

In the Name of the Most High

Muslim Community School

School Handbook

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Approved by the Maryland Department of Education

In the Name of God, the Beneficent, the Merciful

*Read! In the name of thy Lord and Cherisher,
Who created man out of a clot of congealed blood;
Read! And thy Lord is most Bountiful,
He who taught (the use of) the Pen,
Taught man that which he knew not.*

Surah Al'Alaq 96: 1 - 5

Dear Parents and Students,

It is with great pleasure that we welcome you to the Muslim Community School. We hope that this will be a successful and wonderful year for all of us.

This Handbook contains information regarding school policy and procedures for both students and parents. By enrolling your child in MCS, you enter into a binding contract whereby you agree to honor and abide by the rules, policies, and regulations of the school.

The Muslim Community School will enforce the rules and regulations herein as deemed appropriate. The school reserves the right to amend this handbook at any time. Parents will be promptly notified of any amendments that have been made.

If you have questions that remain unanswered, please call the school office. We strongly believe in open communication between the home and the school. By working together we can achieve our goal of educating the students and helping them to reach their fullest potential.

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PHILOSOPHY AND OBJECTIVES

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 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).

Our primary objectives are

1. To foster spiritual growth and provide an excellent academic environment to each student.
2. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
3. To aid students in becoming confident members of today's diverse society and enabling them to take leadership role in their own communities and beyond.
4. To encourage each student to cherish his/her own cultural values and heritage and respect individuals with different cultural background.

MCS is committed to excellence and maintaining high educational standards. We believe that children learn best in a caring, supportive environment where every student is given the opportunity to demonstrate leadership and experience success.

MCS ADMISSION POLICY

MCS accepts students in Pre-kindergarten through 12th Grade, space permitting. Pre-K and kindergarten applicants must be four or five years old by September 1st and students entering first grade should be 6 by September 30th 2006.. Students applying at the high school level should inquire as to their eligibility in meeting the MCS graduation requirements by the end of the 12th grade.

Muslim Community School Non-discriminatory Policy

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

Application

The first step in the admission procedure at MCS is the return of the completed application form, together with the \$25 application fee, a copy of the applicant's birth certificate or passport and the "School Records Request" to the school office. The "School Records Request" signed by a parent enables copies of these records to be sent to MCS for review.

Acceptance and Grade Placement

Decisions about admission to MCS are made by the administration through evaluation of the school records and interview with the student and the parents. To be eligible for admission, the student must demonstrate academic abilities that are compatible with the educational standard of MCS. Decisions made by the administration are communicated to the parents as promptly as possible. Grade placement in MCS is the sole responsibility of the school, as are teacher and class assignments. If no place is available due to a full class, the applicant will be placed on a waiting list.

High School Transfer Credit

Transfer students will be given credit for comparable courses taken at previous schools. MCS administration will review official high school transcripts of transfer students to determine course equivalency and credit acceptance.

Previously home-schooled students who are seeking transfer credit for completed coursework must submit the following for review:

1. A detailed description of the course of study, with a listing of specific course goals and objectives.

2. A narrative that completely identifies textbooks and other learning materials, as well as a description of tasks and activities showing how the student acquired his/her knowledge.
3. A narrative detailing how successful the student was in meeting his/her course goals and objectives.
4. At least three samples of major written assignments, including at least one major examination (preferably a final).

Release of Records to MCS

Schools in the United States: If your child is transferring to MCS from a school in the US, the MCS Admissions Office will request the academic information and end-of-year grades directly from the previous school. To do so, you must provide the following:

The complete mailing address of the student's current school.

A signed Records Request Form from MCS.

Outside the United States: If your child is transferring to MCS from a school outside of the US, the previous school is required to mail an official transcript in English, or official translation, for at least the past two years of academic study to the MCS Admissions Office. High school students should submit a cumulative transcript. The official records should include copies of any national examinations, with teacher or headmaster comments being desirable.

Health Requirements

Proof of all state required immunization must be presented to the school before the student is allowed to attend class.

Financial Responsibility

Once a child has been accepted, the tuition deposit and the non-refundable registration fee are due. Before a student is allowed to attend class, the school must receive the registration fee and tuition for the first month.

Re-Registration

All students must re-register each school year. Re-registration occurs from February – March each year. Failure to re-register at this time will result in a possible loss of a place for your child for the following academic year.

Withdrawal and Transfer From MCS

Written notice of transfer or withdrawal is mandatory. To withdraw or transfer your child to another school at any time during the school year, a parent must come to the school office and complete the necessary forms. Copies of the student's record will be forwarded to receiving schools when the necessary forms are completed and tuition bills have been paid in full.

Disclosure of Records

Only faculty and other personnel who have demonstrated a need-to-know and/or have record keeping maintenance responsibility shall be permitted to access student records.

The contents of official records of a student will not be sent outside the school except in circumstances specifically authorized by the Principal and/or with written consent of parents, or former students if eighteen years of age or older.

The Family Educational Right and Privacy Act (FERPA)

FERPA offers parents and students over 18 years of age certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A written request for review needs to be submitted to the school principal that identifies the records that wish to be reviewed. Records may be viewed only in the presence of a school official.
- The rights to request amendment of student records that are considered not to be accurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without

consent, is disclosure to school officials with legitimate education interests. Upon request the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify the parent or eligible student of the record request unless it states in the annual notification that it intends to forward records on request.

TUITION AND FEES

MCS is 501(c) non profit organization and most of its budget comes from students' tuition. Parents are expected to promptly pay required tuition and fees. This is imperative if MCS is to honor its financial obligations in a timely manner.

To assist families enrolling more than one child, a discount of 20% on the second child and 30% on the third child is given on both tuition and bus fees.

Tuition payments may be divided into 10 or 11 monthly payments.

All fees and the first month tuition payment are to be paid directly to the school before first day of the school.

You may pay in installments by check, money order, credit card or automatic debit from a bank account.

- If the tuition is not paid by 10th of the month a \$25 late fee will be applied.
- A \$25 NSF fee will be charged for all returned checks.
- Once a payment check is returned, only cash or money orders will be accepted for future payments.
- Payments are to be made as scheduled, even in cases of extended absences.
- There are no refunds on tuition or fees if a student leaves school for any reason.
- The students are not re-enrolled and their records are not released as long as they have an outstanding balance.

**The Muslim Community School will enforce
this tuition policy without exception.**

ARRIVAL AND DISMISSAL

School hours are 8:00 a.m. to 3:10 p.m. For the safety and security of all students, all parents must follow the school's safety policy.

The main entrance of MCS is at the back, right side of the Islamic Education Center. Everyone must enter and exit the building through that door only. All other doors are exclusively for emergency use.

No parent's car is permitted to park at the back of the building. If you would like to accompany your child into school, you must park your car in the front parking area and walk to the school entrance. Do not block the driveway at any time. Any parked car blocking the driveway may be towed away at the owner's expense.

Students who walk to and from school, or use public transportation must provide the school office a release form signed by a parent.

No students are allowed in the building before 7:30 a.m. or after 3:30 p.m. (no exceptions!) Parents must pick up their children promptly at dismissal time unless they have enrolled their children in after school program. If someone other than a parent is picking up a child, the school office must receive signed, written notification from the parent. If a parent is going to be late to pick up their child, the school must be notified before dismissal time. If parents are late to pick up their child a fee will be charged for the after-school care at the rate of \$3 for every 15 minutes.

