vice Principal and one teacher will check each student for both lice and nits

- during the first week of school in August, and
- during the first week of school in January,

Any student found to have either lice or nits will be asked to remain out of school for a minimum of 3 days or until nit-free. Upon returning to school, students must be re-checked to determine if they are nit free. Only then they will be allowed to return to class.

If any time during the school year, a child is found to have lice, his/her entire class will be checked and the above will be applicable. This will be done to help deter a school wide infestation.

### **XIV. EMERGENCY POLICIES**

#### **ACCIDENTS**

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it.

#### **FIRE AND SEVERE WEATHER DRILLS**

Directions for fire and tornado evacuations are posted in each classroom. There will be three fire drills and one severe weather drill every year.

Students will be given instructions on drill procedures. No student should leave the building during a tornado drill.

## **BUS EVACUATION**

All our students use the bus service to go on many different field trips. According to the requirements of the IL State Department of Education, one bus evacuation drill is conducted yearly.

## **PERSONAL SAFETY**

Visitors: All visitors to the school must enter through the main entrance and report to the main office to sign in and receive a visitor's pass.

## **STUDENT MORNING DROP OFF:**

School door is open at 8:00 am. Any family wishing to drop off their child/children before 8:00 A.M., due to a conflict in schedule must make special arrangement with the principal. Students who are permitted to come early should stay by the office and report to gym at 8:00 A.M. and should not go to any other part of the building. Preschool, pre-kindergarten, and kindergarten students need to be dropped off in their classrooms from 8:10 to 8:30am. Morning assembly attendance is very important for all students. At 8:30 A.M the drop off lane door will be closed and students will have to come around to enter from the main school door. They will also be marked Tardy.

## **STUDENT AFTERNOON PICK-UP:**

All students should be picked up by 3:40 P.M. unless they are with a teacher or participating in an after school activity. A member of the MCC FTS staff will be in the parking lot to announce names for pick-up. Students will be brought out to the car. The school is not responsible for any student unsupervised in the building after 4:00 P.M. A late fee of \$5.00 every 15 minutes will be added to tuition payments after 4:00 P.M. for any students not picked up. Students who walk home must have a letter on file giving them permission to do so.

## **EMERGENCY SCHOOL CLOSING**

If for any reason the school needs to be closed, the school will make the following efforts to inform the school community:

1. An emergency One Call phone system will be activated and an automated call will inform you of the school closing and related information. In case of technical problems with the One Call system, staff and teachers will call parents on their emergency list to inform of the school closings. We will try our best to inform all parents the night before the possible school closing, but this may not be possible all the time. In that case an early morning call will go out to all parents.
2. MCC FTS is listed with the Emergency Closing Center. The school's name will be announced on the following stations:

### **Radio:**

WMAQ, WGN, WBBM, B96,

**Television:**

**Channel 2, 5, 7, 9 and 32**

**XV: DISCIPLINE POLICY**

**Policy Statement**

The MCC Full-Time School aspires not only to provide quality education and high academic performance, but is also obligated to promote and maintain a high standard of personal conduct and discipline by following the school discipline code. The school is not only a place of learning academic concepts and skills, but also a place to learn Islamic Akhlaq (manners) and practice it in our daily lives. Students are expected to enhance the image and reputation of the school by observing high standards of Islamic Akhlaq and exemplary behavior. Parents must assume the responsibility to reinforce these values at home. Even teachers are required to emphasize and demonstrate Islamic Akhlaq during school hours and in their daily lives. The school has adopted these policies and procedures, which will be implemented to ensure a safe and pleasant learning and working environment for students and teachers.

Narrated by Abdullah Bin Amr ®: The Prophet said, “A Muslim is the one who avoids harming Muslims with his tongue and hands.” (Reported in Sahih Al-Bukhari).

