

In the Name of the Most High



7917 Montrose Road Potomac, MD 20854 | 301.340.6713 | Fax: 301.340.7339 | mymcs.org

Student and Parent Handbook

2021-22

CONTACT

School Address

7917 Montrose Road
Potomac, Maryland 20854
301.340.6713
principal@alimacademy.org

Website

www.mymcs.org

When and how do I contact one of the teachers?

Logging on to Gradelink allows you to contact any of your child's teachers through email. Ask the office for your log in information. You may also call the office, who will direct you to the teacher if class is not in session. Appointments should be made with teachers and administration for face-to-face meetings.

SCHOOL ADMINISTRATION

Somayyah Nahidian, M.Ed. – *Principal*
Zahra Nahidian – *Office Administrator*

FACULTY AND STAFF

Sr. Farahnaz Karimi, Sr. Zahra Sizar, and Sr. Maryam Esmailpour.....	Preschool
Sr. Irda Nurwahyuni.....	Pre-K
Sr. Zohreh Atarzada.....	Kindergarten
Sr. Hasina Nabeel.....	1 st Grade
Sr. Nafiseh Moshir.....	2 nd Grade
Sr. Marzieh Nooraddini.....	3 rd Grade
Sr. Mouna Sanad.....	4 th Grade
Br. Jeffrey Ali.....	5/6 Grade
Sr. Mahboubeh Azarmnia.....	6/7/8 Grade Science & 7/8 Math
Sr. Shahnaz Baten.....	7/8 Grade English
Sr. Farideh Imani.....	Art
Br. Khaled Saleh.....	PE
Sr. Safoura Marvasti.....	9/10 Science and 9/10/11 Math
Br. Mones Abu Asab.....	11 Science
Miss Yeater (via online).....	9 th – 11 th English
Br. Salahuddeen Abdul Kareem.....	7 th – 11 th Social Studies
Sh. Mahdi Mohammadpour, Sr. Parisa Rouie, and Br. Abouzar Dastmalchi....	Islamic Studies
Sr. Hasnae Elmehdi.....	Islamic Studies, Quran and Arabic
Br. Abouzar Dastmalchi.....	9 th – 11 th Computer Science
Sr. Zahriyah Alwawi.....	Quran and Arabic Language
Ms. Nadia Morales-Hoyos.....	Spanish Teacher
Mrs. Lynda Hitchcock.....	High School College Advisor
Mr. Jose and Mrs. Maria Cruz.....	Building Service Provider
Br. Amir Beik.....	Building Manager

ACCREDITATION

MCS-AA was awarded the State of Maryland Certificate of Approval in 1989, allowing it to operate as a Kindergarten through eighth grade school, and then expanded in 2006 to include a high school. We also provide an Early Childhood Department of Montgomery County-licensed preschool program for young children ages 2 to 4.

PHILOSOPHY AND OBJECTIVES

Philosophy

We believe that the source of all knowledge is Allah (swt) and that knowing Him and His message is the most important knowledge man can obtain.

The educational philosophy of MCS-AA is deeply rooted in the Quran and is shaped around the prayer of Prophet Mohammad (peace be upon him):

My Lord! Grant me knowledge that is useful (beneficial to mankind).

Objectives

Growing up Muslim in a non-Muslim society can be difficult for the young, impressionable lives of our youth. As their educators, it is our responsibility to:

- a. Enlighten our students with an excellent academic program within an Islamic environment to foster their spiritual growth,
- b. Develop the students' abilities to analyze and solve problems they may face as Muslims growing up in America,
- c. Educate the students so they become productive members of society and build their confidence and abilities to take on leadership roles,
- d. Empower them with the knowledge of current events and make them aware of how such events impact their lives,
- e. Encourage students to cherish their own religious values and respect those with other religious backgrounds, and
- f. Create a nurturing environment resulting in the optimal learning of all students.

Mission Statement

The mission of Muslim Community School and Alim Academy is to produce well-educated, moral, confident, and innovative global citizens. We are committed to academic excellence and Islamic values and strive to develop these in a safe, vibrant, and diverse environment.

SCHOOL PROFILE

Community

The Muslim Community School and Alim Academy (MCS-AA) was established in 1984 to serve the needs of the local Muslim community. It was one of the first certified Islamic schools in the Washington, D.C. metro area and was the first Islamic school to graduate high school students. It is located in Potomac, Maryland, in one of the state's fastest growing areas. MCS-AA enjoys a diverse ethnic population from all over the world, including Pakistan, Afghanistan, India, Iran, Bangladesh, and more.

School

MCS/AA is a private, non-profit, non-sectarian education system that serves the educational needs of students in grades pre-Kindergarten through twelfth grade. The Muslim Community School consists of grades pre-Kindergarten through eighth grade, while Alim Academy serves as a college preparatory high school for students in grades nine through twelve.