MORNING ASSEMBLY

Students will meet in the Multi-purpose Room for morning assembly. Students are not allowed to go to their classroom before assembly. All students are expected to attend morning assembly. Surah Fatiha will be recited. A verse from the Holy Quran or

hadith may also be presented to the students. Any necessary announcements will be made. Teachers will escort their students to class. By 8:10 a.m. all students should be in their assigned classes.

STUDENT ATTENDANCE

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 case of an emergency: By definition, tardiness for any student is the failure to be seated in assembly or the assigned class area at the proper starting time for assembly or class.

Tardiness

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

5 unexcused tardies will be counted as one day of absence.

Excessive tardiness will result in administrative intervention.

Absence

Parents should always notify the school when their children will be absent. A written excuse from the parent or guardian must be presented to the school the day that 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, serious emergency or death of an immediate family member, and Hajje Wajib. The school principal will determine the excuse based on the evidence presented by the parents.

Any student who have 5 unexcused absence form a class will lose the credit for that course.

An elementary student with more than twenty (20) absences may not be promoted to the next grade level. In case of excused absences principal may allow the promotion if all the missed assignments and homework is completed and the student demonstrate grade level ability through testing.

Early Dismissal

Students may not leave the classroom for early dismissal without permission from the office. All requests for legitimate early dismissal should be send to the office early in the morning. Phone request for early dismissal will not be accepted. When parents pick up their children for early dismissal, they need to sign the student out in the office. Students may not be sent to office to call home to request permission for early dismissal.

The parent has to pick up the child from the office or the classroom with written permission not outside the school building.

Transfer of Students

When a student transfers the office releases the student's records only when all the textbooks and other loaned materials is should be returned to homeroom teacher.

If a child transfers for other reasons apart from graduation or expulsion, principal will hold a conference with parents regarding the family's decision.

HEALTH AND SAFETY

Immunization

All students are required to be fully immunized according to Maryland State Law. Students without state required immunizations may be excluded from school.

Communicable Illness

A student with fever or a suspected contagious illness may be isolated, and parents are contacted so that they may take the child home as soon as possible.

Returning to School after Illness

Children may resume classes twenty-four hours after they are free of fever or when they have medical permission to return to school. A student returning to school following a major illness or injury is required to present the school with documentation from the attending physician.

Medications at School

Parents are encouraged to administer medications to their children at home whenever possible. The following is the school procedure for dispensing medication by the school personnel:

1. Parents will give written permission for the school to give medication to their child. Written permission will be given with each new medication. Instruction about the medication and its administration should be clearly stated. The written permission should include student name and grade level, parent's name, prescribing doctor's name, name, dose, interval, and time of medication.
2. The school will keep all medication in a central locked location. If the medication should be kept a cool temperature it should be brought to school in appropriate container that keeps it cold. The school cannot place the medication in the school refrigerator.
3. The school will designate one staff member to administer medications. No classroom teacher will be allowed to administer medication in the classroom.
4. The school will keep a log of all medication given out.

Over the counter medication is given to the student in case of minor headache, allergies, etc only if parents have given such permission on medical emergency form.

Students are not allowed to keep any kind of medication on themselves, in their purse, backpack, desk, or their locker.

Accidents at School

Any accident or injury sustained by school personnel or students while at school or on a school field trip must be reported to the administration immediately.

1. The accident/injury must be documented on the accident report form and submitted to the office. One copy of the report will be sent to parents and another one will be filed.
2. The school office must be notified of the accident to assure medical attention is given to the individual who sustained the injury.
3. In the case of major injury, the administration or school nurse will contact the parents and obtain professional medical assistance by calling an ambulance.
4. Schools are only authorized to issue first aid if necessary.

Child Abuse Policy

All school employees are informed of the Child Abuse Law, Article 27, Section 35A, and Annotated Code of Maryland.

Any employee who has reason to believe that a child has been, or is being abused and/or neglected should immediately report such concern to the principal. Any and all comments and concerns about such matters should be exclusively expressed to the principal, before other actions are initiated. Principal will contact the authorities in front of the person who reported the suspected abuse.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather resulting in delayed school openings, school closing or early dismissals, MCS will follow Montgomery County Public Schools' schedule. On the days that MCS and public school's calendar differs the following applies:

1. Local radio and television stations will be notified. Tune in for announcements: WTOP, 1500 AM or 107.7 FM; and the CBS television network (Channel 9 in most locations) and/or Channel 4 and 7 for announcements.
2. The school answering machine will have necessary information.

IEC/MCS BUILDING REGULATIONS

The following guidelines and regulations are intended to secure the safety of all MCS students and staff members. Preserving the grounds and property of the IEC is of utmost concern.

1. The door at the west of the building will be used for students drop off before 8 a.m. and pick up from 3:10 to 3:30. The door at the east of the building which opens to the administrative wing of the school is used for all other purposes.
2. Areas specifically marked for use only by IEC personnel are “off-limits” to all students and school employees. Entering these areas is strictly prohibited.
3. Parents must use the designated drop-off and pick-up points. Vehicles must be parked in designated areas only.
4. Users of the Multi-Purpose Room must keep the room clean, neat, and orderly at all times. Trash receptacles are available in the room for your use. Students must be supervised at all times.
5. Teachers’ lounge facilities and teacher resource rooms are to be used only by teachers.
6. Teachers are responsible for escorting students to and from the Masjid for prayers on time. Students are expected to maintain order and disciplined behavior at all times. Be aware that there is public access to the Masjid.
7. Students are to use the restrooms in the school area only except on Fridays with teacher permission.
8. Student lockers are for storage of books and other items on a daily basis. Storing food in lockers is prohibited. Lockers will be inspected periodically.
9. Tampering with the sprinkler system is unauthorized and any activity that might damage the system such as ball playing is prohibited.
10. Permission must be obtained from the Administration prior to placing any items on classroom walls and ceiling or the use of nails, staples, and adhesive tape.
11. Playgrounds have been designated for all outdoor sport activities. Such activities are not allowed inside the building, in the gardens, or in the parking lot. Teachers must supervise all outdoor activities. The supervisor must insure that all playground areas are kept clean and free of trash.
12. Students must remain on school property at all times. Trespassing on neighboring property is strictly prohibited.
13. All employees are asked to report any destruction of school property. Graffiti, vandalism, and other types of destruction to MCS/IEC property will not be tolerated. Littering in the school or on school grounds is prohibited.

TEXTBOOK DISTRIBUTION

Textbooks will be issued to teachers for distribution.

Teachers will list the student’s name and condition of the book on the label inside the book cover and the MCS Textbook Inventory Sheet. A copy of this record will be given to the office. At the end of the school year, teachers will collect the textbooks and note the condition of the book. The school office will be notified in writing of any lost or damaged textbooks. Students are responsible to replace damaged or lost books.

To prolong the life of textbooks, students must use book covers.

Audio/visual equipment is available and must be checked out from the office.