**Student Misconduct**

This section describes a broad range of misconduct, which is prohibited in the school. Any misconduct not covered in the list will be left to the discretion of the classroom teacher and/or principal or administration. The policy and procedures will apply to actions by students during school hours; before and after, while on school property; during school-sponsored events, including transportation on school arranged vehicles. All disciplinary actions will include a conference between the teacher (and / or the principal) and the student, followed by a notification to the student’s parents or guardian. The student, parent or guardian who feels that the action taken is unwarranted or unjustified has the right to appeal to the principal. The next level of appeal is to the Executive Committee or the MCC FTS Council in writing.

The intent of the disciplinary process is instructional and corrective, not punitive. Due consideration will be given to all mitigating circumstances prior to the disciplinary action and will ensure due process to each student. Corporal punishment of any kind in the MCC FTS is strictly prohibited.

**THINGS NOT ALLOWED IN SCHOOL**

1. At any time chewing gum is not allowed anywhere in school.
2. Shoes with any kind of wheels are not allowed due to safety concerns.
3. Students are not allowed to wear sweater, sweat shirts, pullovers other than burgundy in color and without any pictures, writing or logos on them.
4. Makeup, nail polish, eyeliners and excessive jewelry are not allowed.

5. Any kind of pin or holding device for scarf is not allowed. All girls must wear school approved two piece or one piece white scarves.
6. Students are not allowed to wear high heels.
7. Cell phones are not allowed. In case students must keep cell phones for any reason, the cell phone must be turned off and handed to the homeroom teacher at 8:10 am. They can pick up their phones at 3:40 pm. Students may not use their phones to call home. All calls to parents, guardians, and carpool, must be made via school phone from the office.
8. Students are not allowed to bring expensive toys, I-Pods, I-Pads, and hand held games to school (items safety can't be guaranteed).
9. All meetings (students, parents) taking place on school premises must obtain prior approval from the principal.
10. All flyers (students, parents) or notes must obtain principal's approval before being posted anywhere on school premises.

Various acts of misconduct are grouped in four categories based on severity. Disciplinary actions are recommended for each category.

### **Group I**

#### **Acts of Misconduct**

1. Persistent tardiness to school or class (per month).
2. Loitering and writing on school property.
3. Displaying excessive inappropriate behavior that is disruptive to the orderly process of classroom instruction.
4. Excessive incomplete homework assignments (per quarter).
5. Running and/or making excessive noise in the hallways or building.
6. Being out of uniform (Please look at uniform policy for consequences).

#### **Consequences:**

1-3 offenses - verbal warning

4-5 offenses - no recess for the week, notifying (calling) parents. Students will not be allowed to attend the 1<sup>st</sup> period and will be sent to the Dean of the Students.

6-8 offenses - no recess for the week, notifying parents, after school detention for one day. Parent/Teacher/Student/Principal conference.

9 or more offenses - in school suspension 3 to 5 days.

Also includes consequences from the above.

Footnote:

- Classroom teacher will handle daily classroom management behavior.

## **Group II**

### **Acts of Misconduct**

1. Use of profane, abusive, immoral, and offensive language or gestures or any other behavior which is un-Islamic.
2. Slander accusations against any student or adult.
3. Disobeying or disrespecting school authority.
4. Passing vulgar remarks or gestures to others.
5. Failing to abide by school rules and regulations.
6. Smoking or bringing any tobacco products on school premises.
7. Disorderly conduct.
8. Skipping classes without a valid excuse.
9. Leaving the classroom without permission.
10. Not telling the truth (lying).
11. Forgery.
12. Plagiarizing or cheating on quizzes/exams.

### **Consequences:**

- 1<sup>st</sup> offense - Principal/Teacher/Student /Parent conference  
One whole week of no recess  
One after school detention  
No after school activities
- 2<sup>nd</sup> offense - 1-3 in school suspensions  
One whole week of no recess  
No after school activities  
Also includes consequences from the above
- 3<sup>rd</sup> offense - 3-5 days out of school suspensions  
Student receives a “0” for all assignments or tests of days missed  
Also includes consequences from the above
- 4<sup>th</sup> offense - Recommendation for expulsion from MCC FTS.

