

With G_d's Name, The Merciful Benefactor, The Merciful Redeemer

2022-2023

PARENT/STUDENT

HANDBOOK

CLARA MOHAMMED SCHOOL, INC.



**CLARA MOHAMMED SCHOOL, INC.
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CELEBRATING 50+ YEARS OF BUILDING EXCELLENCE IN EDUCATION

Clara Mohammed School, Inc. does not discriminate on the basis of race, color, creed, national or ethnic origin in its admissions policy, or in the administration of its educational policies, scholarships, athletic, or other school-administered programs

"Do ye not see
That G_d has subjected
To your use all things
In the heavens and on earth,
And has made His bounties
Flow to you in exceeding
Measures, seen and unseen?
Yet there are among men
Those who dispute about G_d,
Without knowledge and without
Guidance, and without a Book
To enlighten them!"

Qur'an - 31:20

"...By the Soul,
And the proportion and order
Given to it;

And its inspiration
As to what's right for it
And what is wrong for it;-

Truly he succeeds
That spends on it,

And he fails who does not spend on it
And allows its (potential) to be covered up!"

Qur'an - 91:7-10

“Education means leadership (development). We need leadership in the field of education. We just can't look at others (as examples). We have to address this challenge ourselves. We need people from our own community to give direction in education and in every field. As long as we have special problems, we're going to need special attention. The best should come from people who have experienced “The Life” with “The people.” Imam W. Deen Mohammed

COVID-19 POLICY CHANGES & INFORMATION:

As we all seek to adjust to these difficult times, CMS has in place our plan to address the important task of educating our children and keeping them safe. To that end, we are beginning a series of workshops for the parents and policy changes to address the safety of all of our learning community.

- If necessary (we feel a child looks ill), we will take their temperature.
- Everyone on campus must properly wear a mask while on campus
- Please familiarize yourself with our School Reopening Policy. We will place it on the school's website.

CMS will continue to provide access to online learning if a student is suspended for an infraction, or a parent requests this. Please contact the school as early as possible.

Should a student become ill during the school day, they will immediately be isolated from others, parents called, and if we cannot get in touch with anyone who can pick up the ill child, we will call others on the Emergency Contact Form, lastly an ambulance. Please make sure all of your contact numbers are current.

ALL ENTERING, WORKING, AND LEARNING IN THE BUILDING ARE REQUIRED:

1. To Permit to have their temperature checked
2. REQUIRED TO WEAR PROTECTIVE MASKS,
3. WASH THEIR HANDS FREQUENTLY,
4. PRACTICE SOCIAL DISTANCING

**** School Policy Regarding Behavior because of COVID 19: Adopted June 2021**

Students must wear a mask to get on the bus, during the school day, and whenever we are enclosed spaces, or when told to do so by school personnel.

Students who are told repeatedly to put their masks on may be required to work from home for 1 to 3 days.

If a student is suspended from school or the bus for mask/distancing requirements more than three times, that student may be required to work from home for the remainder of the semester or the rest of the school year.

Face-to-Face and Virtual Orientation for Parents to support their children's Online Learning, and the new on-campus changes, to ensure families understand those changes.

Suggestions for parent workshops during the year can be discussed at our monthly parent meetings.

FE 14: Parenting 101: Parents will review the four types of parenting styles, and their characteristics:

- *Authoritarian or Disciplinarian*
- *Permissive or Indulgent,*
- *Uninvolved,*
- *Authoritative*

Parents will discuss how they engage in the basic tenets of good parenting:

- *showing affection*
- *appreciation*
- *respect*
- *acknowledging feelings*
- *setting boundaries*
- *giving children your full attention* ▪ *approachability*
- *unconditional love*

Small group discussion, videos, and role-plays will be included.

Strategies for Your Child's Academic Success: Parents will learn about and explore practices for home and school that have been shown to help students succeed academically.

Topics will include tips on

- Student motivation
- Setting educational goals with a child and his/her teacher
- Establishing effective study habits,
- Time management skills

A break-out session with a facilitator will enable parents to discuss specific strategies by grade level.