HOMEWORK

Homework will be given on a daily basis. It is an essential part of students' education. It reinforces and enhances the day's lessons and may be used to identify students' strengths, weaknesses, and specific needs. Homework should not be a last-minute thought. It should be planned along with a process for checking and correcting the completed assignment. Usually homework should be checked the following day. It can serve as a valuable feedback for both teachers and students. Students should be active participants in the evaluation process. The teacher may decide to review assignments with a group during class time or at another time of the day. Whichever method is selected, the students should receive feedback. Regardless of the procedures, it is critical that homework assignments be meaningful to the students.

Students should:

- Record all assignments in an assignment notebook
- Start a routine for their homework at the same time each day
- Have a quiet place to work with no distractions
- Work to the best of their abilities
- Assume responsibility for getting and completing missed assignments

Parents should:

- Provide support and encouragement that is crucial to the child's development
- Show interest and concern for their child's success
- Request homework assignments for the day their children are absent from school.
- Supervise the completion of the homework, and sign the assignment sheet.

Most subjects require daily homework assignments. Students are sometimes given long-term assignments such as research reports and other projects during their course of study.

The following is an approximate guideline for the amount of time a student should devote to homework daily. A weekly library visit should be suggested.

Grade	Minimum Expected Time
Kindergarten	20-30 minutes
1st - 2nd Grade.....	30-45 minutes
3rd - 4th Grade.....	45 min. – 1 hour
5th - 6th Grade	1 – 1½ hours
7th and 8th Grade.....	1 ½ - 2 hours
9th and 10th Grade.....	2 – 2 ½ hours
11 th and 12 th Grade.....	2 ½ - 3 hours

CLASSROOM PARTIES AND TREATS

Students are not allowed to hold classroom parties during class time for any reason. Lunchtime parties may be conducted with prior approval. Classroom parties may be held in the classroom for special occasions with prior approval of the principal. Teachers should avoid agreeing to a party prior to approval. Teachers are encouraged to coordinate these events. All teachers are advised to exercise caution in giving parties in the classrooms. Classroom treats are allowed and left up to the judgment of the teacher. It is recommended that teachers plan treats other than food, our children are more likely to be over-rather than under-treated with food. If you choose to use please use healthy ones and don't use food as a reward.

HALLWAYS

Students are to walk in lines on the right side of the hallway in a quiet orderly manner. No passage of students is permitted without a teacher or a pass.

It is important that student observe cleanliness and respect for property of the school. Also, as you walk in the hallway please pick loose paper or any other small object on the floor.

TEACHERS RESOURCE ROOMS

Students are not allowed to use the room without permission and supervision.

SCHOOL ANNUAL EVENTS

MCS Board of Directors, staff, students and parents participate every year in different annual events.

The Annual Fundraising Dinner

Parents and students are encouraged to attend and help out in the fundraising dinner held in winter or spring every year.

Ramadan Celebration

The Ramadan Committee at MCS involves students in a full program during Ramadan to keep the spirit of the holy month by having the following activities:

1. Charity Drive: Adhering to the tradition of MCS, during the holy month of Ramadan, students and teachers of each class collect donations of canned food for needy people in the area. The Change for Kindness Program which was established in 2004-2005 school year will also continue.
2. Eid Bazaar: MCS plans and organizes a bazaar before the month of Ramadan for the community.
3. Daily Quranic Recitation: Students in 6-12 grades will gather in Masjid before Zuhr prayer.
4. Classroom door decoration competition.
5. Eid Al Fitr celebration

Mini Hajj and Eid Al Adha Celebration

The student experience Hajj and learn its procedures through Annual Mini Hajj program which is followed by school wide celebration of Eid Al Adha

International Night

MCS celebrates the diversity of the world and its citizens with the annual International Night. Each classroom chooses a country to learn about the country's geography, sociology and general culture throughout the year. On International Night each classroom will represent that country. In addition, parents and teachers from the international community will share their food with each other in a pot luck dinner.

Quranic Competition Award Ceremony

MCS students will participate in Quranic memorization and recitation program. The students' achievement will be celebrated in MCS Quranic Competition Award ceremony and dinner.

Science Fair and other Academic Competitions

All students should research and study an area of interest, the study was then followed by an experiment designed to illuminate a particular aspect of the chosen topic. Students present their work in poster format and will be judged by a panel of scientists. Academic Competition Committee will arrange participation of student in other academic competitions at school, county and state level.

Graduation and Award Ceremony and Picnic

At the end of the year MCS honor the accomplishments of all the students and celebrate kindergarten, eight grade and high school graduation. A picnic in one of the area parks follows the ceremony. Parents and the community are invited. All parents are strongly encouraged to attend the graduation at the end of school year. The parents show interest and concern for our students and school community with such attendance.

PARENT – TEACHER COMMUNICATION

Parents are encouraged to have regular verbal and written communication with school to discuss their concerns and suggestions for school improvement and their children well being. The school will also have regular communication with the parents to keep them informed about school and their children's education and performance. Please promptly respond to any and all communication from MCS Administration and/or teachers, if need for a response is indicated in such communication. This includes the Administration's or a teacher's request for a conference.

All teacher will have regular meeting time which will be announced on their syllabus. Parents may also schedule a meeting by calling the school. The school secretary will take a message for the teacher to return the call at a time convenient for her/him.

Parents may request a conference with Teachers and/or the Administration at any point during the school year. Every effort will be made to accommodate requests for scheduling outside of classroom instructional periods. Classes in progress must not be disturbed.

Formal parent - teacher conferences are scheduled several times during the school year. During these conferences parents learn about not only their child's academic progress but also his/her work habits, social relationship with other students and faculty members, any special interests, aptitudes or abilities, any health or emotional problems, etc. Both teachers and parents benefit by discussing the student's home life in addition to academic progress. It is essential to have a good home-school relationship.

MCS ACADEMIC PROGRAM

Pre-kindergarten

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

In a structured setting, Pre-kindergarten teachers creatively teach readiness skills in English language arts and mathematics and Islamic studies, thus providing a solid foundation for the full curricular kindergarten program.

Elementary: K – 6th Grade

MCS provides its students with a challenging, standards-based curriculum, which emphasizes fundamental skills. Subjects include reading, English, mathematics, science, social studies, Islamic studies, visual art, physical education. Extra-curricular activities and school field trips will be provided for all classes.

Junior High: 7th & 8th Grade

The more demanding junior high 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 language arts, algebra, life and physical sciences, American history, Islamic studies, computer literacy, visual art, physical education, and Arabic or Persian. Qualified 8th Grade students have the opportunity to take high school level courses.

High School: 9th – 12th Grade

The MCS high school program follows a traditional preparatory curriculum with the addition of Islamic Studies. 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 and in cooperation with others, and to cooperate and contribute responsibly to our global society.

To graduate, a student must earn a minimum of 28 ½ credits as stated below. Course credit is awarded when all coursework and exams have been successfully completed. One credit is equal to 180 minuets of instruction per week throughout the year, or its equivalent.

Subject	Minimum Course Credits
English	5 credits
Mathematics	4 credits
Sciences	4 credits
Social Studies	3 credits
Religion: Islamic Studies	2 credits
Religion: Quran	2 credits
Foreign Language	3 credits
Physical Education	1 credit
Health	1/2 credit
Technology	2 credits

Electives	2 credits
Community Service	30 Hours per year

MCS courses are taught only if there is sufficient enrollment and staff.

The students are allowed to take some courses as individual study with a teacher with principal's approval.

High school transfer students may use elective credit to fulfill Religion requirements.

