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As salaamu alaikum

Dear Parents,

Welcome to Clara Mohammed School (CMS) We pray all of you had a wonderful and restful summer.

This year we will continue to aim toward a tradition of spiritual growth and academic excellence throughout the curriculum. All the teachers and support staff here at CMS are excited about working with your child(ren).

We look forward to working with all the wonderful parents of our students and building a stronger sense of community within our school. We encourage you to become active in the Islamic Parent Teacher Organization (IPTO). Becoming a member of the IPTO, will ensure that students succeed in all their endeavors. It has been proven that when parents are involved, students achieve more, thereby enhancing their self-esteem.

On behalf of the entire Clara Mohammed School family, I welcome you to this school year.

Sincerely,

Nia Jackson  
Principal

“By degrees shall we teach thee  
To declare (the Message)  
so thou shall not forget. . .”

Holy Quran, Surah 87, Ayat 6

## Sister Clara Mohammed: Wife, Mother and Educator

Sister Clara Mohammed was born November 2, 1899, in Macon Georgia. She married the late Elijah Mohammed and their marriage produced eight children: two daughters and six sons.

During the early years of her children's lives, she was compelled to find an alternative to her children attending Detroit's public schools. The schools were unsuitable for her children's initial developmental needs. So, at great sacrifice, she taught them herself at home and had a tutor assist their Islamic education in academics and moral excellence. This was done upon her husband's instruction until an Islamic school could be build for them, and other Muslim children. This action was the seed of the establishment of Clara Mohammed schools across America.

Allah rewarded her for taking this initiative early in her children's lives by blessing her to produce a family of dedicated Muslims. One of her sons is the world renowned Muslim American Spokesman for Human Salvation in this country and throughout the world, Imam Warith Deen Mohammed. Another of her sons is a college professor, Dr. Akbar Mohammed. One of her daughters has dedicated over 23 years of teaching in the institution of Sister Clara Mohammed Schools, Mrs. Raya Mohammed. A third son is a successful business man and the former manager of Mohammed Ali, the world's Champion boxer, Herbert Mohammed. The other four brothers and sisters are successful in their individual fields.

Sister Clara Mohammed strove to instill in her children the lasting qualities of family love, caring, strong moral values, commitment and independence. She stressed the Islamic ideas of respect, love, and warmth between parents and children. She faced opposition from authorities and others with determination and strength. She was totally committed to equitable education for all students.

In our growing understanding of the depth of the good qualities she possessed, may Allah place in our hearts and minds the same patience and perseverance to instill these essentials in our own children, insha-Allah. She passed away on August 12, 1972.

## **CLARA MOHAMMED SCHOOL SONG**

THIS PLACE WHERE WE COME TO GROW  
TO LEARN THE THINGS THAT WE MUST KNOW  
OUR SCHOOL OFFERS US THE BEST  
TRUTH AND RIGHTEOUSNESS  
SISTER CLARA MOHAMMED, CLARA MOHAMMED SCHOOL

NAMED FOR OUR SISTER DEAR  
HER DREAMS WE FULFILL RIGHT HERE  
SHE WORKED AND STRUGGLED THAT WE MAY  
HAVE A PLACE TO GROW TODAY  
SISTER CLARA MOHAMMED, CLARA MOHAMMED SCHOOL

WE'LL NEVER FORGET THE LESSONS WE'VE LEARNED  
WE'LL TAKE THE WISDOM GIVEN TO US  
AND GIVE IT TO OTHERS IN TURN

HOW PROUD WE ARE TO WEAR HER NAME  
HER MEMORY WE HOLD DEAR  
SHE OPENED THE DOOR TO KNOWLEDGE FOR US  
WE THANK ALLAH FOR HER

HER WORK HAS NOT GONE IN VAIN  
HISTORY WILL BEAR HER NAME  
FOR WE'LL BUILD OUR FUTURE STRONG  
WITH THE TRUTH THAT SHE STOOD ON  
SISTER CLARA MOHAMMED, CLARA MOHAMMED SCHOOL

## EDUCATIONAL PHILOSOPHY

G'd has placed a duty on man to learn. It is through proper education that man realizes the full unfolding of his excellent nature and noble purpose. Everyone possesses an inherent capacity for intelligent life. If properly educated, that intelligent life will be manifested by an expanding sense of social responsibility.

The urge for intelligent growth is natural and pervasive in man. His natural course of development, if uninterrupted, will be towards intelligent life. His need for fulfillment of his inherent social needs bids him towards morally sound and intelligent behavior.

A major purpose of education is to nourish man toward a higher and higher awareness of nature and his purpose, of his duty to prove worthy of the dignified station that his Creator has granted him in the creation, and of the vital role of learning in meeting his responsibilities.

Education should meet the challenge of the particular environment in which it is imparted. It should be planned to make its recipients capable of dealing with the physical, social, and psychological realities of the world in which they live. Never should its aim be compromised; it should always aim at excellence.

Clara Mohammed School has an integral connection with the American environment and with African American excellence. This obligates us to endeavor to understand the history and the problems peculiar to this ethnic group, towards the end of achieving our universal aim. The school also fosters an appreciation of the noble principles upon which America was founded. This is towards the end of cultivating qualities that characterize good citizenship.

Since the need to learn is inherent, we should plan and impart education in such a manner that it capitalizes upon the immediate as well as the long-range need of the learner. The educational process should be natural – practical and realistic to the learner.