STATEMENT OF NON-DISCRIMINATION

MCS-AA admits students of any gender, race, color, religion, national or ethnic origins to all of the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of gender, race, color, religion, national, or ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

ADVANCED PLACEMENT COURSEWORK

AP courses are those for which a College Board Advanced Placement examination exists. A qualifying score on an AP exam may give the student college credit or advanced standing in the subject in many colleges. These courses include concepts and skills that help prepare students for the AP exams. The courses offered depend on enrollment and interest. The following are prerequisites for the typical AP courses offered, **contingent upon the individual teacher and administrative decisions:**

Class	Prerequisite
Calculus AB	<input type="checkbox"/> Should have taken and passed geometry, algebra II, and pre-calculus with scores of B or higher in all quarters <input type="checkbox"/> Minimum 3.0 GPA
Biology	<input type="checkbox"/> Completion of biology and chemistry with scores of B or higher in all quarters <input type="checkbox"/> Completion of algebra II with a B or higher in all quarters <input type="checkbox"/> Should have B in English <input type="checkbox"/> Minimum 3.0 GPA
Chemistry	<input type="checkbox"/> Should have a B in English <input type="checkbox"/> Should have completed chemistry with an A in all quarters <input type="checkbox"/> Concurrently enrolled in or completed with pre-calculus or higher mathematics course <input type="checkbox"/> Minimum 3.0 GPA
English Language and Composition	<input type="checkbox"/> Should have taken English 9 and 10 with As in all quarters or Bs in honors <input type="checkbox"/> Must complete summer coursework <input type="checkbox"/> Minimum 3.0 GPA
World History	<input type="checkbox"/> Must have earned a B in all quarters in American history <input type="checkbox"/> Must have earned a B in all quarters in English 9 & 10 <input type="checkbox"/> Minimum 3.0 GPA
Government	<input type="checkbox"/> Should have earned an A in all quarters of American history <input type="checkbox"/> Should have earned a B in all quarters in English 9-11 <input type="checkbox"/> Minimum 3.0 GPA

TUITION and ATTENDANCE POLICIES

Tuition and Fee Payment

All families must complete and sign a tuition contract. Tuition can be paid in one or two payments or through a monthly payment plan, or in an arrangement agreeable to the school and the family. The first tuition payment and all applicable school fees are due at the time of registration and if paid in monthly installments are due by the 5th of each new month. Remaining tuition payments incur a \$5 transaction fee. Payments can be made by check, money order, or cash. Credit card payments are accepted with an additional 3% charge to cover fees deducted by the financial institute. A \$35 NSF fee will be charged for all returned checks. Once a check is returned, the school may decide to only accept future payments in the form of a money order, automatic debit, credit card or cash. Failure to pay on time may result in children being kept out of class.

Students in grades Kindergarten through 12 are enrolled on a full-time, ten-month basis and parents are responsible for the entire tuition amount regardless of student

absenteeism due to illness, vacation, suspension or truancy. There are no refunds of fees if a student leaves school for any reason.

Attending school regularly and on time is the responsibility of both the parent and the student. Every student is expected to be in school every day and on time except in the case of an emergency.

School Hours

School begins at 8:00 a.m. with morning assembly. Parents can drop students off near the school's entrance but before the 'hill' where the teachers are parked. Students are expected to be in the morning assembly for Surah Fatiha, du'a, and various announcements. This takes place in the classrooms and is broadcast via zoom. Students are to be seated in their first bell class for morning assembly and at 8:20 a.m. need to be ready to learn. Classes end at 3:00 p.m. For pick up, parents can wait for students to come down from classes in the 'drop off' parking lot, or as arranged with teachers of elementary students.

Early-Drop Offs

The school does not provide supervision for students arriving before 7:45. Such arrangements must be made independently between that student's family and teachers willing to take that responsibility, clarifying the drop off time and location.

Elementary Aftercare

Any Kindergarten through 5th grade students remaining after 3:15 p.m. will be taken to our after-school program. There is a fee for this extended supervision time and those details can be obtained from the office. No aftercare is provided for middle or high school students. MCS/AA is not liable for middle or high school students after 3:00 p.m.

Tardiness

By definition, tardiness for any student is the failure to be seated in the assigned class area at the proper starting time for class.

Any student who is tardy for school must present a note signed by his or her parent or guardian explaining the reason for tardiness. The tardiness will only be excused if it is because of illness, doctor appointment, or other family emergency.

Excessive tardiness may be translated into an absence and/or administrative intervention.

Absences

Parents should always notify the school when their child will be absent. A written excuse from the parent or guardian must be presented to the school the day the child returns to school. If the absence is because of a communicable disease, a statement from a physician confirming that the student is not in the contagious phase of the disease must be presented to the school. A child will not be allowed to return to school without a physician's statement.