FE 13: The importance of family involvement/engagement: Parents will be introduced to the six components of the family-school connection developed by Dr. Joyce Epstein. This model includes

- Parenting and family obligations
- Communication between home and school
- In-school activities such as volunteering
- Helping the child learn at home
- Decision-making (i.e. serving on the parent-teacher association) ▪ Community collaboration

Parents will be invited to provide suggested activities they would like to see Mainstream engage in to draw more participants and what issues they deem as being most beneficial.

Additional workshops are planned to assist parents in discussing student concerns and fears related to the pandemic and the new changes implemented while students are on campus.

Welcome to Clara Mohammed School-Milwaukee

This handbook serves as an introduction to the school's background and its commitment to your child's education. Additionally, we hope it will assist you in further understanding our expectations regarding parental involvement and student achievement. As the school continues to grow, changes and updates to the school rules noted in this handbook are made and sent directly to each family.

Clara Mohammed School Core Values:

- We recognize the pioneering spirit of the many leaders who went before us. Booker T. Washington gave us the inspiration to build our own. Mary McLeod Bethune paved a road map for African American independent education. The Honorable Elijah Muhammad taught us that we must “do for self” in all aspects of our life as a social group.
- As American Muslims, we recognize the courage and vision of the late Honorable Elijah and his late wife Clara Mohammed, our namesake. Following her example, many mothers began to keep their children at home to learn, but as the community grew, individual efforts transformed into a group efforts. There are now Clara Mohammed Schools all across the United States. We are accredited by WRISA, Wisconsin Religious and Independent Schools Accreditation. We have been certified since 2005.
- We are American citizens and, as such, teach the importance of understanding our system of government and how to use it to everyone's benefit.
- This is coupled with reverence and respect for the Creator of Everything. We stress responsibility and accountability to self, family, community, nation, world, and the universe.
- **Our method of instruction is based on the belief that there are four main aspects of the human being's makeup that needs to be developed:**

- ▲ **Spiritual**
- ▲ **Intellectual**
- ▲ **Physical**
- ▲ **Social**

We operate from the premise (basis) that the spiritual, intellectual, and physical dimensions of the human person are to be expressed in the social or group life. Therefore, we stress the importance of proper social interactions. These include male and female relationships, friendships, parent/child relationships, and proper regard for authority.

“The best of you is he who is most useful in the community” (Prophet Mohammed)

These components work together as a unit. Therefore, if you neglect one area, it tends to affect the others. This world of pop culture tends to affect us by appealing to one of these areas. Some people are interested in physical training. Their whole life is centered on their bodies. Some are only interested in studying. They read everything but neglect their physical condition. Some tend to focus only on their spirituality – and the next life. As people of faith, we believe that one should:

“Seek with the resources G_d has made available to you the home in the hereafter, but do not neglect your share of this (material) world.” (Qur’an 28:77) We strive to bring a balanced focus into each student’s life. The human being was created from the earth and had something of G_d’s spirit breathed into him.

Our Philosophy of Education

We believe The Qur’an (as with all scripture) is a light by which we can see how to extract the benefits of G_d’s creation in our journey to understand ourselves, others, and ultimately how best to serve our Creator.

- Tauheed, oneness, or recognizing that G_d’s creation is His creation, refers to the understanding that there is one Creator, Who designed everything in the universe with an order, a systematic order; that all matter is one system.
- This idea of the unity of matter, the reasoning leads us to conclude there is only one family of man.
- Human life may develop into different cultural expressions, but in our essential human nature, we are the same.
- This belief and its understanding are reflected in our curriculum and teaching methods.
- We may live in different environments, but no one is excused from the obligation to strive for excellence. This goes for our teachers, families, and students.
- **We believe in One Creator, One Creation, and One Humanity.**

Clara Mohammed School Mission Statement: To engage the Clara Mohammed School learning community in a Qur’an-guided journey toward active global citizenship.

Clara Mohammed School Vision Statement: To establish a learning community of human beings who appreciate and feel connected to G_d’s Will through engaging His creation and who strive to be productive American and global citizens.

Qur’an-guided refers to Clara Mohammed School’s pedagogy or approach to teaching.

- The Qur’an appeals to man’s mind (the human being). There is logic to everything created, and Islam appeals to the rational mind of the human person. It seeks, as other scriptures do, to help human beings make connections that will lead to their reaching their full potential.
- We are speaking of the human being in this sense as a whole. However, for the individual, it is the same. The process for developing as a community is the same process for the development of each individual.