### **Group III**

#### **Acts of Misconduct**

1. Stealing, cheating, extortion, robbery.
2. Verbal and/or written threats to life or property against other students, teachers, staff, or community members.
3. Vandalizing, defaming, or destroying school property or property in the school's premises.
4. Bringing a weapon to school.
5. Assault or fighting.
6. Use of alcohol, narcotics, and other illegal drugs.
7. Bomb or arson threat.
8. Bringing vulgar or immoral material to school.

#### **Consequences:**

1<sup>st</sup> offense - Parent / Teacher /Student/Principal conference

1-5 days out of school suspension.

Also includes consequences from group II (Recommendation for Expulsion)

2<sup>nd</sup> offense - 3-5 days out of school suspension

Also includes consequences from group II (Recommendation for Expulsion)

3<sup>rd</sup> offense – Expulsion from MCC FTS

### **Group IV**

#### **Un-Islamic conduct between boys and girls.**

#### **Consequences:**

Disciplinary action will be reviewed case by case.

### **XVI. EARLY CHILDHOOD STUDENT'S EXPULSION POLICY**

**Students who consistently have shown disruptive behavior in class by hitting their classmates, biting their classmates, consistently crying, using inappropriate language, or not listening to teacher's instructions will be recommended for expulsion, to the school administration.**

## **XVII. MCC FTS ALL SCHOOL POLICY**

### **IN-SCHOOL SUSPENSION:**

The student will be at school in a designated area. She/he will be assigned work, which will be completed by the end of the day. All homework, tests, and quizzes for that day will be entered at 20% less of the accomplished grade. The student will only be allowed to go to the bathroom and to offer salat at Dhur Prayer. Lunch will be eaten in the designated area. The student will be required to write a brief statement expressing regret and repentance at the offense or misconduct. This statement will be submitted to the principal at the end of the suspension.

### **OUT-OF-SCHOOL SUSPENSION:**

During an out-of-school suspension the student will not be allowed to be on or around school property on the day of the suspension. It will be the parents' responsibility to provide home supervision for their child at this time. The student will be marked absent and all homework, quizzes, and tests will be recorded as a zero. The student will be required to write a statement expressing regret and repentance at the offense or misconduct. This statement will be submitted to the principal at the end of the suspension. Parents and the student need to meet with the principal before the student is admitted back to school.

### **AFTERSCHOOL DETENTION:**

Students in 3 – 8 will be eligible for after school detention based on their behavior. Students receiving the detention will be given a form to be signed by a parent or guardians. After school detentions are always on Friday from 3:30 to 5:00 pm.

### **EXPULSION:**

Expulsion is the cancellation of the student's enrollment at the MCC FTS for the remainder of the year without any refund of fees paid. The MCC FTS Council will vote on all recommendations for expulsion. Readmission in subsequent years can only be considered upon the presentation to the admissions committee of proof that the student's behavior problem has been addressed and improved, successful completion of the previous grade, and availability of a seat in the grade needed.

## **XVIII. ELECTRONIC DEVICES AT SCHOOL**

Students are not allowed to bring any electronic devices such as cell phones, I-pod, I-pad, hand held electronic game device, radio, tape recorder, video games, Students in need to bring any of the above mentioned items to school because of a project or as an aide in their learning process must get a special permission from the principal. Any student caught with such a device will have their devices confiscated by the teacher or other school staff. The student must come with a parent to meet with the principal or vice-principal in order to get the device back. If a student must bring a cell phone to school for some reason, they must turn it off and hand it to their homeroom teacher. After dismissal they can ask the teacher to return the cell phone.

Students are not permitted to use the school telephone unless it is an emergency; they have a pass from their teacher, and have permission from the office.