Our aim is to develop persons who are G'd –conscious, who are capable of thinking clearly, logically and creatively, and who have a strong commitment to use learning to develop respect for G'd-consciousness in the service to society and humanity.

### **Mission Statement**

To provide children with a wholesome, safe environment; encourage the development of G'd consciousness, academic excellence and good moral character; also, establish a strong teacher, parent, child relationship.

**CLARA MOHAMMED SCHOOL  
Of Miami, Inc.**

**ADMISSIONS CRITERIA**

Clara Mohammed School provides for its students an academic and social environment conducive to moral, spiritual, and intellectual growth. The pursuit of knowledge and its application are considered the G'd-given right and obligation of every student. Clara Mohammed School welcomes student applicants who demonstrate commitment to the pursuit of moral and academic excellence.

**Prospective Students Must:**

- a. Demonstrate a strong interest in academic learning
- b. Have a good record of social and moral conduct
- c. Along with their parents, sign a statement of support for the school, its staff and policies
- d. Complete a two-part interview
  1. Student and admission team
  2. Parent or guardian and admission team
- e. Along with parent or guardian, attend a **required school orientation**
- f. Submit the following prior to application deadline:
  1. A copy of certified birth record
  2. An updated immunization record
  3. An official transcript from previous school(s) clearly indicating all grades, as well as other pertinent records, including standardized test scores, psychological evaluations, and individualized educational plan (grade school)
  4. Complete registration form with required fee payment



## **ADMISSIONS POLICY**

### **A. Records-Transcript-Evaluations-Credentials**

1. All transcripts from all previous schools must be received by school administration within 10 days after parent or guardian formally submits application.
2. All information requested by CMS must be received before a student is considered officially enrolled.
3. Students without transcripts, pertinent records and latest report cards will be given provisional placement status. Parents will be notified of their child's status in writing.
4. Immunizations/waivers must be up-to-date, and proof submitted before **ANY** student is admitted to class. **NO EXCEPTIONS.**

### **B. Parents/Students Interview**

1. Student applicants will be interviewed.
2. Mother, father or legal guardian will be interviewed in person.

### **C. Academic Acceptance**

1. All elementary students must have been promoted to the next grade level from previous schools at the end of the year.
2. Transferring elementary students must have passing grades in all the following subjects: reading, math and language. Students who fail to meet the above requirements may be placed provisionally.
3. Students who have exhibited behavioral difficulty will not be accepted.
4. Students who have been suspended or expelled from another educational institution will not be accepted.

### **D. Home School**

1. All students will be placed in the grade to which they were promoted by the previous school as indicated by the school's official transcript.
2. Parents must submit transcript, evaluations, and standardized test results, maintained by accredited homeschool provider within ten days of filing an application with CMS.
3. Home-school students will be tested to further assess appropriate placement.
4. Parent must submit in writing, an outline of the curriculum, test results, and evaluation of student's performance from home school instructor.

**E. Testing of New Students**

1. New students will be tested in English and Math.
2. Diagnostic tests in Math and or English will be given as needed.

**F. Age and Promotion requirements: Pre-School through 8<sup>th</sup> Grade**

\*Minimum age requirements upon entering:

1. Pre-School 2 ½ years and toilet trained
2. Pre-Kindergarten – 4 years by the end of current school year
3. Kindergarten – 5 years old before December 31
4. First Grade– 6 years old
5. Second Grade – 7 years old
6. Third Grade – 8 years old
7. Fourth grade – 9 years old
8. Fifth Grade – 10 years old
9. Sixth Grade – 11 years
10. Seventh Grade – 12 years
11. Eighth Grade – 13 years

\*Age will not be the only criteria in placing a student in the appropriate grade.

**G. Orientation**

All students and parents must participate in Orientation in order to be admitted.

## STATUS OF ADMITTED STUDENTS

### Good Standing

All students will be considered in “Good Standing” except:

1. Those students admitted with provisional qualifiers
2. Those students on academic probation
3. Those students on social probation

### Probation

1. **New/Returning Student Probation** – All students will be on probation for the first four weeks, during which time their academic and social progress will be closely monitored.
2. **Academic Probation (Grade School)** – Any student failing to earn a GPA of 2.0 (“C”) at the end of the previous school year.
3. **Social Probation** – Any student earning more than three (3) disciplinary referrals in a given semester will be placed on social Probation. The academic and social performance of such students will be closely monitored.

## **SUSPENSION AND EXPULSIONS**

Students may be suspended or expelled for one or more of the following reasons:

1. Falsification of application or other records
2. Failure to maintain a minimum grade point average of 2.0 ("C") per grade period (Grade School only)
3. Failure to attend to classes
4. Failure to accept correction or consequences (of negative behavior)
5. Neglecting school services assignments
6. Fighting
7. Sexual misconduct, lewd and licentious behavior
8. Stealing, vandalism, or malicious destruction of property
9. Disrespecting or disrupting worship services
10. Failure to follow Islamic uniform dress code
11. Unauthorized entry into restricted areas
12. Leaving school without permission
13. Possession of weapons
14. Using profane language or making obscene gestures
15. Intimidation, threats, rumors, extortion, blackmail
16. Repeated offenses of any of the aforementioned kind
17. Affiliation with gangs or gang-like activity
18. Recurring unexcused absences or tardiness
19. Excessive tardiness (more than three (3) per grading period)
20. Disrespecting authority figures
21. Unauthorized use of cellular phones or other electronic devices

## **ACADEMIC PROGRAM INFORMATION**

The chief purpose of a school is to deliver instruction. Every student has a right to learn and must respect the right of his/her teacher and fellow classmates. Every student has the right to be successful and is expected to put forth his/her best to achieve.