MCS Course List

English

101 ESL Beginning.....	0
102 ESL Intermediate	0
103 ESL Advanced	0
130 English I.....	2
140 English II.....	2
150 English III	1
160 English IV	1
165 Journalism.....	1
168 Yearbook	1
180 AP English Language and Composition	2
185 AP English Literature and Composition	2

Mathematics

230 Algebra I	1
240 Algebra II	1
250 Geometry	1
270 Pre Calculus HON.....	1
275 AP Calculus AB	2
280 AP Statistics	2

Science

330 Matter and Energy.....	1
335 Matter and Energy Lab	0
340 Biology	1
342 AP Environmental	2
345 Biology Lab	1
355 Chemistry Lab	0
360 Physics	1
365 Physics Lab	0
370 AP Biology	2
375 AP General Chemistry	2
380 AP Physics B	2
385 AP Intro Psychology ..	2

Foreign Language

420 Arabic I	3/4
425 Arabic II.....	3/4
430 Arabic III.....	3/4
435 Arabic IV	3/4
450 Farsi I.....	3/4
455 Farsi II.....	3/4
460 Farsi III.....	3/4
465 Farsi IV	3/4

Social Studies

520 US History	1
530 World History ..	1

540 Civics and Government.....	1
550 Economics HON	1
560 US Government and Politics HON	1
570 AP Macroeconomics	2
575 AP Comparative Government and Politics	2

Technology

600 Computer Applications	1/2
602 Desktop Publishing	1/2
610 Advanced Computer Applications	1/2
620 Introductory Computer Programming	1
630 Web Design.....	1
633 Java Script.....	1
638 Yearbook Production ...	1
670 AP Computer Science A	2

Art

720 Studio Art I	1/2
725 Studio Art II	1/2
730 Art History	1/2
735 Islamic Art	1/2

Physical Education & Health

800 P.E. I	1/2
801 P.E. II	1/2
802 P.E. III.....	1/2
803 P.E. IV.....	1/2
850 High School Health.....	1/2

Religion*

910 Islamic Studies I.....	1/2
920 Islamic Studies II	1/2
930 Islamic Studies III.....	1/2
940 Islamic Studies IV.....	1/2
945 Comparative Religion	1/2
950 Quran I	1/2
960 Quran II.....	1/2
970 Quran III.....	1/2
975 Quran IV	1/2

GENERAL COURSE OF STUDY

English Language Arts 6 credits

This class will be ten periods per week in 9th and 10th grade and five periods per week in 11th and 12th grade.

9th	English I
10th	English II
11th	English III
12th	AP English (optional)

Science 4 credits

To allow for an in-depth study with a concentration of laboratory skills, additional time has been required for these courses.

9th	Earth Science
10th	Biology
11th	Physics or Chemistry
12th	AP Science Course (optional)

Social Studies 4 credits

This class will be five periods per week.

- 9th US History
- 10th World History
- 11th Civics and Government
- 12th AP Social Studies (optional)

Mathematics 4 credits

This class will be five periods per week.

- 9th Geometry
- 10th Algebra II
- 11th Pre-calculus
- 12th Calculus

Second Language 3 credits

Students will have the option to study either Persian or Arabic.

Islamic Studies/Elective 2 credits

Instruction in practical law, history, beliefs, and ethics.

Quran/Elective 2 credits

Instruction in recitation, memorization, and tafsir

Electives 2 credits

Technology 2 credits

Health 1/2 credit

This course is to be taken at some time during the four high school years.

P. E. 1 credit

To be regularly taken in 9-11th grade

EVALUATION AND ASSESSMENT

At MCS, 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.

The student's performance is to be evaluated on basis of all of the following:

- A - Class work
- B - Homework
- C - Periodic tests and other assessments

A - Class work:

The evaluation of the student's performance in class will be based on the following points:

1. Attentive and enthusiastic participation in class discussions
2. Completion of the assignment
3. Answering questions when requested

B - Homework:

The evaluation of the student's homework will be based on the following points:

1. Completing the homework on time
2. Attempting to do the homework correctly
3. Neatness of the notebook and the workbook
4. Submitting the homework when requested by the teacher

C - Periodic tests and other assessments

Testing Policy

- 1) Administration of at least four graded assessments per grading period in each subject including at least one comprehensive test or evaluation per unit.
- 2) Administration of a formal exam at the end of each trimester for each subject. This exam will be cumulative.
- 3) The students will be informed of all the material to be covered in the evaluation and will be given ample opportunity to master the content prior to the test.
- 4) During exams, no more than two tests may be given to a particular class on the same day. A calendar will be posted in the Teachers' Conference Room. As tests are scheduled, indicate on this Master Calendar. Teachers should coordinate the timing of their tests.
- 5) It is recommended that tests be graded before the next class in the same subject and the teacher review it with the student.
- 6) Every student grade should remain confidential.
- 7) Students who finish the test early should remain in the classroom engaged in quiet activities without disturbing the class.

Extra Credit

Extra credit is only to be given within the following guidelines:

- 1) A special project or section in the test has to be established and announced to students for such purpose.
- 2) This project or section of the test should be challenging and above average class ability.
- 3) The extra credit section/question should be used to assess the extra effort or abilities and talents of students.
- 4) Extra credit should not exceed 5% of the total grade.

Report Card

Report cards are given out three times each year. Each teacher is responsible for completing his/her students' grades in the subject that he/she teaches and for writing any necessary comments. This must be completed immediately after testing and turned in to the office so that the grades can be entered into the computer.

For the 2005-2006 school year, the trimester grades will be determined as follows: 1st – 6th grade 40% for the trimester exam and 60% for class work, homework, projects, and effort and 7th – 12th grade 50% for the trimester exam and 50% for class work, homework, projects, and effort.

Standardized Tests

Standardized tests are administered school-wide. The Stanford Achievement Test will be administered to kindergarten through tenth grade students. This allows teachers to monitor student progress annually in comparison to other US students.

Grading System and Quality Points

Students in grades Pre-kindergarten will be evaluated in light of their own individual performance levels.

Pre-kindergarten		Kindergarten – 3 rd Grade		4 th – 12 th Grade	
E	Excellent	E (5)	Excellent	95-100	A+
V	Very Good	V (4)	Very Good	90-94	A
G	Good	G (3)	Good	85-89	B+
S	Satisfactory	S (2)	Satisfactory	80-84	B
I	Improving	N (1)	Needs Improvement	75-79	C+
		U (0)	Unsatisfactory	70-74	C
				65-69	D
				0-64	F

Class Rank

MCS does not officially rank students. Ranking is calculated for internal purposes only.

Grade Point Average

Grade point averages (GPA) are computed at the end of each trimester and each year for twelfth grade using cumulative quality points. GPA is computed as un-weighted (unadjusted), current and career. Students career GPAs are calculated by dividing their career adjusted quality points (final grades received) by their career weight.

Failing grades remain on a student's transcript, but are not included in the GPA if the course is repeated and passed.

Progress Reports

Progress reports are sent to parents in the sixth week of the first trimester. These reports identify students' strengths and weaknesses. Progress reports are sent to parents during the second trimester as needed.

Official progress reports, known as "report cards" are sent to parents following the end of each trimester. The purpose of the report is to summarize student performance and indicate the students' strengths and weaknesses. The report is based on teacher's assessment of the student performance.