An absence will only be excused in the case of illness, a family emergency, or the death of a family member. Travel plans are not excused absences. For students who will be missing more than 5 days of school due to travel plans it is required that they (or their parents in the case of younger students) meet with each teacher and design a plan BEFORE leaving that explains how and when missed work will be made up before the end of the quarter. Furthermore, it should be understood that it is not the teacher's

responsibility to reteach missed lessons but rather it is on the family to see to it that necessary instruction or tutoring takes place so the child can join right back into class and complete current work successfully upon their return.

Any student who has more than 5 unexcused absences in any class risks not earning credit for that class and receiving a recorded F grade on the report card.

A student with more than 20 absences risks not being promoted to the next grade level.

Make-Up Work Policy

Students are expected to make up work missed due to absences. Teachers will advise students of missed work, provide, and schedule make-up work.

- a. All teachers should have their policies and directives regarding make-up work clearly stated within their syllabi.
- b. Make-up work must be completed within the number of days the student was absent plus one extra day after the student returns.
- c. Assignments, including tests, due the day(s) of the absence and announced prior to the absence are to be completed the day the student returns to school unless scheduled later by the teachers.
- d. Tests and quizzes should be made up as scheduled by the teacher, with a preference for not during class time.
- e. A zero must be given for any work not made up.

BELL SCHEDULES

Typical Bell Schedule

8:00 – 8:20	Morning Assembly
8:25 – 9:15	1 st Bell
9:15 – 9:55	2 nd Bell
10:00 – 10:40	3 rd Bell
10:45 – 11:25	4 th Bell/Elementary Lunch 1
11:30 – 12:10	5 th Bell/Elementary Lunch 2
12:15 – 12:40	Middle/High School Lunch
12:45 – 1:25	6 th Bell
1:30 – 2:05	Salat
2:10 – 2:55	7 th Bell

One-Hour Delay Bell Schedule

9:00 – 9:20	Morning Assembly
9:25 – 9:55	1 st Bell
10:00 – 10:30	2 nd Bell
10:35 – 11:05	3 rd Bell
11:10 – 11:40	4 th Bell/Elementary Lunch 1
11:45 – 12:15	5 th Bell/Elementary Lunch 2
12:20 – 12:40	Middle/High School Lunch
12:45 – 1:25	6 th Bell
1:30 – 2:05	Salaat
2:10 – 2:55	7 th Bell

Two-Hour Delay Bell Schedule

10:00 – 10:10	Morning Assembly
10:15 – 10:45	1 st Bell
10:50 – 11:20	2 nd Bell
11:25 – 11:55	3 rd Bell/Elementary Lunch 1
12:00 – 12:30	4 th Bell/Elementary Lunch 2
12:35 – 12:50	Middle/High School Lunch
12:55 – 1:20	5 th Bell*
1:25 – 1:55	Salaat
2:00 – 2:30	6 th Bell*
2:30 – 3:00	7 th Bell

*Either of these bells may be missed if Friday Prayer day.

Half-Day Bell Schedule

8:00 – 8:10	Morning Assembly
8:15 – 8:40	1 st Bell
8:45 – 9:10	2 nd Bell
9:15 – 9:40	3 rd Bell
9:45 – 10:10	4 th Bell
10:15 – 10:40	5 th Bell/Elementary Lunch 1
10:45 – 11:10	6 th Bell/Elementary Lunch 2
11:15 – 11:30	Middle/High School Lunch
11:35 – 12:00	7 th Bell

CURRICULUM

Common Core State Standards

MCS-AA adopted the Common Core State Standards (CCSS) beginning with the academic year 2013-2014. In addition to the CCSS, MCS-AA believes in implementing the best practices of all educational philosophies and initiatives that are currently being implemented throughout the world.

Curriculum

Our class periods for grades 6 – 12 are 40 minutes long. Elementary grades have more flexibility with their schedules since they do not have to comply with the bell schedule, except for non-core subjects like P.E., art, and religious electives. We emphasize active

learning environments and the effective use of technology in instruction that enable students to learn and grow while taking responsibility for their learning.

With appropriate preparation, we encourage our students to participate in honors level courses and AP courses followed by completion of the AP exam. In the past, we have utilized online courses for some of these classes.

MCS courses are taught only if there is sufficient enrollment and staff. Online courses may be used in such cases.

Pre-Kindergarten

MCS-AA provides a supportive and nurturing environment in which children are active learners, self-confident, and respectful of adults. In this welcoming atmosphere, important lifelong attitudes of school and learning are established.

In a structured setting, pre-Kindergarten teachers effectively teach readiness skills in English language arts, number sense, Islamic studies, Quran, and social skills, thus providing a solid foundation for the full Kindergarten curricular program.