### **Homework Policy and Expectations**

We are a homework school. Homework consists of both written and study work. Homework may be given each day in some form as deemed appropriate by the teacher. The purpose of homework is to reinforce material already taught at school, and in addition, train the child to accept the responsibility for taking work home, completing it, and getting it back to school as assigned.

#### **Teachers are expected to:**

1. Provide students with meaningful homework assignments several times a week.
2. Make every effort to ensure that students understand homework assignments before they send home the assignments
3. Answer questions students have concerning homework after the work has been completed.
4. Collect homework.
5. Provide students with meaningful written feedback on homework within a week's time.
6. Ensure that graded homework is available to students as study tools for tests.

#### **Students are expected to:**

1. Participate fully in class on independent practice assignments.
2. Know what the homework assignment is for each class/subject.
3. Ask questions when homework assignment is not clear.
4. Put forth a concerted effort to complete homework and do it correctly.
5. Turn in homework for teacher to evaluate/assess.
6. Use returned, corrected homework as study tool for tests.

#### **Parents are expected to:**

1. Provide their children with adequate time and an appropriate environment in which to do homework.

2. Understand that their child will have some type of homework every night, even if that homework is simply reviewing the lesson covered in class that day, reading the Holy Qur'an or another book, or memorizing surah/hadith.
3. Realize that homework assigned will average about 30 minutes per academic subject.
4. Require that their children complete homework assignments and turn them in when requested.
5. Parents are encouraged to support the student's efforts by reviewing homework for completeness/neatness and providing a suitable place at a regular time with adequate material on hand.
6. Parents are expected to assume the role of teacher at home.
7. All homework is to be signed by parents.

### **Cheating**

The school looks upon cheating as a very serious offense. Not only is it dishonest but it also robs a student of the education he/she deserves. Cheating will not be taken lightly. Cheating is defined as copying other students' papers or efforts and the unauthorized use of notes, books, or other aids on assignments, quizzes and/or tests. When evidence is clear that a student has cheated, the teacher will do the following:

1. Give the student a zero (0) for the assignment, quiz, or test;
2. Notify the parent immediately of the situation, informing the parents of the consequences of the student's behavior. **Students will not be allowed to make up work which a zero (0) was given because of cheating.**

**(NOTE: Students who share their own work for the purpose of another student's cheating are also subject to the same disciplinary action)**

### **Report Cards/Progress Reports**

Interim reports are sent home in the middle of each grading period. Deficiency notices are sent out when students are failing to live up to course requirements. Report cards are issued four (4) times per school year (about once every nine (9) weeks). Progress reports will be sent out in the middle of each grading period.

## **GRADING POLICY**

The overall goal of CMS Grading Policy is to provide a letter symbol to summarize a student's progress or achievement within a given period of time.

### **Pre-Kindergarten and kindergarten**

A = Almost Always

E = Emerging

N = Needs Attention

S = Sometimes

### **First through Eighth Grades** (academic and conduct)

A = Excellent (90-100)

B = Good (80-89)

C = Satisfactory (70-79)

D = Needs Improvement (60-69)

F = Failing (59-0)

### **Effort**

1 = Putting forth Maximum effort

2 = Has the ability to improve

3 = Putting forth Minimum or No effort

### **Levels of Instructions**

1 = Above Grade level

2 = At Grade level

3 = Below Grade Level

## **STUDENTS DRESS CODE**

Uniforms must be worn by all students Monday through Friday. Uniforms consist of the Clara Mohammed School shirt and khaki: dark blue or black bottoms. Blue jeans **are not** an acceptable alternative to the uniform pants or skirts. Girls should also have a head cover for prayer times. Uniforms from previously attended schools that are not the same as those of CMS are not acceptable. All uniform attire should reflect Islamic modesty.

Students not in uniform by the second week of school will be given a written notice of the requirement. After the second week, failure to wear the uniform to school the next school day will result in the parent being contacted to pick up the child until such time as they comply with school policy.

**Students are expected to be in uniform within two weeks (2) from the date of registration at Clara Mohammed School.**

**\*Pre-school students please refer to the Appendix located at the back of this handbook.**



## GENERAL POLICIES AND PROCEDURES

### Conferences

Conferences are arranged through the school office by request of the parent or teacher. Parents are encouraged to request conferences regarding their child's progress. A mandatory parent/teacher conference will be held at least twice per year.

### Guest Speaker

Guest speakers must be approved by the Principal prior to addressing a class or student assembly.

## SALAT (PRAYER) PROCEDURES

**Enjoin prayer on the people and be constant therein, we ask you not to provide sustenance: We provide it for you. But the Hereafter is for the Righteous. -Holy Qur'an 20:132**

Zuhr prayer (mid-day prayer) is part of the regular school day. When the call for prayer (Adhan) is made, everyone immediately stops all activities and prepares for salat (prayer). Students are to be accompanied by their teacher in an orderly manner to the Musalla and wait quietly for the prayer to begin. No playing, talking or disrespectful behavior is allowed. Poor conduct during salat will not be taken lightly and strong disciplinary actions will be taken against those who continue to show a lack of control and disrespect. Parents are expected to require strict discipline from their child(ren) in this manner.