Qur'an-guided also refers to how the human being establishes himself as an intellect.

- G_d is the first Teacher, and the creation, itself, is the first classroom.
- The universe is always there to involve the human intellect, so learning is continuous throughout the lifetime of the human being.
- The Qur'an guides those who believe in G_d and the Last Day (Day of Judgment).
- It guides those who reverence G_d or have Taqwa (fear of and regard for G_d), meaning they put nothing, no authority, above The Creator of the Heavens and Earth.
- It is clear guidance that enables us to distinguish true guidance from false guidance
- It is a form of logic that finds its support in the Creation itself.
- It is a way of perceiving the creation that demonstrates a connection between everything's origin and its evolution.
- The understanding of the Qur'an is that G_d established the first logic when He made the creation, and the Qur'an has the keys for unlocking that logic. Therefore, all logic all knowledge comes from G_d.
- ***Prophet Muhammad (SAW) is reported to have said that G_d has not created anything more excellent than the human brain (intellect).***

Learner Outcomes:

****A strong commitment to developing their relationship with their creator****

- | | |
|--|--|
| 1. A Clear and Effective Communicator | 4. A Responsible and Involved Citizen |
| 2. A Self-Directed and Lifelong Learner | 5. A Collaborative and Quality Worker |
| 3. A Creative and Practical Problem Solver | 6. An Integrative and Informed Thinker |

****School Policy Regarding Moral Character**

Adopted summer of 2007

Revised summer 2018

By the Board of Directors of Clara Mohammed Schools

Clara Mohammed School is a religious institution and community with certain expectations we uphold:

We believe for a community to thrive; its members must hold themselves to a set of beliefs that guide their behavior. We are believers in The Creator, Who created everything, including the human being. Within each creation is the pattern of conduct for them and a guide to assist them in reaching their full potential. This is also true for human beings. G_d created us and guided his messengers and prophets, who were human beings like us. It is up to each of us to study and learn what the Creator's Will is for us. Consequently, it is up to all members of the Clara Mohammed School learning community to support each other in our struggle to learn and continually evolve ourselves to be more and more excellent

We understand that we cannot, with our limited resources, fight every influence that comes into our community. Additionally, we strongly believe that some results are so lasting in their effects

on young people that we must take the following stand in the best interest of the group and release any individual who is not ready to live up to the standards for which we adhere.

Therefore, it is our policy at Clara Mohammed School, Inc. to require a student to transfer from our school if the following situations apply or should occur:

- A student expects to become a parent out of wedlock, male or female
- A student contracts a sexually transmitted disease, and administration becomes informed of it. We do not pry into a person's personal life, but if it becomes gossip within the school community, it will be addressed formally.
- A student gets arrested for any reason that causes harm to others (including but not limited to acts of violence, drug selling or taking, robbery, rape, etc.)
- A student disrespects and/or causes dissension regarding the worship of G_d. We believe all faiths can coexist peacefully and productively.

Helpful Terms:

Allah - literally The G_d

Salaam - Peace

As Salaamu 'Alaikum - G_d's Peace be with you or upon you

Wa 'Alaikum As-Salaam - and G_d's Peace with you

Bismillah ar Rahmanir Raheem - With G_d's Name, The Merciful Benefactor, The Merciful Redeemer

Alhamdu lillah - The Praise is for G_d

Allahu Akbar - G_d is Greater (than anything you can think of)

Subhan Allah - Glorify G_d

Laa illaha ilallah - There is no Deity (G_d), but G_d (Allah)

Alaihi(haa) Salaam - On him/her be Peace (said after companions of the prophet are mentioned)

Sallahu 'alaihi wa Sallam - Peace and Blessing of Allah on him (said after mentioning Mohammed the prophet's name)

POLICIES OF OPERATION

ADMISSION POLICIES

Clara Mohammed School, Inc. does not discriminate based on gender, religion, race, color, national and or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

However, we are a religious-based learning environment that seeks to minimize the number of distractions to our students' development as intellects and morally sound citizens.

FINANCIAL ASSISTANCE

There are times when a parent may not qualify for the Parental Voucher program. Accordingly,

we are required to ensure the funds provided for tuition only go to those students. We seek to provide financial assistance when a family cannot afford tuition. However, it is expected that the family in question will assist with fundraising efforts throughout their child's enrollment at Clara Mohammed School.