A conference will be scheduled for parents of students who are not meeting the standards and curriculum requirements of the school.

Cheating

Cheating can be defined in many ways. The following list represents forms of cheating that will be dealt with:

- a) Taking information of any form into a test situation for the purpose of using the information in completing or assisting others in responding to test items.
- b) Plagiarism
- c) Copying assignment, including homework, notebooks, book reports, or other work which will be assigned a grade.
- d) Giving or taking of information concerning an identical test which is known to be used for a different classroom.
- e) Exchanging information or talking to another student without teacher's permission during examination.

When substantial proof has been obtained that a student or a group of students have been involved in cheating, the student(s) will receive a zero on the assignment or test, and parents will be contacted and appropriate disciplinary action will be taken.

Promotion and Retention

Promotions will be based upon a student's final grades. The final grades are determined by averaging the trimester grades for each main subject.

No student will be promoted if he/she receives a failing final grade of U (unsatisfactory) for students in kindergarten through third grade, or less than 65% in any subject for students in fourth grade and up. Students receiving a failing grade in one or two subjects will be permitted to retake their final exam/s at the beginning of the next school year. A passing grade must be achieved on all retake exams to be promoted to the next grade level. If not, the grade must be repeated.

Any student who receives a failing final grade in three or more subjects will automatically be retained and the grade level must be repeated the next school year. The only exception to this is if the third failing grade is in a foreign language. Only then, will a student be permitted to retake all three exams in order to be promoted. A passing grade must be received on all re-take exams.

No student will be promoted if he/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 his parents to take necessary steps to remediate the problem.

Student Records

The Family Educational Rights and Privacy Act (FERPA) offers parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

5. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A written request for review needs to be submitted to the school principal that identifies the records that wish to be reviewed. Records may be viewed only in the presence of a school official.
6. The right to request amendment of student records that is considered not to be accurate.
7. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. Upon request the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify the parent or eligible student of the record request unless it states in the annual notification that it intends to forward records on request.

HONOR ROLL AND HIGH HONOR ROLL

1. Principal list: 3.9 GPA
2. Golden Honor Roll 95 or higher average
3. Silver Honor Roll: 89 to 94.99 average
4. Bronze Honor Roll: 85 to 88.99 average

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

STUDENT OF THE MONTH PROGRAM

At the end of each month, teachers are asked to designate one student from each grade as a student of the month. The award is used to honor students exhibiting, to a marked degree, qualities such as:

- Islamic behavior
- Effort at improvement
- Value of the month
- Courtesy and cooperation

Often students, who excel academically, excel in the above areas as well. However, the award is not designed to recognize academic excellence only. Students with a detention or suspension may not be selected as student of the month. Students may not be recognized more than once in a given year. Also, it is possible that no student is picked in a given month. The Student of the Month will be recognized during morning assembly each month, their picture will be posted on the bulletin board, and they will be honored with a Student of the Month ribbon and candy.

PRINCIPALS AWARD

The teacher must follow the following criteria:

- Candidate must have been Student of the Month
- Candidate must receive a cumulative 3.9 average
- No Ds or Fs over the duration of the year
- Candidate must not have received more than 2 detentions a semester (5th grade through 8th)
- Candidate must have received no suspensions
- Candidate must not have been pulled out of prayer more than twice during the year

SAFETY AND SECURITY MEASURES

Safety and Security measures are to be implemented at once and consistently followed on a daily basis.

1. Insist that anyone coming to your classroom door **MUST** have a visitor's pass.
2. Never leave students unattended.
3. Never send your class unattended to another location.
4. Do not use **EMERGENCY EXITS ONLY** during the school day. **IF YOU SEE THEM USED** by students stop them!

As responsible individuals, we are all the source of either a calming and relaxing atmosphere or we can spread panic. It is expected of each teacher to remain calm during all emergencies.

Fire Drills

Practice fire drills involving total evacuation of the school are held at least two times in each of the fall and spring school terms. The principal instructs all employees in fire drill procedure and in turn each teacher instructs the pupils in their class of the appropriate fire drill procedure.

All exit ways should be checked daily to ascertain that doors are free to open and that no obstructions exist.

The principal must notify the fire department immediately should a fire occur in the school, regardless of how small the fire may appear to be. The telephone number of the fire department should be prominently displayed near all telephones in the school.

Fire Drill Procedure:

When the fire alarm is sounded, the teacher shall give the warning "Fire Drill". All instruction and activity shall cease, machinery should be shut down, and the pupils should remain still and quiet to await further orders.

The teacher shall give the command "Stand". Pupils will then stand in the aisles facing the door, remaining silent. The teacher shall take the class register or such other record of attendance as may be available, to keep in possession until the end of the drill.

The teacher will open the classroom door, determine the route to be taken and give the command "March", and supervise the class out of the building in an orderly manner to a predetermined point of safety. Pupils will remain in formation and silent until dismissed by the principal or person in charge.

Pupils outside the classroom but still in the building shall go to the nearest corridor and join with any class, or if close to an exit should leave the building, reporting to their respective class outside the building. The teacher shall check the number of pupils and the names against the register, and if any are missing shall report the same to the principal or person in charge, or to a member of the fire department; giving the name of the child, classroom number and the location. The principal or person in charge shall make every effort to see that no pupil remains in the school.

In the event of a fire, all teachers having knowledge of the presence, in or about the building of hazardous materials or chemicals, shall notify the principal or person in charge and the fire department of the nature of the hazardous material or chemical and the location of its storage.

Tornado Drills

A practice tornado drill will be held at least one time in each of the fall and spring terms.

The office will monitor radio weather advisories for changing weather conditions. When a Tornado Watch is announced it means that conditions are right for a tornado to develop. A Tornado warning means that a tornado has been sighted, and the school will take shelter at this time.

Tornado Drill Procedure:

- The tornado alert is sounded by a rapid succession of short rings of the school bell.
- When the alert has sounded, teachers will instruct students to remain silent and listen carefully to instructions, be calm, and move quickly to assigned areas.
- When students reach their assigned stations, they should stay as close together as possible.
- Students should sit on the floor and place their heads between their knees, with their hands over their heads to protect them from falling objects.
- No student should be next to or below any glass.

- All windows and doors should be left open to equalize air pressure, and all electricity should be turned off.
- No one should stay on the second floor of the building or in the gym area.
- All students and teachers should remain in the assigned area until the all clear sign is given.
- Teachers should account for all students in their class.

GENERAL EMERGENCY PROCEDURE

Emergencies are unavoidable, but procedures can be established to handle them and properly minimize the damage or problem involved. The major goal is to maintain a “**safe and orderly environment**”.

- Routine system of keeping doors locked.
- Emergency phone numbers in the office and teachers should also have a copy readily available to them in the classrooms.
- Some emergencies can keep you inside, others cause evacuation. Thus listen for instruction on what to do.
- At the onset of any emergency, take attendance books and emergency cards with you. Of course, here we see the necessity of having taken attendance and being aware of who and how many students you have.
- We will not leave children unattended or unescorted at anytime.
- Less information to students keeps them calmer. You will also be given only necessary information. Accept this fact and follow instructions. Instructions will be given to an **Emergency Team**. Make every effort to follow the leads they give you.