There is no compulsion for anyone to practice the religion of Al-Islam. It is an individual's choice. Clara Mohammed School is cognizant that all of the students are not from Muslim homes. Salat (prayer) and Jum'ah prayer (Friday prayer) are not required of any student whose parents provided a written request that their child be excused from making salat and state the specific reason for the request. All students will be required to participate in the Islamic studies and Arabic classes, which are part of the curriculum.

## **Salatul Jum'ah**

The purpose of the Friday congregational worship, observed around noon by Muslims throughout the world, is to deliver a message concerning any matters related to Al-Islam or the life of Muslims, followed by two rakahs of salat. Jum'ah serves to educate Muslims in matters pertaining to their faith, recall them to the observances of its teachings and to inform them of current events of mutual concern to all. **Friday is not a day of rest, but one of obligatory worship.**

Without salat (prayer) the Muslim would not be able to maintain a strong link with Allah (G-d), nor continue the relentless inner struggle against wrongdoing. Thus, no matter where he is, it is his duty to maintain salat faithfully and whenever possible, in the company of fellow Muslims. Hence, congregational prayer, especially that of Friday, are observed regularly in a Masjid, Islamic center or some other designated facility.

## **Jum'ah Procedures**

Jum'ah is held every Friday at Masjid Al-Ansar at 1:30 p.m. Students are expected to move to and from the prayer in a disciplined manner. No lagging behind, horseplay, leaving the assembly area, etc. is allowed. All students should make wudu (process of washing parts of the body) before proceeding upstairs to attend Jum'ah and everyone should be neat and clean. When students arrive in the Musalla area, they are to quietly take their seats with their class. After conclusion of Jum'ah, students should remain seated until directed by their teacher. Students should leave the Musalla in a disciplined manner and return to their designated classroom until their parents sign them out.

## **Jum'ah Attire**

On Friday for Jum'ah prayer boys are required to wear a white dress shirt with a black bow tie and black pants. Girls are required to wear a (Not Currently Available).

## **ATTENDANCE POLICIES AND PROCEDURES**

Students should be present in school unless the absence is absolutely necessary. Teachers will make available as much of the missed assignments as possible. Students are expected to attend and be on time to every class. The school will make every effort to check with parents by telephone regarding a student's absences.

If a student is absent for any reason, the school must be notified in writing as to dates of absence, the reason why the student was not in attendance and a telephone number where the parent/guardian can be contacted. The note must be signed by the parent/guardian. As a courtesy to the school, please call the school office by 8:00 a.m. if your child will be absent or late.

### **Approved Absence**

The Principal should be notified in writing by the parent/guardian well in advance of anticipated absences. With advance notice, arrangements may be made for make-up work in most situations.

### **Approved absences are:**

1. Illness (Excused absences for illness must be accompanied by a note from the health professional if for more than three (3) days)
2. Deaths in family
3. Pre-approved absences

### **Make-up Work Due to Excused or Approved Absences**

Teachers will have the discretion of scheduling all make-up work. This make-up work should be completed as soon as possible. It is the student's responsibility to complete all make-up work within 10 days under normal circumstances, unless other arrangements have been made with the teacher. A student will not be penalized, however, should the teacher decide not to schedule make-up work for excused or approved absences.

### **Rules for Excessive Absences**

Students who are absent for eight (8) days in a given quarter will be suspended and/or placed on academic probation. After the third absence, the teacher will consult with the student and the parent. After five (5) absences, the student will be referred to the

Principal who will schedule a conference with the student and parent/guardian following written notification.

### **Tardiness**

Promptness to school is vital to the efficient operation of our school. Students must make every effort to arrive to school with the proper tools (books, paper, pens, pencils, etc.). Unexcused tardiness to class will result in progressive disciplinary action.

Chronic tardiness (5 times) to school or class will be referred to the Principal for appropriate disciplinary action. The first tardy through the fourth tardy will be handled by the classroom teacher.

### **Lunch**

**“O ye people! Eat of what is on earth, lawful and good...”-Holy Qur’an 2:168**

### **DO NOT SEND FOOD MADE OF PORK OR CONTAINING PORK BY-PRODUCTS.**

While some students do not come from Muslim families, they do like to share and trade lunch with other students who may come from Muslim families. **PLEASE READ THE LABELS** of the food items you purchase for your child’s lunch and/or snack. Some common pork by-products are: lard, gelatin, and animal fat.

A hot lunch is provided on a daily basis, as well as morning (pre-school only) and an afternoon snack. Students are expected to maintain appropriate behavior during the lunch period. If you do send lunch with your child, you are encouraged not to send candy, chocolate, sugary treats, cookies, etc. **DO NOT SEND** bottled or canned sodas. Beverages in glass bottles could pose a safety hazard. If you send a soda to school (bottle or can) it will be confiscated and your child will be given a more suitable substitute—water.

Every student must do his/her part to clean up after eating. The following rules must be observed:

1. All food must be eaten in the dining area.
2. Students will place all accumulated trash in trash receptacles.
3. Students are not to throw food items or objects of any kind.
4. Excessive noise in the dining area creates an uncomfortable atmosphere and will not be tolerated.