PARENTAL CHOICE VOUCHER

Clara Mohammed School, Inc. participates in the Milwaukee Parental Choice Program (MPCP). The Parental Choice Program allows students whose families live within the city of Milwaukee and meet income guidelines to attend Clara Mohammed School, Inc., with the aid of a voucher through the Wisconsin Department of Public Instruction (DPI).

Please see the school office for an application and a list of income and residency guidelines. Applications for financial aid must be made before the beginning of the school term and require income and address verification.

Students who wish to re-enroll at Clara Mohammed School, Inc. for the following year must submit a new application.

Under 119.23 (6m)(a)(4), all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "a copy of the appeals process used if the private school rejects the applicant." The following is Clara Mohammed School, Inc.'s policy adopted by our school board on January 15, 2010, to satisfy the requirements of 119.23 (6m)(a)(4):

Clara Mohammed School, within 60 days of receiving an application will notify the applicant, in writing, as to whether the application has been accepted. If the school rejects an application, the notice shall include the reason. A school may only refuse an applicant for not meeting the income and residency requirements or for losing a random selection lottery.

APPEAL PROCESS

Under the Clara Mohammed School appeal process, a rejected applicant has five working days from the date of receipt of a notice of rejection to provide written evidence to the school that the applicant was improperly dismissed. The evidence must include income and residency documentation. The school principal or director of education shall respond to the applicant's appeal within five working days of receipt of the request notifying him or her of the acceptance or rejection of the appeal.

ADMISSIONS

1. Records-Transcripts-Evaluations-Credentials

A. Transcripts from previous schools must be received by the school administration within one week after the formal application is submitted.

B. Students without transcripts, pertinent records, and credentials will be on warning status. If the said materials are not received in the office within ten business days after the beginning of school, students will be removed from the enrollment roster at Clara Mohammed School, Inc.

C. Clara Mohammed School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and per Clara Mohammed School's academic standards as adopted under **118.30**. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

C. Immunizations must be current, and proof must be submitted before ANY student is admitted to class.

NO EXCEPTIONS UNLESS THE STUDENT HAS A WAIVER SIGNED BY THE PARENT.

2. Entrance Period

- A. Students must wait to enter school next term if they are not accepted within four weeks of the current term.
- B. Transfer students applying for admission after four weeks into any given term are assessed on an individual basis when the student is in good standing academically and if there is space or no waiting list.

3. Academic Acceptance

All elementary students must have been promoted to the next grade level from a previous school at the end of the subsequent year.

Transferring elementary students must have passing grades in two of the following subjects: reading, math, or language arts. Students who fail to meet the above requirements may be placed provisionally.

4. Testing of New Students

Special Needs Students:

- A. CMS reserves the right to accept or decline applications of students whose needs we cannot meet.
- B. Special needs students are considered and evaluated on an individual basis.
- C. Special needs students may be admitted on a provisional basis after assessment by an evaluation team.

5. Age Requirements: Pre-K through 12th Grade

- A. K-5 students must be five years old by September 1st of the year of enrollment
- B. 1st Grade students must be six years old by September 1st of the year of enrollment
- C. The program does not pay tuition for K-3 students. Grades 1-12 will be admitted on an individual basis. We are aware that some children have the ability to exceed normal developmental patterns and are capable of working in higher grades. However, if we find that a child is being pushed too soon and is not capable of adapting to the social as well as academic requirements, that child may be placed in a more suitable classroom.

STATUS OF ADMITTED STUDENTS

All students will be considered in “good standing” except in the following situations:

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

PROBATION- There are three (3) types of probation at Clara Mohammed School

- 1. New Student Probation-** All new students will be on probation for the first thirty days. During this period, their academic and social progress will be monitored closely.
- 2. Academic Probation-**
 - a. Any student whose (GPA) grade point average falls below 2.0 in any given semester will be placed on Academic Probation.
 - b. Any student whose attendance slips lower than 95% except for medical reasons.
- 3. Social Probation-** Any student who accumulates more than three disciplinary referrals in a given quarter may be placed on probation or dismissed from CMS for the school year.