Safety and Accident Procedures

Teachers are a major factor in setting the tone for a safe environment. Insha’Allah, the consistent classroom policy and school wide uniformity can ensure that minimum number of injuries occur during the school year.

Continuous monitoring of the following is a duty of every teacher:

- Students should be instructed to always walk on right side of the hallways.
- Running is not permitted.
- Use caution at hallway corners.
- Correct use of scissors is taught.
- Water, food and other potential slippery agents must be kept in appropriate places.
- Appropriate, not rough play in recess, games and other activities.
- Open all doors slowly.
- No student is to play with snow. Snow balls can be dangerous, and we will not throw snow.
- Students should be repeatedly reminded of safety by teacher. In event of an injury regardless of how slight we, in the place of parents, are to respond with concern.
- Islamically every child deserves our attention. Every accidents or injury should be “seen” by the teacher. Students with visible injuries should be sent to office and an incident report should be completed and submitted to the office immediately. Either the teacher or the office will contact the parent.
- When eyeglasses are broken in play or in gym activity, parents should be contacted. Teachers should fill out the form as completely as possible.
- When students leave or are later absent as a result of a school injury, please inform others. Remind students to say a Dua and show concern by contacting the home.

STUDENT DRESS CODE

In order to maintain an Islamic environment, it is essential that the Administration requires a modest dress code policy applicable to both staff and students. Uniforms are required of all students. 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 for PE. High heel shoes and slippers are not allowed in the school.

Uniform requirements are as follows:

All Boys

Button-down long sleeve oxford light blue shirt and navy blue slacks

Girls in Kindergarten Grade and up

All female students should wear uniform provided by the school with scarf. The scarf may be in any color. On picture days and other school formal functions the school might ask the student to wear certain color scarf.

As "Cleanliness is part of our religion" parents should make sure that students maintain personal hygiene habits and that students arrive at school dressed in a clean and tidy uniform each day.

Excessive jewelry (that calls attention to oneself), make-up and nail polish are not permitted. Boys should maintain appropriate hair length (not more than two inches) and style.

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.

MCS DISCIPLINE POLICY

It is the philosophy of the Muslim Community School that Allah has granted all children the right to the highest quality education in accordance to Islamic guidelines. The MCS Administration and Staff are committed to providing a rich and inspiring environment to each and every MCS student in which they can experience academic success and pleasant social interaction with adults and peers.

It is only in an environment of order, mutual respect and consideration that optimal learning can take place. To maintain an environment conducive to learning and providing for the safety and security of all students and staff members, disciplinary policies and procedures must be in place. We believe in a fair, yet firm approach to maintaining discipline. The policies and procedures of MCS will be enforced consistently and fairly.

MCS Discipline Policy and Procedures

- Every student is expected to act as a responsible Muslim.
- Every student has a right to learn.
- Every teacher has a right to teach.
- No student may prevent a teacher from teaching or a student from learning.
- Every student and teacher is expected to follow the school rules.

School Rules

1. Students and teachers must arrive to school on time.
2. Respect fellow students, teachers, and staff members at all times.
3. No toys, games, electronic items, or any items offensive to Islam may be brought to school. Any such item found on school premise will be confiscated by school administration.
4. No eating or drinking in the classroom area.
5. No chewing gum in school.
6. No fighting, backbiting, or fraternizing.
7. Walk in an orderly manner at all times while in the hallway or stairways.
8. No playing in the bathrooms.
9. All students must be in complete uniform.
10. Play only in designated playground areas.
11. Always share, cooperate, and show good sportsmanship.

Note that any confiscated items will not be returned until the end of the school year.

Masjid Rules

1. All students are expected to perform Salah unless they have a legitimate excuse.
2. They have to enter the Masjid with wudhu and in a respectful manner.
3. Students have to sit quietly in assigned place until the call to Salah.

4. Salah has to be performed without talking or fidgeting.
5. After Salah, students have to remain seated quietly until dismissed.
6. Once dismissed, they should leave the Masjid quietly.

At MCS, we believe that our students represent the Muslim Community School and their behavior both on and off the school premises should reflect the Islamic values, for Allah sees everything. MCS students are expected to observe the standards of behavior wherever they may be. Each student is responsible for maintaining this standard of behavior and will be held accountable.

MCS parents are also expected to uphold the standards of the Muslim Community School while on the school premises.

Discipline Procedure

The students are expected to follow school rules and direction given by all the teachers and staff. It is expected that the entire school faculty consistently follow the school discipline policy. The teacher in charge will handle mild disciplinary matters and first time offenses immediately. Students with serious or chronic discipline problems will be sent directly to the school Principal. Teachers have the authority to hold recess and after school detention of any student/s, but the student/s must be adequately supervised by the teacher, and both the school administration should be notified to inform the parents about the disciplinary action.

No teacher shall use corporal punishment against any student.

Physical restraint or force is prohibited unless it is absolutely necessary to protect the child or others from harm, to protect school property, or to remove a student whose behavior is interfering with the school function if that student has refused to comply with a request to refrain from further disruptive acts. In such cases the restraining should be performed by a staff member who had crisis intervention training.

Examples of Teacher Disciplinary Actions

- Clearly stating teacher's expectation and request
- Changing the student's seat
- Isolating a student with a "time-out" chair
- Assigning a reflective assignment
- Loss of a privilege
- Loss of recess time
- Letter or telephone call to the parent
- A meeting with the principal

- Recognition of Positive Behavior

Good behavior should be acknowledged as well as poor behavior. We believe that rewarding students for good behavior will encourage them to continue the positive behavior and will motivate their peers to follow them.

- Praise!
- A positive note to student
- A positive note or phone call to parents
- Extra time for a game or a favorite class activity
- A small gift
- A visit to the Principal's office

The Policy set forth below states in brief form yet is not limited to, what disciplinary action will take place for serious or chronic offenses. Action taken will be based upon the severity of the incident.

Tardiness to class or prayer

- [1] Warning to student
- [2] Detention
- [3] Parent conference and suspension

No hall pass

- [1] Detention
- [2] In-school suspension

[3] Parent conference and suspension

Failure to Complete Homework

- [1] Lunch Detention and contact parent
- [2] After-school detention and contact parent
- [3] Parent conference and after-school detention
- [4] Parent conference and in-school suspension

Cheating

All students involved will be disciplined.

1st Incident - A grade of zero (O) will be given for the activity and parents will be notified in writing.

2nd Incident - A grade of zero (O) will be given for the activity and a parent conference will be held with the teacher and principal.

3rd Incident - A grade of zero (O) will be given for the activity and a three-day suspension. A parent conference with the principal must be held before the student may return to school.

Dress Code (Incomplete or no uniform)

- [1] Warning to student and provide appropriate clothing.
- [2] Contact parent
- [3] Detention
- [4] Parent conference and suspension

Leaving school building without permission

- [1] Parent conference and suspension
- [2] Expulsion

Littering (throwing things in the halls, lunch room, and classroom)

Or eating in the classroom or corridors

- [1] Warning to student and clean litter and instructing him/her to pick up the object or litter
- [2] Lunch detention
- [3] After-school detention
- [4] Suspension
- [5] Expulsion

Disrespectful behavior with Peers

- [1] Detention
- [2] Parent conference and suspension
- [3] Expulsion

Obscene Language (Gestures, derogatory remarks)

- [1] Detention
- [2] Parent conference and suspension
- [3] Expulsion

Improper Islamic behavior (Physical contact, teasing, passing notes, etc...)