Elementary: Kindergarten – 5th Grade

MCS-AA provides students with a challenging, standards-based curriculum, which emphasizes fundamental skills. Subjects include reading, English, mathematics, science, social studies, Islamic studies, Quran, art, and physical education. School field trips, as well as co-curricular, Islamic, and cultural activities are provided for all classes.

Middle School: 6th – 8th Grade

The middle school program is designed for a student's personal growth and is structured to provide consistency and support, while fostering each student's evolving sense of academic responsibility and independence. The curriculum consists of English language arts, pre-algebra, algebra, life and earth sciences, ancient, medieval, and American history, Islamic studies, Quranic Arabic, computer literacy, art, physical education, and a foreign language. Qualified 8th grade students may have the opportunity to take high school level courses for credit.

High School: 9th – 12th Grade

The MCS-AA high school program follows a three-year college preparatory curriculum with the addition of Quran and Islamic studies courses that are taught as survey electives. This provides students with the opportunity to be well prepared for the demands of higher education and life, to think and act critically, to solve problems independently, to cooperate with others, and to collaborate and contribute responsibly with our global society while being mindful of religious values.

4 Year High School Course of Study

English – 4 credits

9th World Literature

10th Genre Studies

11th American Literature

12th British Literature

(Optional) AP English Language and Composition

Mathematics – 4 credits

- 9th Geometry
- 10th Algebra II
- 11th Precalculus
- 12th Calculus or Statistics

Science – 4 credits

- 9th Environmental Science
- 10th Biology/Chemistry/Physics
- 11th Biology/Chemistry/Physics
- 12th Biology/Chemistry/Physics
- (Optional) AP Physics, Biology, or Chemistry

Social Studies – 3 credits

- 9th U.S. History Industrialism through Modern Era
- 10th National, State, Local Government
- 11th World History
- 12th Justice, Law and Society
- (Optional) AP World History, Government, or Psychology)

Foreign Language – 2 credits

Whenever possible, students will be given a choice of a foreign language

Islamic Studies – 2 credits

Instruction in practical law, history, beliefs, and ethics

Quran – 2 credits

Instruction in recitation, memorization, and tafsir

Technology – 1 credit

Instruction in HTML 5, JAVA, and/or web design

Health – ½ credit

This course must be taken at some point during the high school years

Physical Education – ½ credit

To be regularly taken in 9th thru 11th grades

Fine Arts – 1 credit

Instruction includes foundations of art, studio art, and drawing and design

Graduation

To graduate, a student must earn a minimum of the 21 credits as outlined in the above course of study. Course credit is awarded when all coursework and exams have been successfully completed. One credit is equal to 180 minutes of instruction per week throughout the year, or its equivalent.

Additionally, all financial obligations and any grades of F or I (incomplete) on the transcript must be satisfactorily remediated before receiving a diploma.

Service Learning

As per the Maryland State Department of Education, students will complete upon graduation, "seventy-five hours of student service that includes preparation, action, and reflection components." Special recognition will be made of students completing 300+ hours of service learning at the time of graduation.

Middle school students, upon entering the 7th grade and in good academic and behavioral standing may begin accruing hours toward the graduation requirement. Official forms for documenting hours can be found in the main office.

GRADING SYSTEM

At MCS-AA, we view evaluation and assessment as an ongoing process. Students will be evaluated according to their daily performance and progress. Means of evaluation will include projects, reports, and performance assessments as well as school exams. Each individual teacher will inform his or her classes of their grading breakdown, which has been approved by administration.

Pre-Kindergarten Grading Scale

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Kindergarten – 3rd Grade Grading Scale

O (5) 90 – 100	Outstanding
G (4) 80 – 89	Good
S (3) 70 – 79	Satisfactory
N (2) 60 – 69	Needs Improvement
U (1) 0 – 59	Unsatisfactory

4th Grade – 12th Grade Grading Scale

Symbol	Percentage	GPA Weight
A	90 – 100	4.00
B	80 – 89	3.00
C	70 – 79	2.00
D	65 – 69	1.00
F	0 – 64	0.00

Grade Point Average

Grade point averages (GPAs) are computed at the end of each quarter and each year for high school students using cumulative quality points. GPA is computed both as un-weighted and weighted. Every general class is based upon the 4.00 GPA scale, un-

weighted. Honors classes will be weighted on a 4.50 scale with an A earning a 4.50, a B a 3.50, etc. AP classes, both online and physical, will be weighted on a 5.00 scale, with the grade of A earning a 5.00, the grade of B earning a 4.00, and so forth.

Promotion and Retention

Promotions will be based upon a student's class performance, participation, projects, and final grades, where applicable. For students in grades Pre-K and Kindergarten, promotion is mostly based on age. Those struggling to perform according to expectations will be provided additional assistance.