## **Field Trips**

**“Travel through the Earth and see how Allah did originate creation...”-Holy Qur’an 29:30**

As an enhancement to the learning experience of CMS students, field trips to various types of quality activities and locations are scheduled throughout the school year. Field trip fees, when charged, will be nominal. Parents will be notified at least two (2) weeks in advance of any forthcoming field trip and will be required to sign a permission form allowing their child to participate. Students must wear uniforms in order to participate in field trips. Parents are encouraged to serve as chaperones on any field trip.

## **Lost and Found**

Any article found should be turned in to the school’s office. Although the school maintains a lost and found, pupils must assume responsibility for personal belongings, textbooks and other property. A lost and found box will be maintained for items of clothing, books, etc. All items, school and personal, should be labeled with students’ names.

## **Early Dismissal**

Students who must leave school early due to appointments, etc., must be signed out in the school office by a parent or guardian or person designated by the parent/guardian before the student will be released from class. Students will only be released to a person whose name is listed on the emergency forms on file. Clara Mohammed School personnel reserve the right to request photo identification from persons who are not familiar.

Students are not to leave the school site without approval from the school office and with the consent of the parent or guardian. Students leaving the school site during the regular school day without permission from CMS staff will be automatically suspended.

Students must receive permission from their classroom teacher before leaving the classroom.

## **Procedure for Early Dismissal**

Students are not to leave school at any time after arriving on campus. Students leaving without being properly checked out are considered truant.

1. **Pre-arranged checkout** upon arrival to school, the student must take a note from his/her parent to the School Office. This note should state the date and time the student is to be picked up by whom, the reason and the telephone number where the parent may be reached, and the parent's signature. A student will not be released until the designated person arrives and signs the child out.
2. **Illness checkout** – The teacher will issue a note for the student to report to the School Office. Students must report directly to the office and to no other area. A parent will be called and must come to the school to sign the student out.

### **Student Arrival and Dismissal**

1. **Student Responsibility** – Students must arrive to school in complete uniform, cleaned and pressed. Each student must arrive to school with all necessary supplies.
2. **Parent Responsibility** – Parents are expected to bring their child to school on time every day that school is in session. Parents are expected to give proper notification on the days their child is absent or tardy. For grades Pre-School through Kindergarten, parents are expected to walk their child into the school, sign in on the daily attendance sheet and deliver their child into the hands of the teacher. **NO CURBSIDE DROP-OFFS ARE PERMITTED.** Parents are expected to pick up their children NO LATER than 5:30 p.m. and sign them out. If a parent must be unavoidably late, they must call the school to make the staff persons on duty aware of the problem. A fee of \$3.00 for every five (5) minutes or portion thereof after 5:30 p.m. is assessed. A late pick-up form is to be signed by the parent at the time of pickup. The closing staff is responsible for informing the parent of the late charge and submitting a copy of the form to the Principal. All late pick-up fees are due the next morning to the Principal/Administrator before your child may be left at CMS. Failure to pay will result in the pick-up fee and an additional late fee being added to your child's tuition amount. Tardiness over 2 hours will result in the proper authorities being contacted. If there is repeated tardiness, CMS reserve the right to remove your child from the school.
3. **School Responsibility** – All teachers are expected to be present in their classrooms and ready to receive students at the designated time of 8: 30 a.m. Teachers designated to receive students prior to the beginning of school day must be in place to receive students beginning at 7:00 a.m. Teachers designated on duty for the after-school program must be with the students and not in another location during that period of time.

## **Withdrawal From School**

If a student is to be withdrawn for any reason, the parent or guardian must officially (in writing) make the request from the School Office. The parent or guardian must sign appropriate forms. The Principal's signature is also required. No school records will be released or sent to another school system until all outstanding accounts are paid in full.

## **Physical Education**

All students are expected to participate in P.E. unless he/she has a written request from parents with a doctor's note not to participate.

## **Medications**

Medications will not be dispensed or administered to students. This includes aspirin or acetaminophen (Tylenol). Students who must take prescribed medications must report this to the School Principal to obtain authorization. To ensure that the student receives the proper dosage prescribed, parents must include a dispensing tool with proper dosage markings and very specific, precise dosage information and times. Regular teaspoons do not qualify. (Medication Authorization Form must be completed.)

## **Off Limit Areas**

Students are prohibited from entering the kitchen/food preparation area and the School Office unless they have a permitted reason for being there. Teachers' desks and files are restricted from all students.

## **Telephones**

The school telephones are for school use only. Only students who are ill or who must call home because of an emergency may be permitted by the Principal to use the telephone.

## **Cellular Phones and other Technology Devices**

Cell phones and other technology devices are not permitted for use at CMS. CMS is not responsible for any cell phones or any other personal technology devices. Students who need to make contact with parents must get permission from school staff. Students assume full responsibility for their own cell phones and other devices. Students should

store cell phones and technology devices out of sight at all times. Cell phones and technology devices must be turned off at all times during school hours. If a student violates the Cell Phone and other Technology Devices Policies the school staff shall confiscate the devices and take it to the office. If a device is confiscated the appropriate administrator will assign disciplinary action and the device will be returned to the parent at the end of the school day.

### **Emergency Drills**

Periodically, fire and hurricane/in climate weather alert drills will be held. During these drills, students must realize the importance of listening, obeying rules and regulations, remaining calm, and taking the drill seriously. Careful attention must be given to specific instructions by the teacher. In each classroom and in common areas, exit routes are posted. Students are encouraged to familiarize themselves with these exit routes and/or locations.