TRANSPORTATION

While transportation is not a requirement for private schools, Clara Mohammed School offers a limited number of seats on a first-come, first-served basis. Parents must attend a mandatory orientation to be permitted to apply for transportation. A signed **Orientation Completed Form** must be in the office to support participation

TUITION AND FEES

Tuition payments constitute only a portion of the total operating budget. Therefore, to assure that the school continues to operate viably, tuition payments for non-MPCP students must be kept current on established terms. **Students who do not qualify for the MPCP program are required to pay the same fee. We are not allowed to pay more or less for any student than what the state provides. Students who need tuition assistance may inquire with the office.** Special arrangements may be made on a case-by-case basis due to unforeseen circumstances.

MPCP student Fees: We purchase girls' uniforms at EastEssence, and you can order them on your own at any time, however, expect to pay full price, and shipping is very slow.

Uniform fees:	\$8.00 per male shirt
Girls Uniform	\$15.00 Little Girls (one dress) \$20.00 Older Girls (one dress)
Hijab (scarves)	\$8.00 each
Fee for Art	High School (\$10.00-\$20.00) depends on project
Lost Book	Cost of Replacement
Intentionally Breaking Equipment	- Cost of replacement or repair

Students will not be accepted for registration whose accounts have not been paid in full from the past school term (non-choice students only). Any questions regarding payments and tuition should be directed to the business office manager.

SCHOOL HOURS & JUMU'AH PRAYER

Formal Instruction begins at 9:30 am and ends at 4:45 pm for all grade levels, Monday-Friday and on Fridays, Jumu'ah Prayer is held from 1:15 pm to 2:15. All students are required to attend Jumu'ah Prayer. Jum'ah Prayer is in two parts. The first part is a lecture (or khutbah) and the second part of the Jum'ah Prayer consists of congregational prayer. All students, faculty, and staff are required to attend the entire Jumu'ah Prayer service. Students who do not participate in the prayer are required to move quietly to the side and remain silent and respectful until worship is completed. Students are then dismissed by teachers according to grade level.

DAILY PRAYER/Quiet Reflection

Monday-Thursdays Thuhr' Prayer is held at 1:15 pm. Students who are not praying must remain quiet and seated to respect those who are praying.

ATTENDANCE

Regular and punctual attendance is critical to maximizing academic achievement in our children. A child can never completely make up for a day missed at school, even though some assignments may be completed at a later date. The interaction and instruction occurring in the classrooms are considered as valuable as written assignments.

- In case of an absence, parents should call the school office between the hours of 8:00 am-10:00 am to inform us of the absence. Using the WhatsApp Group chat you will have your notice in writing.
- Parents can leave a message on the voice message system if no one is available to answer the call.
- They should leave the student's name, grade level, and the reason for the absence.
- Students are permitted to be absent from school only in cases of illness or unusual family emergencies.
- *A written Doctor's excuse is required by law beyond three days.*
- Absences resulting in a total of 4 per quarter may show just cause for retention in the present grade.
- Excessive unexcused absences will result in a phone call or home visit from school administrators. Extreme absences will be reported to Truant Office
- A student may be expelled for poor attendance.
- These requirements are based on Wisconsin Statute 118.16, which defines a habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester."

TARDINESS

Students must be in their classrooms promptly by 9:30 am. Parents are responsible for getting their children to school on time. The school records the tardiness, and students may lose their activity time to catch up on missed work. Students who arrive after 9:30 am must go to the office and obtain a tardy slip to be presented to the teacher.

After (3) tardies occur, a conference with the parent/guardian will be required.

EXCUSED/UNEXCUSED ABSENCES

Excused absences are those due to illness, injury, or family emergency. However, all absences are recorded.

Unexcused absences are the result of truancy, unauthorized early departures from school, late return from vacations, etc.

MAKE-UP WORK

Students are responsible for getting assignments and making up class/homework. On the second day of absence, parents may pick up assignments after 4:30 pm provided that they have requested that from their child's classroom teacher that morning.