### **XIX. EXCESSIVE CLASSROOM DISRUPTION POLICY**

The reason our students are at MCC FTS is to receive quality education, and the school will not allow any behavior that takes away from this goal. Consequently, the school will adopt the following policy for any class that has excessive interruptions of instructional time:

A student who is disrupting the class will have their name written on the board without any discussion. The next time the student disrupts the class they will have a check written next to their name. At the third disruption, the student will be sent to the principal's office with another student from the class. If the situation is not resolved or persists, the student will call home and explain to their parent that they will not be allowed to return to class for the rest of the day, and will be suspended for the next day.

The imposition of this policy is left to the discretion of the administration. Parents will be informed in writing of the imposition of the policy. The policy would remain in place until further notice.

### **APPEAL PROCESS**

Parents may appeal in writing any disciplinary action taken by the school administration or any other matter to the Executive Committee of the MCC FTS Council. The Committee will review the appeal and will respond in writing. Parents may request a hearing to make their case to the Committee directly. Such a request must be made in writing. The Committee may request written clarification of an in-person meeting with the parties involved prior to making a final decision. Any decision taken after the appeal by the Executive Committee is final.

### **XX. STUDENT WELFARE/CHILD ABUSE POLICY**

According to Illinois State law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child must report to the school administrator who must subsequently report the case to the Illinois Department of Children and Family Services. In such a situation, the staff member shall notify the head of the school principal that a report has been made. Traditional, cultural considerations, and/or confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois State law but may generally be understood as the following:

1. "Abuse" is any physical or mental injury, or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, mental or remedial care required by law by one who is responsible for the child's welfare.

## CHILD ABUSE AND NEGLECT:

For families' information, the salient point of the current Illinois child abuse law and MCC FTS's compliance with it is listed below:

Sec. 4: Any physician, surgeon, dentist osteopath, chiropractor, podiatrist, Christian Science practitioner, coroner, school teacher, school administrator, truant officer, social worker, social services administrator, registered nurse, licensed practical nurse, director or staff assistant of a nursery school or a child day care, law enforcement officer, or field personnel of the Illinois Department of Public Aid having reasonable cause to believe any child with whom they have direct contact has been subjected to abuse or neglect shall immediately report or cause a report to be made. In addition to the above persons required to report suspected child abuse and neglect, any other person may make a report if such person has reasonable cause to suspect a child has been abused or neglected.

Sec. 8: The report required by this Act shall include the name and address of the child and his parents or other persons having his custody; the child's age; the nature of the child's condition including any evidence of previous injuries or disabilities; and any other information that the reporter believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

Sec.9: Any person, institution or agency, under this Act, participating in good faith in the making of a report, or in the investigation of such a report or in the taking of photographs and x-rays or in the retaining of a child in temporary protective custody shall have immunity from any liability, civil, criminal or that otherwise might result by reason of such actions. For the purpose of any proceedings, civil or criminal, the good faith of any person required to report, or permitted to report, cases of suspected child abuse or neglect under this Act shall be presumed.

**In the event a staff member suspects that a child has been abused, he/she she will contact MCC FTS administration immediately. All certified personnel are mandated reporters under the Abused and Neglected Child Reporting Act.**

## XXI. UNIFORM POLICY FOR STUDENTS

MCC FTS expects all of its students to abide by its dress code. This includes hair, jewelry, shoes, and clothing.

- Hair: Students must have regular haircuts. No designs or layered haircuts will be allowed. Also, students must have natural hair color. No bleaching or "off" colors are allowed.
- Shoes: Students must wear socks and closed-toed shoes. No sandals or slippers are allowed.
- Jewelry: The wearing of excessive amounts of jewelry is not allowed by any student. Boys are not allowed to wear earrings.

- Clothing - The school has specific uniform specifications. Please obtain your copy for appropriate school uniform requirements from the office. All students are expected to dress according to specifications. All clothing must be clean and in good repair.