- [1] Warning to student
- [2] Detention
- [3] Parent conference and suspension
- [4] Expulsion

Disrespectful behavior with faculty

- [1] Detention
- [2] Suspension
- [3] Expulsion

Graffiti

- [1] Clean and pay for damages
- [2] Detention
- [3] Parent conference and suspension

Fighting or Assault

- [1] Detention
- [2] Parent conference and suspension
- [3] Expulsion

* If the assault or battery is serious law enforcing authorities will be called in with the principal's discretion.

Vandalism***Pay all damages***

- [1] Parent conference and suspension
- [2] Expulsion

Theft

- [1] Parent conference and suspension
- [2] Expulsion

* Significant theft will be reported to law enforcement authorities

False Fire Alarm

- [1] Parent conference, suspension, and \$500 fine
- [2] Expulsion

Possession/Use of Tobacco, Alcohol, or Illegal Substances

Immediate Expulsion and notification of authorities

Possession of any type of weapon

Immediate Expulsion and notification of authorities

A student given an in-school suspension will spend his/her day completing daily assignments in the school office or another designated room. The student will have lunch in the same room and lose his/her recess time.

Supervised detentions will be held after school or before school.

Suspensions may be for one to five days in length according to the severity of the incident.

The Administration reserves the right to issue detentions, in school, or home suspension to any student as deemed necessary.

In case of severe disciplinary infractions and/or destructive behavior, the Administration reserves the right to immediately expel the student. If a student is expelled, he/she will not be promoted to the next grade and must reapply for admission for the following school year.

MCS Administration and Faculty will make every effort to fully investigate and serious disciplinary incidence and make a fair judgment and apply appropriate consequence.

STUDENT RIGHTS AND RESPONSIBILITIES

Each and every MCS student has the right to pursue a quality education free from discrimination on the grounds of biological and/or social factors such as race, nationality, family background, and physical characteristics and limitations that do not interfere with the performance of school-related activities.

Students are entitled to request a grievance hearing when they feel that:

- They have been mistreated by MCS Administrators or Teachers;
- They have been unfairly accused or penalized;

- Their academic performance has not been accurately assessed.

Requests for a grievance hearing must be submitted in writing to the Principal.

Students are expected to become familiar with and abide by all MCS school policies, rules and regulations.

Students should keep in mind at all times that MCS is an Islamic institution committed to operating in accordance with Islamic guidelines, and to maintaining an Islamic environment. Allah Almighty should be remembered throughout the school day, and His Blessed Name should be invoked before performing any action. Students should exhibit good Islamic adab (manners) and show appropriate respect for all MCS/IEC Administrators, Teachers, volunteers and other students at all times.

FIRE PREVENTION & SAFETY

The importance of fire prevention cannot be stressed enough. Carelessness and thoughtlessness are the two main reasons for fires. You should immediately report to the principal if you see any fire hazard such as:

- a) Inflammable liquids left uncovered
- b) Accumulation of paper, oily rags in storage areas, etc.
- c) Defective wiring or electrical devices.

MCS has set up fire prevention plans to protect students, faculty, other personnel and property. Fire escape plans are to be posted throughout the building. Familiarize yourself with the escape path your class is to take during a drill or an actual emergency.

Fire drills will be conducted at least 10 times during the school year to ensure an orderly exit from the building in case of an actual fire. Sometimes you will be notified when a drill will take place, other times you will not.

MCS Technology Use Policy

The Muslim Community School is pleased to offer its students access to its computer resources and the Internet. Access to the Internet will allow students to explore the multitudes of information available and to exchange electronic messages with Internet users throughout the world.

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 material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent of the MCS Technology Planning Committee is to make Internet access available to all students and teachers to further the school's educational goals and objectives. To this end, MCS hopes to work with parents and guardians 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.
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 material, threatening, harassing, and obscene materials.
3. Internet Usage
 - a. Students should be encouraged to use only their own user ID and password to log into the network and keep their password confidential and change it at regular intervals.
 - b. They have to exit the system before leaving their workstation.
Electronic mail (e-mail) is not guaranteed to be private. Network storage areas will be treated as school property. The school reserves the right to review any files and communications on the network at any time.
 - c. Appropriate language is to be used in all transmissions.
 - d. Students must not reveal their full name, phone number, home address, or those of other students.
 - e. They have to be reasonable in the amount of time they use the system and be considerate of system resources (printer cartridges, paper, etc...). Time limits may be imposed.

4. Work Priorities: At times when student need exceeds computer availability, students are to follow these guidelines to determine who has priority.
 - a. System maintenance by Staff
 - b. Class use
 - c. Completion of course assignments by students
 - d. Co-curricular projects/research
 - e. Personal use, mail and games

5. Students must not vandalize the network by harming or destroying the data or hardware on the system. Software will be installed and removed from the network and individual workstations by System Operator only. Students are not permitted to alter any of the system configurations.

6. Security of the computer system is essential. Access to electronic resources is intended for the exclusive use of authorized users. Any problems, which 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 other's password.
 - c. Attempting to log in to someone else's account.
 - d. Failure to notify the supervising staff member of a security problem.

Network Policy Enforcement Guidelines

The use of school computers is a privilege, not a right. Inappropriate use will result in cancellation of your privilege. Users are required to follow school policy and procedures. The supervising staff will determine the appropriate use of school computers in accordance with the accepted MCS guidelines. The supervising staff may deny, revoke, or suspend students' access.

The following are the steps, which the system operator in collaboration with administration will use in the event that a student decides not to abide by this policy. In most cases, these steps will be followed in order. Depending upon the infraction, however, some of the steps may be skipped.

- a) Verbal, written, or electronic mail warning
- b) Disciplinary probation
- c) Temporary access denial (lockout)
- d) Permanent access revocation
- e) Disciplinary school suspension
- f) Alternative punishment not involving access or usage restrictions

Demonstrated intent to violate policy will be considered the same as an actual violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

MCS HARASSMENT POLICY

It is the policy of the Muslim Community School to prohibit and forbid sexual, racial, and other illegal harassment of all employees and students at all times and during all occasions while at school, or at any school event or activity. Any act of harassment of students or employees by other students or employees based upon the race, color, sex, national origin, or disability of students or employees shall result in prompt and appropriate action, which could include, where appropriate, termination of offending employees or suspension or expulsion of students guilty of harassment.

MCS Non-Discrimination Policy

The Muslim Community School admits students of any gender, race, color, national or ethnic origin 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, national or ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs.

STUDENT RIGHTS AND RESPONSIBILITIES

Each and every MCS student has the right to pursue a quality education free from discrimination on the grounds of biological and/or social factors such as race, nationality, family background, and physical characteristics and limitations that do not interfere with the performance of school-related activities.

Students are entitled to request a grievance hearing when they feel that:

- They have been mistreated by MCS Administrators or Teachers;
- They have been unfairly accused or penalized;
- Their academic performance has not been accurately assessed.

Requests for a grievance hearing must be submitted in writing to the Principal.

Students are expected to become familiar with and abide by all MCS school policies, rules and regulations.