For students in Grades 1 through 5 to be promoted, they must:

- Earn a passing grade of 65% or above in reading/language arts; **and**
- Earn a passing grade of 65% or above in mathematics.

Students receiving a failing grade in one core subject will be permitted to retake their final exam at the beginning of the next school year. A passing grade of 80% or higher must be achieved on the retake exam to be promoted to the next grade level, if not, the grade must be repeated. Any student who receives a failing grade in two or more core subjects will automatically be retained and the grade level must be repeated the next school year.

For students in Grades 6 through 8 to be promoted, they must:

- Earn a passing grade of 65% or above in mathematics;
- Earn a passing grade of 65% or above in English;
- Earn a passing grade of 65% or above in science; **and**
- Earn a passing grade of 65% or above in social studies.

Students receiving a failing grade in one core subject will be permitted to retake their final exam at the beginning of the next school year. A passing grade of 80% or higher must be achieved on the retake exam to be promoted to the next grade level, if not, the grade must be repeated. Any student who receives a failing grade in two or more core subjects will automatically be retained and the grade level must be repeated the next school year.

From Grade 9 to Grade 10:

To be promoted from Grade 9 to Grade 10 a student must demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. If a student fails 3 or 4 of these core subjects for the year the student will repeat grade 9 with no option to "make-up" the course(s) in summer school. If the student fails 1 or 2 of these core subjects the student will be given the opportunity to "make-up" the courses(s) in summer school, but must receive a passing grade of 80%.

From Grade 10 to Grade 11:

To be promoted from Grade 10 to Grade 11 a student must demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. If a student fails 3 or 4 of these core

subjects for the year the student will repeat grade 10 with no option to “make-up” the course(s) in summer school. If the student fails 1 or 2 of these core subjects the student will be given the opportunity to “make-up” the courses(s) in summer school, but must receive a passing grade of 80%.

Grade 11 to Grade 12:

To be promoted from Grade 11 to Grade 12 a student must demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. If a student fails 3 or 4 of these core subjects for the year the student will repeat grade 11 with no option to “make-up” the course(s) in summer school. If the student fails 1 or 2 of these core subjects the student will be given the opportunity to “make-up” the courses(s) in summer school, but must receive a passing grade of 80%. Furthermore, the student must have accumulated enough credits such that it will be possible to satisfy all graduation requirements by the end of their senior year.

No student will be promoted if he or she has not met the minimum attendance requirements. During the school year, if any student is having academic difficulty, a conference must be held with the student and parents to take necessary steps to remediate the problem. By mid-May another parent meeting will be held to discuss the student’s progress and make a final recommendation concerning retention. The principal, in consultation with the teachers of the student, has the final responsibility for promotion and retention decisions. Parents will be sent notification in writing of the final decision.

Weighted Grades

Every general class is based upon the 4.00 GPA scale, un-weighted. Honors classes will be weighted on a 4.50 scale with an A earning a 4.50, a B a 3.50, etc. AP classes, both online and physical, will be weighted on a 5.00 scale, with the grade of A earning a 5.00, the grade of B earning a 4.00, and so forth.

Honor Roll

High honor roll involves quarter GPAs 3.8 and above.

Honor roll involves quarter and final GPAs 3.50 – 3.79.

Please note that any child with disciplinary issues may not qualify for the honor roll.

Gradelink

At the beginning of the school year, each family (in grades K-12) will receive log-in information for our online grading service, Gradelink. This online grade book will be the easiest way for parents and students to keep track of progress. It is the responsibility of the families to utilize this service to stay on top of achievement and notifications. The main office can assist in the case of a forgotten password or difficulties logging on.

Report Cards

Report cards are distributed four times a year at the end of each quarter. All financial obligations must be met to receive a report card, transcript, or standardized test scores.

HOMWORK

At MCS-AA, we believe homework is important to our students' overall academic program. The purpose of homework is to enrich and reinforce what was learned in class. It helps students learn to be responsible and also allows the parents to see what is being learned at school. These assignments are at the discretion of the individual teachers; however, a good estimate of time needed to complete homework is as follows. Keep in mind this estimate does not include the time needed for pleasure reading, which hopefully all students are doing for at least 20 minutes a night:

Kindergarten	10 – 15 minutes
1 st & 2 nd	15 – 25 minutes
3 rd	25 – 30 minutes
4 th	30 – 45 minutes
5 th	45 – 60 minutes
6 th – 8 th	60 – 90 minutes
High school	1 ½ - 3 hours

Students are responsible for writing down their assignments and making up assignments that are missed. If a student is unclear about an assignment, it is his or her responsibility to ask the teacher for clarity.