### **Safe School**

In order to ensure a safe, non-threatening environment for faculty, students and everyone with business at the school, school administrators must take certain precautions:

1. **Searching** – School administrators are permitted by law to search students' book bags if there is a reasonable suspicion that the safety and/or well-being of everyone at the school may be in jeopardy.
2. **Identification of Persons Coming on Campus** - All persons entering the school during regular school hours must report to the School Office, sign in, state the nature of their business and be escorted to their designated area.
3. **Student's Responsibility** - Students are required to report to a teacher or administrator any activity or incident they believe could jeopardize their or anyone else's safety in the school.



## **EARLY MORNING DROP-OFF AND AFTER SCHOOL PROGRAM**

The Clara Mohammed School provides supervised early morning drop-off hours and an After-School Program for those parents in need of such services. The early drop-off hours commence at 7:00 a.m. and the After-School Program commences with the end of the academic school day at 3:15 p.m. Breakfast is not provided for early morning drop-offs; however, staff on duty will assure that your child receives any breakfast you may provide. An afternoon snack is provided as a part of the After-School Program.

## **STUDENT GRIEVANCE PROCEDURE**

When misunderstandings arise between students and teachers, the following grievance process is available to all students to resolve the problem:

1. When feasible, the student should meet with the teacher to discuss the issue.
2. If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher involved.
3. If still unresolved the matter should be referred to the Principal.
4. In extreme situations, unresolved issues must be put in writing and may be referred to the School Board for a final disposition or ruling.

## **SCHOOL AND COMMUNITY RELATIONS**

The climate of our school is of a closely-knit community where teachers, parents and students work and strive together in the spirit of cooperation.

### **Clara Mohammed School Islamic Parents and Teacher Organization (IPTO)**

The Clara Mohammed School Islamic Parents and Teachers Organization (IPTO) is the organ through which the home and the school connection is established and nurtured. Please join and offer your support.

### **Visits to School**

A time can be set to visit the school by calling the School Office at (305) \_\_\_\_\_. Parents are invited to assembly programs and other classroom activities and field trips. Parents are required to report to the School Office and sign in before visiting the classrooms.

Younger brothers, sisters, relatives or visitors are not permitted to spend the day at the school. Visitors must make arrangements with the Principal for extended periods of time at school.

### **Open House**

There will be a OPEN HOUSE each school year. Parents are invited to come and meet their child's teacher, receive pertinent school information and visit our school facility.

### **Mandatory Parent Volunteer Hours**

Studies have shown that successful public and private schools attribute their success to parent involvement. In an effort to continue to offer quality education and to encourage parental involvement, parents at Clara Mohammed School are required to perform ten (10) hours of Principal approved services during the academic year. Those families whose schedules do not permit participation in these service activities are required to support these activities financially. By volunteering, parents help to supplement resources that are beyond the school's budget.

In order to keep an accurate record of volunteer hours, each family should contact the School Principal to have volunteer hours validated. It is the responsibility of each family to have volunteer hours totaled. If at the end of school year, hours remain incomplete, a bill will be sent to the family for \$10.00 for each incomplete hour (not to exceed a total of \$100.00 for each school year). The obligation to volunteer is serious. A student may not be permitted to return to the school the following year if this obligation has not been met. To volunteer on a continuous basis a Level 2 background and fingerprint screening must be complete.

**CLARA MOHAMMED SCHOOL  
2018-2019 CALENDAR**

- |     |                           |   |
|-----|---------------------------|---|
| 1.  | August 13-17              | Teacher Planning Day                                  |
| 2.  | August 16                 | Parent Orientation                                    |
| 3.  | August 20                 | First Day of School                                   |
| 4.  | August 22-23              | Eid-UI-Adha – school closed                           |
| 5.  | September 3               | Labor Day – school closed                             |
| 6.  | September 21              | Teachers Workday - school closed                      |
| 7.  | September 27              | Open House  |
| 8.  | October 25                | End of First Grading Period                           |
| 9.  | October 26                | Teachers Work Day – school closed                     |
| 10. | October 29                | Beginning of 2 <sup>nd</sup> Grading Period           |
| 11. | November 6                | Teachers Planning Day – school closed                 |
| 12. | November 12               | Veterans Day – school closed                          |
| 13. | November 21               | Teachers Planning Day – school closed                 |
| 14. | November 22-23            | Thanksgiving – school closed                          |
| 15. | December 24-<br>January 4 | Winter Recess- school Closed                          |
| 16. | January 17                | End of 2 <sup>nd</sup> Grading Period                 |
| 17. | January 18                | Teacher Planning Day                                  |
| 18. | January 21                | Dr. Martin Luther King Jr. Observance – school closed |
| 19. | January 22                | Beginning of 3 <sup>rd</sup> Grading Period           |
| 20. | February 19               | All Presidents Day – school closed                    |
| 21. | March 22                  | End of the 3 <sup>rd</sup> Grading Period             |
| 22. | March 24-29               | Spring Recess -- school closed                        |
| 23. | April 1                   | Beginning of 4 <sup>th</sup> Grading Period           |
| 24. | April 19                  | Teacher Planning Day – school closed                  |
| 25. | May 5                     | Ramadan Begins  |
| 26. | May 6-10                  | School Testing  |
| 27. | May 27                    | Memorial Day – school closed                          |
| 28. | May 31                    | Graduation  |
| 29. | June 4                    | Last Day of School                                    |
| 30. | June 5-6                  | Eid-UI-Fitr   |
| 31. | June 7                    | Teacher Planning Day                                  |