Students should keep in mind at all times that MCS is an Islamic institution committed to operating in accordance with Islamic guidelines, and to maintaining an Islamic environment. Allah Almighty should be remembered throughout the school day, and His Blessed Name should be invoked before performing any action. Students should exhibit good Islamic Adab (manners) and show appropriate respect for all MCS/IEC Administrators, Teachers, volunteers and other students at all times.

The Right of Allah

“Your Lord has ordained that you must not worship and obey anything other than Him.”

Surah Bani Isra'il 17:23

Rights of the Student

It is the right of your dependents in knowledge that you should know that Allah has made you their master bestowing upon you knowledge with the treasure of wisdom. Therefore, if you are generous in this commission given to you by Him you will be a virtuous man, and you will have hope and true faith. Otherwise you will be guilty against His creatures.

Imam Zayn-ul-Abideen (a.s.)

Responsibility to Your Parents

Prophet Mohammed (S) says, “Goodness and benevolence towards your father and mother is superior to prayers, fasting, Hajj, Umrah, and Jihad, and it carries a greater recompense.”

Responsibility to Your School

This school belongs to you. The reputation of any school depends upon its students. Therefore, it is your responsibility to be good Muslims and good students. In this way you can bring honor and dignity to your school.

Rights of Your Teacher

It is the right of your teacher that you respect him/her and respect the dignity of his audience, to listen to him while intently facing towards him and to help him to teach you knowledge, which is something that you cannot be without.

Imam Zayn-ul-Abideen (a. s.)

Responsibility to Your Classmates

It is your responsibility to help your classmates and influence each other to become better Muslims. You must treat each other the way you want others to treat you. You must help each other to achieve the very best education possible.

STUDENT SERVICES

Congregational Prayer

Students in third grade and up are required to participate in congregational prayer every day. On Friday, students join the community for the Salat-ul-Jumah.

Teacher Advisors

Students in fifth grade and up meet with their Teacher Advisor for homeroom each morning. The Teacher Advisor follows the progress of each student and offers assistance and help whenever needed. The homeroom teacher is the key person in monitoring the students' academic, emotional, and social progress, and in communicating with parents.

Parents are encouraged to share with Teacher Advisors whatever information they think will help their children.

Library

Use of the school library is encouraged for formal study and research, browsing, and borrowing. The library is open at various times for students of all grade levels to use. Students are expected to follow library rules at all times or their library privilege will be taken away. Fines will be imposed for any books returned late, damaged, or lost.

Computer Lab

Students interested in using the Computer Lab outside of class time should make arrangements with the Computer Technologist. Before any student will be allowed to use any computer, both the student and parent must sign the MCS Acceptable Use Policy.

Meals

School provides hot lunch on daily basis. Parents are expected to enroll for lunch program and make the necessary deposits. At the end of each month the invoice will be send to the parents. The menu will be posted on school website and send home on monthly basis. Students may bring their own lunches from home, but we do not have facilities to store student lunches in a refrigerator or warm up students' food. Students are not allowed to bring glass containers to school as this can create a safety hazard.

Lockers

Students in 5th grade and up are assigned lockers for the year. Every student is required to provide a lock for the locker. All locker changes must be authorized. No student is to occupy more than one locker. Students will be expected to pay for the cost of any willful damage to their lockers. Usually, students will be asked to empty their lockers before winter, spring, and summer breaks for cleaning.

Lockers, like desks, closets, and other furnishings, are property of MCS. School authorities reserve the right to search them in the presence of the student at any time. If a student refuses such search, parents will be notified and required to be present at the search.

ID Cards

Students will be issued a photo ID card each year. Students are responsible for carrying their ID cards at all times and showing their cards upon request. Lost cards are to be reported to the school office.

Telephone and Messages

There is no telephone available to students for general use. In an emergency, students may request to use the school office telephone. Students will not be called to answer telephone calls. Parents may leave a message with the school receptionist.

Lost and Found

The school office maintains a lost and found box. During Parent Conferences, the items will be on display for parents to identify and retrieve. All unclaimed items will be donated to charity at the end of each trimester.

Co-Curricular Programs

At MCS, students have the opportunity to participate in a variety of co-curricular activities. Team sports, school clubs and organizations, holiday programs and activities, field trips, graduation and award programs, and other ceremonies and programs are considered co-curricular activities, which students must meet the requirements to participate. Participation in these activities is a student privilege, not a student right.

Joyful Juma'

MCS students participate in Islamic Education Center's Friday Prayer with the community. After prayer student have the opportunity to participate in the club of their choice. This is a part of school curriculum to improve students' social skills and give them a chance to explore their interests. Some club activities might require a small fee for additional material.

After School Program

MCS provides after school program from 3:30 to 6:00 PM for a fee. The program includes, sport, Farsi, Arabic, and Quran classes, and homework help and tutoring.

FIELD TRIPS

Field trips are a student privilege, not a right. MCS 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 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.

TRANSPORTATION

School transportation had been offered in the past, and it will be offered again once the school's fleet of vehicles is operational.

Transportation will be provided for students at a minimal fee. If there is a delay in the payment of the fees, transportation will be discontinued until the fees are paid up to date. For the safety of all, transportation rules are as follows

1. Be at your bus stop a few minutes prior to the scheduled time.
2. Obey the bus driver and sit only in your designated seat.
3. Walk as you get on and off the bus, and do not push other students.
4. Take your seat immediately upon entering the bus and fasten the seat belt.
5. Keep the bus clean.
6. Stay in your seat and do not stand.
7. No bad language, misbehavior or joking in the bus.
8. You are allowed on the bus only if you wear the school uniform.

The bus driver will report any wrong doing to the school administration immediately.

The following procedure will be followed should any student disobey rules:

First Offense	Warning to parents
Second Offense	No bus service for three days
Third Offense	No bus service for one week
Fourth Offense	Bus service canceled

MCS reserves the right to discontinue transportation service to any student who exhibits severe or repetitive disruptive behavior on the bus.

Transportation Provided by Montgomery County

MCS is authorized to issue bus cards to eligible students to be used for school transportation. Interested students should apply at the school office.

SCHOOL VISITORS

Parents and prospective parents are always welcome to visit the school and meet with staff members. It is recommended that you call the school to arrange an appointment, as teachers have regular class hours and cannot meet parents during class time. When you arrive at school, report to the office to obtain a visitor's pass. In order to insure the safety and security of all students and staff, no one is allowed in the vicinity of the classroom area without authorization.

PARENT – TEACHER ORGANIZATION

The Muslim Community School Parent-Teacher Organization (PTO) has been established as a support mechanism for the school to encourage parental involvement in the educational process of students, and to allow parents a forum for expressing concerns and offering suggestions and comments. The PTO meets on a monthly basis. The Administration strongly urges the membership of all parents in the PTO. Officers of the PTO are elected annually. The Organization has established guidelines for membership and participation, and a nominal fee is required of all members.

Parental involvement in the operation and development of our school is vital for its continued growth and prosperity. PTO members donate their time by serving on school committees, co-hosting school functions, and assisting the teachers in any way possible. Fund raising, student recruitment and field trips are part of member activities.

As a part of a national initiative to increase the level of parental involvement in children's educational processes, many workplaces offer flexible work hour arrangements. You may wish to find out if your employer participates in such flex-time programs, and if not, request that they consider doing so.