Parents are responsible for providing a quiet place for studying and to encourage their children to complete all assignments, offering support and suggestions. Under no circumstances should parents complete a student's homework for him or her or make so many adjustments it ceases to exemplify the student's true knowledge level. If a child is spending too much time on an assignment and shows signs of frustration, the parent should stop the child from finishing the assignment and communicate with the teacher in written correspondence. Working together, we can help our students develop good study habits and feel successful in school.

LUNCH

Monthly menus will be sent home for each family to indicate days they wish to purchase lunch from the school. Pre-ordered and paid for lunches are sold for a \$5 fee per day. Credit for unused pre-ordered lunches may not be carried over.

Students who are not on the list for the day's lunch must notify the office by 9:15 a.m. that morning of their intention to buy lunch at a cost of \$7. Failure to notify the office may result in the student not having lunch as we do not order extra lunches. Students also have the option to bring lunches from home. Refrigeration is not provided, but microwaves are. We do not have a free or reduced lunch program.

FORMAL/STANDARDIZED TESTING

Our students in grades K through 8 take the NWEA MAP Growth test twice a year. This test is a computer adaptive assessment where test questions dynamically adapt throughout the test in response to student performance. This progressive approach allows the test to challenge top performers without overwhelming students whose skills are below grade level and provided the school and families with more accurate assessment of a child's actual level of performance. These tests are used as a diagnostic tool for overall student, teacher, and school performance. High school students take the PSAT and a practice ACT test at school to prepare them for the actual SAT and ACT tests they take outside of school.

CLASS PARTIES

All parties must have prior office and teacher approval. Food items for such events must be on the healthier side and gift bags must include items free of dyes and perfumes, and any artificial colors and flavors. The set up and clean up after all parties are the responsibility of the parent as well as the purchase of needed paper products. Parties must include all members of the class and should take place in the lunchroom at the end of the day.

DRESS CODE

In order to maintain an Islamic environment, it is essential that the administration require a modest dress code policy for students. Uniforms are required of all students in grades 1 – 12. The uniform gives a professional look to our school and helps to break down the social barriers that can sometimes affect the youth of today. Students are expected to wear shoes that are appropriate for physical education or bring proper shoes on P.E. days. High heel shoes or flip-flops are not allowed.

All Boys

Three-button long-sleeved royal blue shirt and navy or black slacks. No jeans allowed. Uniform shirts can be ordered from the French Toast website. Boys should maintain appropriate hair length and style.

Girls in 1st – 5th Grades

All female students should wear the navy blue jumper from the French Toast website or the vine plaid jumper found on Target's website. A long-sleeved white shirt is to be worn underneath the jumper. Pants worn under the jumper can be navy blue or black. No jeans are allowed. Students in grades 1 and 2 are highly encouraged to wear hijab in class and are required to wear one for salat time. The scarf may be in any color. On

picture days and other school formal functions the school might ask the student to wear a certain color scarf. Excessive jewelry (that calls attention to oneself), make-up, and nail polish are not permitted.

Girls in 6th – 12th Grades

Middle and high school girls are to purchase the uniform under our school name from www.eastessence.com in the navy blue color. The office has one of each size for the students to try on prior to ordering as there are no refunds on uniform purchases made from the website. Hijabs can be of any color and style as long as the neck, ears, and hair are covered. Pants under the uniform shirt must be loose-fitting, navy blue or black. No jeans or skinny-fit pants are allowed. Excessive jewelry (that calls attention to oneself), make-up, and nail polish are not permitted.

The uniform requirements also apply to off-campus activities, unless the administration decides to lift such requirements. Parents will be contacted to bring proper uniform for any student that comes to school dressed inappropriately or the school will provide them with special uniforms.

FIELD TRIPS

Field trips are a student privilege, not a right. MCS-AA students are invited to attend various educational field trips throughout the school year. Permission slips are sent home with each student when plans for field trips are made. Parents must sign and return these slips promptly. Students will not be allowed to attend the field trip without permission slips signed by parents. When applicable, there will be a fee for transportation and/or admission.

Parents are often needed to assist in chaperoning the students during the trips. If you are available, kindly notify your child's teacher. As a rule, parents with infants or toddlers are not permitted to chaperone students.

HEALTH AND SAFETY

Fire Drill Procedures

Fire drills will be held at least ten times per year, as required by Maryland law. Students will be informed of exit routes and expectations during a fire drill during the first week of school. Students are to treat each fire drill seriously and focus on exiting the building in the fastest, safest, and most orderly fashion possible. It is essential that all backpacks and other belongings be cleared from the hallways to ensure safe and easy exits at all times.

School Security

Whenever possible, a security guard is on duty during school days. A team of teachers and administration are also involved in the school safety committee as part of our emergency preparedness plan. It is important for all of us to be diligent in maintaining the safety of our school. We should all be aware and on the lookout for anything questionable. Such concerns should be brought to the attention of administration immediately.