## ACCEPTANCE RECEIPT

I have read the materials in the Clara Mohammed School Parent and Student Handbook and understand that My child(ren) and I will be expected to abide by its contents:

Signature of parents/guardian(s):

\_\_\_\_\_

Mother

\_\_\_\_\_

Date

\_\_\_\_\_

Father

\_\_\_\_\_

Date

\_\_\_\_\_

Principal

\_\_\_\_\_

Date

**WELCOME TO OUR COMMUNITY OF PRESCHOOL  
LEARNERS @ CLARA MOHAMMED SCHOOL**

## **EDUCATIONAL PROGRAM**

The CMS preschool and kindergarten classes have established the following Interest Areas where children can learn through role playing and interacting with materials and other people:

1. Gross Motor
2. Creative Expression
3. Dramatic Play
4. Science
5. Manipulatives
6. Blocks

The preschool and kindergarten classes follow Developmentally Appropriate Practices. The teachers use monthly themes to help them plan daily Circle Time and Small Group Activities. Music and outdoor activities are a part of the daily routine.

## **PHILOSOPHY OF TEACHING**

The Principal and teaching staff of Clara Mohammed School support and follow the ideas of preschool education listed below:

1. Children learn by doing.
2. Whatever young children know depends on what firsthand (hands-on) experiences they have had.
3. Learning takes place when young children touch, manipulate and experiment with things in their environment.
4. Learning takes place when young children are given the opportunity to interact with other children and adults.
5. Learning is a process of growth and the teacher's role is to be responsive to children's changing needs and interests.
6. Preschool teachers and the physical environment they provide should encourage independence and foster the decision-making skills in young children.
7. Self-esteem and confidence are cultivated when students (especially those of African American descent) retain their identity, ethnic pride and put their face on America.



## ADMISSION POLICIES

Clara Mohammed School does not discriminate in providing services to any child on the basis of race, religion, cultural background, sex or disabilities. An admission interview is held with every parent before a child is enrolled. This interview allows us to fully explain our philosophy and education program. It also allows the parents to share with the staff any special information about their child that would enable us to facilitate the child's adjustment and learning experience. Children are admitted into our Preschool program from age 2 ½ years to age 4 years. (Every child must be fully potty trained.)

We welcome all children and their families and have established policies for admission. The following documentation is required to be completed on or before the first day of attendance:

1. Enrollment forms and required tuition fee
2. A certified copy of birth record
3. Health form (physical examination) completed by a physician
4. Updated immunization record
5. Emergency contact card
6. Developmental history form
7. Field trip permission form
8. Consent for emergency medical treatment
9. Parent and school agreement/rules and consent and release for film, photos and video recording

## WITHDRAWAL FROM SCHOOL

If a student is to be withdrawn for any reason, the parent or guardian must make the request in writing at least 30 days in advance. The parent and the school Principal must sign withdrawal forms. There will be no tuition reduction for the week or month in which the child is withdrawn. No school records will be released or sent to another school until all outstanding accounts are paid in full.

## DROP OFF/PICK UP

All children must be brought into the building, signed in, and placed in the classroom with a teacher. **Under no circumstances will children be allowed to be dropped off at the curb, in the hallways or at the front door.** This is for the safety of your child.

Our school is open from 7:00 a.m. to 6:00 p.m. Parents are expected to pick up their children no later than 6:00 p.m. If a parent must be unavoidably late, they must call the school to make the staff persons on duty aware of the problem. This will eliminate the

imposition of a late pick-up fee. A fee of \$3.00 for every five (5) minutes or portion thereof after 6:00 p.m. will be assessed. A late pick-up form is to be signed by the parent at the time of pick up. The closing staff person is responsible for informing the parent of the late charge and submitting a copy of the form to the Principal. All late pick-up fees are due the next morning to the Principal before your child be left a CMS. Failure to pay will result in the late pick-up fee being to your child's tuition amount.

Tardiness over two (2) hours without any parent emergency contact will result in the proper authorities being contacted. If there is repeated lateness, CMS reserve the right to dismiss your child from the school.

### **EARLY PICK UP**

Students who must leave school early due to appointments, etc., must be signed out in the school office by a parent or guardian or person designated by the parent or guardian before the student will be released. Students will only be released to a person whose name is listed on the emergency contact form on file in the school office. CMS personnel reserves the right to request photo identification from persons not familiar

### **ORIENTATION**

All students and parents must participate in orientation in order to be admitted. Preparing your child for the new experience of attending school or changing to a new school is a very important step in the process of growth and change. Three simple steps will help:

1. Visit our school with your child before the first day of attendance so the child can see the classroom and meet the teacher.
2. Explain to your child what the new daily routine will be and answer any questions they might have. Reassure them that you will bring them back home every afternoon.
3. When it is time to leave your child leave quickly and cheerfully. Don't sneak out.

The yearly tuition is based on a period of ten (10) months. Payments must be made on the first day of each month. Payments can be made for the entire year. If your child is out of school due to illness or vacation or travel the same tuition is due. Adjustments and exceptions cannot be made as all staff is hired on a yearly basis according to the number of children enrolled.