## **XXII. STUDENT LOCKER POLICY**

Students are required to keep their lockers clean and well organized. The lockers are the property of the school. The school reserves the right to inspect lockers at any time. Key locks are not allowed. Only number locks are allowed and the students must provide the combination to the Home Room teacher. In case a student uses a key lock and loses a key, the student will have to pay the school to cut the lock.

## **XXIII. COMMUNICATIONS**

The success of our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications and memos when they are sent home. All teachers have web pages that contain important information regarding school and class. The school web site at [mccfts.org](http://mccfts.org) also provides necessary information. Regular school newsletters are also sent via e-mail and in print to all parents.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. Teachers are not allowed to confer with parents during class time under any circumstances. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and the item will be delivered to the child as soon as possible without disrupting the educational process.

Parents may request a meeting with the principal regarding any matter. The office secretary will schedule the meetings as soon as possible. Matters concerning your child's academic or behavioral performance in the school should be discussed with the classroom teacher first. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. If you believe that the teacher, staff, or administration did not address your concern, you may submit your concern to the MCC FTS Executive Committee in writing. The Committee may request further information, in writing or in person, before addressing your concerns.

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

#### **XXIV. FIELD TRIPS**

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Students must complete and return the permission slip to the teacher responsible for the field trip by the given deadline. The school may request the presence of the parent on a field trip in order for the child to participate in the trip. Students must pay all required fees by the given deadline. The school may deny a student the privilege of a field trip or require a parent to accompany their child on a field trip due to discipline and/or safety concerns. School personnel will provide the best possible supervision of your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.

#### **XXV. FUNDRAISING**

As a private, non-profit institution, MCC FTS relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts.

There are numerous ways in which parents can help:

- Sell tickets for the annual dinner.
- Make donations during the annual dinner.
- Find sponsors for projects, services, or monthly expenses.
- Contribute to the school's scholarship fund.
- Provide educational items for the classroom or the school in general.

#### **XXVI. PARENT ORGANIZATION**

MCC FTS encourages the participation of parents in the continuous development and growth of the school. Mothers and fathers have been indispensable partners of the school since its inception. They have contributed a tremendous amount of time, effort, and money to ensure that their children receive a good and wholesome education. The Parent Support Group (PSG) is governed by by-laws and provides help to the school in every possible way. PSG officers are elected annually by parents at the beginning of the school year.

#### **XXVII. VOLUNTEER PROGRAM**

The primary role of the MCC FTS volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening, helping in the lunch room, or working in the office.

Community-oriented people are encouraged to volunteer at the school to share their expertise. Some of the biggest benefits of being a volunteer at the school are to learn about the

environment and education being offered, and to contribute to the making of a stronger Muslim community. Guidelines for volunteer work are available at the office.

## **XXVIII. STUDENT RECORDS**

The school considers student records confidential and may not be viewed except by school authorized personnel. Records will not be provided to non-school personnel except with written request from the parents/guardian of the student delivered to the school by mail or in person. Parents may request a copy of all or some parts of the student's record. The school requires a notice of at least 48 hours to process such a request. The school will share non-academic records only with custodial parents. Non-custodial parents have the right to a copy of academic records such as report cards, and standardized test scores etc. Any other part of the student record will not be released to a non-custodial parent except by a court order or the written consent of the custodial parent.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with a written permission from the person whose name is on the promissory note at the time of enrollment.

## **XXIX. SCHOOL COUNCIL'S ROLE**

The MCC FTS Council is the governing body of the school. The Council is responsible for setting policies, hiring and renewal of contracts of all staff members, evaluating the principal and vice principal, and fundraising. Parents may contact the Council by phone or in writing, through the school's office or by mail at:

MCC FTS  
8601 N. Menard Avenue  
Morton Grove, Illinois 60053  
847-470-8801

## **XXX. STAFF PERSONNEL LISTING**

All school staff may be reached through the school's office. Parents may leave a message for any staff member, and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in severe emergencies.