Medical History

It is the parents' full responsibility to provide students' medical histories to the school, including but not limited to learning disabilities, mental illnesses, chronic illnesses, food or medication allergies, genetic or metabolic illnesses and etc. Parents should update the medical information form periodically. MCS-AA will not be liable for any incident that may happen because of a lack of medical information in a student's file.

Immunizations

All students are required to be fully immunized according to Maryland state law. Students without documented state-required immunizations may be excluded from school.

Medications

Students are not allowed to keep any kind of medication, including over-the-counter medication, in their backpacks, desks, lockers, or other personal belongings. Parents are encouraged to administer medications to their children at home whenever possible. If not, the following is the procedure for dispensing medication by school personnel:

- a. Parents should have filled the prescription medication permission form at the time of registration for the school to give medication to their child. Additional written permission should be filled with each new medication. Instruction about the medication and its administration should be clearly stated. The written permission should include the student name and grade level, parent's name, prescribing doctor's name, name of medication, dosage, interval, and timing.
- b. The school will keep all medication in a central locked location. If the medication should be kept at a cool temperature, it should be brought to school in an appropriate container that keeps it cold. The school cannot place the medication in the school refrigerator.
- c. The school will designate one staff member to administer medications. No classroom teacher will be allowed to administer medication in the classroom.
- d. The school will keep a log of all medication given out.
- e. Over-the-counter medication may be given to a student in case of minor headaches, allergies, etc., only if parents have given such permission on the medical emergency form at the time of registration.

Parking Lot

To ensure the safety of all, the following expectations are in place for parents in the parking lot:

- Obey the speed limit (5 MPH) at all times.
- Remain in the main or flat parking lots in the front of the building or on the school side, and avoid turning into the fountain area as this area requires driving in reverse, in order to exit or turn around. Avoid the teacher parking area for the same reasons, with the exception made for daycare and Pre-K drop offs and pick-ups.
- In the mornings, students can be dropped off at the side parking lot near the school entrance (not in the teacher parking lot on the 'hill').
- If parents wish to have conversations with each other, please park in the middle parking spaces, leaving the fire lanes free of parked or stalled cars.

Playground Rules

Students are to play safely while on the blacktop and school grounds. The playground equipment is for elementary aged students who can only be there with supervision. Any student found within any fenced off area will receive appropriate punishment. Small riding toys are for the early childhood department's use only. No students may be outside without a designated adult for supervision.

Inclement Weather

In the case of inclement weather, be it extreme heat or cold, or icy and snowy conditions, the school follows all MCPS announcements and on rare occasions makes a decision on its own. Parents can learn about delayed openings (either one or two hours late), early release (closing school before the normal 3:00 time), or school closings by signing up to receive text alerts from the county and/or by watching for an email sent from the school (assuming there are no wide spread power outages). Another method is to follow what Montgomery County does. Regardless of county decisions, or school announcements, parents are expected to use their best judgment in such situations and do what they feel is most safe.

In cases of delayed openings, if the announcement is a one-hour delay school will start at 9:00 AM and if a two-hour delay is announced, school will begin at 10:00 AM. The schedule for those days will be adjusted and students will go to all classes they normally have on those days, but for a shorter amount of time. Therefore, students should come prepared for all classes.

Drug and Alcohol Use Policy

Possession and/or use results in immediate expulsion and notification of authorities.

Weapons/Dangerous Objects

Possession results in immediate expulsion and notification of authorities.

MASJID BEHAVIOR

Students in grades 1 – 12 must attend the daily salat in the masjid from Monday through Thursday. All students are expected to enter the masjid in wudhu, quiet, and with proper masjid etiquette. All students must join for salat al duhr and those who wish to sit out of salat al asr must have written parent permission to do so. Students are not permitted to do homework or any reading outside the Quran while in the masjid. Students in grades 5 – 12 must also attend Friday prayers. They will be instructed in specific Friday prayer rules as this is a congregational prayer open to the public where student behavior is directly linked to the school reputation in the community.

- All students are expected to perform Salah unless they have a legitimate excuse.
- The masjid should be entered with wudhu and in a calm, respectful manner knowing one is entering the house of Allah.
- All shoes go on the shoe rack.
- Students sit quietly in salat lines while waiting for it to begin.
- Once it begins, remain in control of self – no talking or fidgeting.
- Once finished, remain seated until dismissed.

- ❑ The masjid is not a place to read books, do homework, or use headphones. These items may be confiscated and kept till the end of the year.
- ❑ It is recommended that students read Quran while waiting for salat to begin.

SCHOOL PROPERTY

Lockers

Lockers are property of MCS and can be inspected at any time. Students may not store loose food in lockers and should clean out lunch leftovers every day. There may be a locker check once a quarter. Students may only use the lockers assigned to them, and any damage accrued on the assigned lockers will be the student's responsibility.