## SCHOOL VISITATION POLICY

Parents are always welcome at Clara Mohammed School throughout our hours of operation. **Please stop by the office to receive a visitor's pass before visiting any classrooms.** You can come to have lunch with your child, read a story to a class, volunteer in the office or share your hobby with the children. Involved parents add to the richness of the learning experience. To volunteer on a continuous basis a Level 2 background and fingerprint screening must be completed.

If you are visiting a classroom to observe the activities please keep the following things in mind:

1. Children will initially focus on you instead of the activity. Act as a passive observer and do not join an activity unless you are invited to.
2. When the teacher is working directly with the children they demand the teacher's total attention. Casual conversation can be conducted after school hours. If you want to discuss something specific about your child or the classroom activities please schedule a parent/teacher conference for a time when the teacher is not in the classroom and working directly with the children.
3. The school Principal is always available to help you with any questions you might have.

## CHILD DISCIPLINE GUIDELINES

The idea of discipline is to guide children when an unacceptable behavior takes place. Discipline plays an important role in helping a child develop socially and emotionally. Proper discipline allows the child to learn why some behaviors are unacceptable. We have established the following guidelines for child discipline:

1. No form of physical punishment will be used or tolerated.
2. No technique of discipline will be used that would shame, humiliate or frighten a child.
3. Teachers will take into consideration the child's age, intelligence, emotional make-up and past experiences when deciding on a discipline technique.
4. Teachers will encourage and praise acceptable behavior.
5. Teachers will redirect inappropriate behavior.
6. Teachers will take the child away from his peers and discuss the problem quietly.
7. If a child hurts another child, their parents will be notified and a meeting with the Principal will be arranged to assist the child and family.

## **STUDENT DRESS CODE**

Uniforms must be worn by all children, Monday through Friday. Uniforms consist of the Clara Mohammed School shirt and khaki, dark blue or black bottoms. Blue jeans are not an acceptable alternative to the uniform pants or skirts. Girls should have a scarf for prayer times. Girls should also wear shorts under their skirts. Children must wear flat, comfortable shoes or sneakers. No open toes or backless shoes allowed. Children should come to school dressed for the weather. If the weather is cold then sweaters, coats or jackets should be worn as we do go outside.

Each child must have a change of clothing that is left in the school to be used for “accidents” or extra messy times. All clothes must be labeled with the child’s first and last name. The school is not responsible for unlabeled clothes. If the “extra” change of clothes is used please send a replacement set the following school day.

## **NAP/REST TIME**

Time is provided in our daily schedule for each child to rest, relax and take a nap. At the beginning of each week, every child must bring a clean sheet with their name on it for napping.

## **TOYS FROM HOME**

Do not allow your child to bring toys from home to school. Our learning environment provides a wide variety of toys, manipulative and learning materials for the children to use. If a toy is brought to school we cannot be responsible for it, and it may be confiscated.

## PARENTS AND THE SCHOOL

We recognize that parents are the most important people to the child. Parents are the child's first teachers and they are important assets to our school.

Parents have the right to:

1. Information about all aspects of the school's programs.
2. Information about all your child's experiences in the school.
3. Visit or observe.
4. Ask questions of staff (at times when staff is able to respond without interrupting their time with the children).
5. Assurance that your beliefs, concerns and values are respected.
6. Confidence in the confidentiality of all matters involving the welfare of your child and your family.

Parents have these responsibilities:

1. Knowledge of this handbook and acceptance of its policies and procedures.
2. Keeping emergency contact information current.
3. Respect for school staff as professionals who work to provide exceptional care and quality education experiences for your child.

## COMMUNICATIONS

At Clara Mohammed School we believe that communication is one of the keys to your child's successful learning experience. If there is anything that concerns you regarding the activities, environment or policies in place at our school, please bring it to the attention of our Principal immediately. As you enter the school you will find there is a Parents Information Station with free Parenting magazines, brochures and a bulletin board displaying useful information and announcing coming events. Our school newsletter is printed monthly. Students' progress reports are given quarterly and in conjunction with Parent/Teacher Conferences.

In the event of a school closing because of inclement weather or other civil emergencies, announcements will be made on local television and radio stations or you will be contacted by CMS staff. **If an event occurs during the school day parents will be called individually so please keep your emergency contact information current.**



## Clara Mohammed School of Miami Board Members and Advisors

|                                     |   |
|-------------------------------------|---|
| Dr. Patricia Z. Salahuddin          | Chairperson                             |
| Education Director                  | (Vacant)                                |
| Imam Fred Nuriddin                  | Curriculum & Plant and Facilities       |
| Alia Pasha                          | Personnel                               |
| Corrlette Asad                      | Marketing and Public Relations          |
| Kena Gordan                         | Budget and Finance                      |
| Claudious Thompson                  | School and Community Affairs            |
| Islamic Parent Teacher Organization | President (vacant)                      |
| Nia Jackson                         | Principal and Liaison, Majlis Ash-Shura |
| Imam Dr. Nasir Ahmad                | Islamic Affairs Advisor                 |
| Nashid Sabir, Esquire               | Legal Advisor                           |

### **Clara Mohammed School Leadership Team**

The Education Director and Principal serve as heads of the school. They and their assigned team of school leaders manage the day-to-day operation of the school.

Education Director: (Vacant)

Principal: Nia Jackson

Director of Finance: Kena Gordon

Administrative Assistant: (Vacant)

Lead Teacher: Lillian Mohammed