## **XXXI. HANDBOOK REVISIONS**

MCC FTS has the right to amend this handbook as the need arises. Parents will be informed of amendments through written communications from the principal. A revised handbook or an insert to the handbook will be provided as needed at the beginning of each school year.

## XXXII. VACATION POLICY

Parents are strongly requested to refrain from planning vacations during scheduled school days. Vacations taken during this time interfere with the student's progress in school. Parents who find that they must take their child from school for vacation should meet with the principal or vice principal to discuss the matter. In the event that a student has planned an extended unexcused vacation, the parents may request homework prior to the beginning of the vacation. Teachers will provide this homework whenever possible. A student who misses less than 15 days will have the right to make up their missing assignments. Test make-ups must be scheduled by the child at the convenience of the teacher. **A student who misses 15 or more school days will be given an incomplete for that quarter. The incomplete will be recorded on their transcripts and could affect future school entrance requirements.**

## XXXIII. RECESS

Recess periods are supervised each day. Appropriate dress is expected. If the temperature outside is 34 F or above, students will go outside. **A child well enough to attend school can participate in fresh air activities.** Coats, hats, and mittens are expected in the colder weather. Students who do not come prepared will be assigned to a staff member for the duration of the recess time. Non-compliance with this will be considered as #5 "Failing to abide by school rules and regulations" of Group II of Acts of Misconduct in the student handbook. Consequences for students will follow the handbook. Any student who is unable medically to go outside must have it documented from his/her doctor and provide a record to the school.

## XXXIV: 2008/09 Student Handbook Addendums

### Tardiness

Student Attendance is required in morning assembly at **8:10 A.M.** It is very important for all students. Please make sure that your child is in school by **8:10 A.M.** Drop off lane will be closed at **8:20 A.M.** After **8:15 A.M.**, your child must come around to enter from the main door and he/she will be marked late. After the third tardy within one month students will not be allowed to attend their first period class, instead they will be sent to the vice-principal's office. Students will make-up the missing school work and it will be graded at 20% less. Tests that are missed will also be graded at 20% less. Although, this policy does not affect every student, we will implement this policy to students from 2<sup>nd</sup> to 8<sup>th</sup> grade.

### Early Dismissal

Parents must inform the office of medical appointments that will require their child to be dismissed early. Students are allowed a maximum of 5 early dismissals per year before they are penalized. After the 5<sup>th</sup> appointment they will not be allowed to make up their class work.

### **Contacting Students**

Parents are advised to contact the school office for messages and/or personal items that need to be passed on to your child. Due to the safety and well being of every child, parents are not allowed to go to their child's classroom unless directed by the school office. In such cases you will be given a visitor's pass that must be displayed to your child's teacher.

### **Toilet Training**

Pre-school and Pre-kindergarten classes provide an academic environment where all students must be toilet trained. Students that have frequent accidents are not considered toilet trained and will be sent home until they are completely trained. Students accident that involve a bowl movement will not be cleaned by the teachers or other staff. In that case we will call the parent to come to school for cleaning and changing the child. We will make the child as much comfortable as possible until the parents can come. We ask that you provide the teacher with a number where you are always available.

### **Microwaves**

Please make sure your child packs a lunch that does not require a microwave. For their safety, students will not be allowed to microwave their lunches.

**STUDENT/PARENTS SIGNATURE PAGE**

**The following statement must be signed and returned to the school office.**

**I hereby affirm that I have read the Student Handbook and understand the policies set forth by the school. I also attest that I fully understand the discipline policy and the consequences and agree to adhere to these policies therein.**

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

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

\*All the students enrolled in MCC FT School from 3<sup>rd</sup> and up are required to sign. Only the parent's signature is required for 2<sup>nd</sup> grade students and younger.

**Please discuss the Student/Parent Handbook with your child.**