Classrooms and Hallways

Students are to treat all parts of the building with respect, which involves not dragging furniture, writing in inappropriate places, placing trash in the correct bins, and keeping personal items stowed in lockers.

Textbooks

All textbooks are property of MCS or the state of Maryland and as such, students must have all books that are removed from the classroom covered to extend their use. The textbooks assigned the student become the student's responsibility; any damage accrued will lead to the student replacing the textbook.

TECHNOLOGY USE POLICY

Computers and Internet

MCS-AA is pleased to offer its students access to its computer resources and the internet. Although the MCS computer network is designed for educational purposes and all precautions to eliminate controversial and obscene material are taken, parents/guardians should be warned that some materials accessible on the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. MCS-AA hopes to work with parents to instruct our children regarding the responsible use of online and computer resources.

1. The use of the computer including internet access must be consistent with the educational objectives of MCS-AA.
2. To input, transmit, or knowingly receive any materials in violation of any United States, state of Maryland, or school regulation is prohibited. This includes but is not limited to copyrighted materials or threatening, harassing, or obscene materials.
3. Internet usage must involve:
 - a. Proper user ID and password to log onto the system
 - b. Exiting the system and windows fully before leaving the workstation
 - c. The knowledge that email is not guaranteed to be private and network storage areas will be treated as school property
 - d. Appropriate language at all times in all transmissions

- e. No revealing of personal details such as full names, phone numbers, addresses, or photos of one's self or others
 - f. Reasonable amounts of time in using the system
4. Students must not vandalize the network by harming or destroying the data or hardware on the system. Software will be installed or removed from the network and individual workstations by the system operators only. Students are not permitted to alter any of the system configurations.

Security of the computer system is essential. Access to electronic resources is intended for the exclusive use of authorized users. Any problems that arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of account privileges. Misuse may include, but is not limited to:

- a. Trespassing in someone else's files
- b. Giving out one's own or another's password
- c. Attempting to log in someone else's account
- d. Failure to notify a staff member regarding a security problem

Personal Devices

- The use of mobile phones or smart watches (calling, texting, surfing the internet) are prohibited in the school. Any needed phone call can be made from the main office.
- Ringtones must be turned off the whole time.
- Students cannot use school WI-FI unless they are using the net for schoolwork and unless they have obtained the teacher's permission in advance.
- The use of calculators is subject to the teacher's approval and regulations in the classroom.
- Calculators that have memory or can be connected to the WI-FI are prohibited during quizzes, tests, and exams.
- The use of tablets and laptops is subject to the classroom teacher's approval and class regulations.
- The school will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
- Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
- Student devices with camera and video capability must not be used to impose upon the privacy of students and staff.
- Elementary students may use personally-owned electronic devices after 3:00 p.m. Middle and high school students may use devices before 8:00 a.m. and after the school day ends. Students may use their personally-owned devices only for instructional purposes and only in adult-supervised areas and with their teacher's permission.
- By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school codes of conduct.
- Students use the guest wireless network at their own risk. The school will not be held responsible for any damage that may occur as a result of connecting to the guest wireless network or any electrical power source.

- The parents and/or guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the school for any damage that their child may cause through the use of guest wireless network with his/her personally-owned device.

TRANSPORTATION

MCS-AA does not have its own form of transportation to or from school. The school is authorized, however, to issue bus cards to eligible students to be used for school transportation. Interested families should inquire at the main office.

VISITORS (extremely limited during the pandemic)

All visitors are required to sign in at the main office and a visitor tag will be issued to them. Former students and alumni are also considered visitors and must follow the same rules. Anyone seen in the hallways without a visitor's tag should be asked to go to the main office. Parents are also asked not to visit hallways or classrooms during the school day without the explicit permission of the main office.

GRIEVANCES

MCS takes seriously all concerns or complaints by students, parents, teachers or others. A grievance is defined to be a question, problem or a disagreement which arises. In such instances the following grievance procedures should be followed:

- It is unacceptable for any parent to confront another MCS student for any concerns and that parent must let the student's teacher handle any interactions with that student.
- General complaints and concerns about a teacher or other MCS employee should first be directed to that teacher or employee. Often times this first step alleviates any misunderstandings or concerns.
- Parent concerns regarding a teacher that remain unresolved after speaking to the teacher should be brought to the principal's attention. At that point an investigation will initiate with the principal deciding on the nature and scope of that investigation and whether to include the board.
- Unresolved complaints or concerns may be brought before the school board by notifying them in writing. It is acceptable to have a brief conversation regarding the topic with a school board member but it should be understood that the school board members do not have the power to resolve conflict outside of the board acting as a whole.