COMMUNICABLE DISEASES

Children who have an infectious disease (ringworm, pink eye, measles, mumps, chicken pox, strep throat, etc.) may not attend school until they have a **written note from the doctor giving permission to return.**

ILLNESS DURING SCHOOL HOURS

If a child is sick in the morning, the school expects him/her to remain home for the rest of the day. Sometimes children come to school already ill, and the school is unable to contact the parents/guardians. **For this reason, up-to-date emergency contact is very important**

If a student becomes sick in school or suffers an injury, we will immediately contact parents/guardians. **Contact information must remain current. Parents should notify the school immediately when there is an address change, telephone number change, etc. If an emergency should occur, Clara Mohammed School, Inc. staff/drivers may transport your child to your home, hospital, etc.**

SNOW DAYS & EMERGENCY CLOSINGS

The decision to close school during severe weather is made from a practical aspect. When these conditions occur, it is the parent's responsibility to monitor news reports on television channels 4, 6, & 12 for information regarding school closings. Radio stations WOKY and WTMJ also broadcast this information. Be sure to keep your current phone number and two emergency numbers on file in case you or another relative/friend must be contacted during, before, or after school hours. The school phone number is (414) 263-6772. We will also post important updates on our WhatsApp Group Chat.

COMMUNICATION

Communication is vital to the success of staff, students, and parents alike at Clara Mohammed School, Inc.

Student/Parent Orientation is a mandatory form of communication that is always scheduled at least two weeks before the first day of school.

The purpose of the orientation is to get all students and parents acclimated to the C.M.S/C.M.H.S environment and to give returning students important refresher information and updates regarding any new or changed policy or procedure. During the orientation, school administrators will begin with an explanation of the vision & mission statement. This will be followed by introductions of staff presentation of policies and procedures of C.M.S. Questions will be answered at this time.

Parent Teacher Conferences- a required visit four times per academic year, these communications are to better inform you about your child and his/her growth and other milestones. During the conference, a survey will be given to parents/guardians so that we may know and work to meet your expectations to the best of our ability in the future.

Parent requested conferences- You are welcome to request a meeting with your child's teacher at any time. However, it is important to follow the necessary steps in

doing so. First, you should know that contact must be made by calling the office at (414) 263-6772. Let the office personnel know that you are requesting an appointment, then you will choose the best time for your schedule making use of the available times, which are Monday-Thursday from 8:30-9:00 am and after school.

Classroom Visits- Parents/Guardians are welcome to quietly observe their child at work in the classroom. Just remember that you must get permission and sign in at the school's main office, and the teacher will not be available for a conference until a time is scheduled through the office.

SCHOOL/COMMUNITY RELATIONS

Clara Mohammed School, Inc. is a family-oriented community where teachers, parents, and students work and strive together in a spirit of cooperation and respect.

THE PARENT TEACHER ASSOCIATION (PTA)

The PTA functions as the organ through which all the home/school connections are established and nurtured. All parents or guardians are strongly encouraged to join the PTA and participate in all meetings. Notices regarding the meetings are sent out at least two days in advance. Meetings will be held once per month. See the school calendar.

SCHOOL VISITOR AND GUEST POLICY (SCHOOL SAFETY)

- School visitors should be dressed modestly out of respect for the school and its values. No shorts, tights, or revealing clothing, short skirts, low-cut shirts, tank tops, halters, etc., should be worn on school premises.
- Visitors and Guests shall report their presence and sign in at the school office if the visit occurs during the instructional day.
- They are not required to sign in if the event or activity is after the instructional day.
- All visitors and guests are subject to the policies and procedural directives of Clara Mohammed School.
- This person shall have no unsupervised exposure or contact with students.

Examples of guests and visitors include, but are not limited to:

Guest/resource speakers,
One-time appearances for school or classroom events like a literacy day or play,
Parents and family members who attend school to eat lunch,
Visitors for a one-time family involvement activity with their student
Parents dropping off items for their student at the school
Vendors making a delivery to a school

REQUIREMENTS

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
Sign in at the main office.
- Upon approval, be required to display a volunteer/visitor identification badge, which they will surrender following the event or activity.

PARENT VISITATION TO THE SCHOOL

Parents/Guardians are always welcome to visit CMS.

However, parents need to make an appointment with the teacher via the main office.

They must not disturb the classroom with their presence.

A time can be requested by calling the office at (414) 263-6772.

Parents are invited to attend all school assembly programs and other school activities that would benefit from parents being present.

Parents **must** report to the school office and obtain a visitor's pass to be admitted on campus, sign in, state the nature of the visit and sign out.

No parent is allowed to take pictures of students and staff without prior written permission from the Principal

OPEN HOUSE

During Orientation in the summer and in the month of October of each year, CMS has an Open House. Parents are invited to come in and meet their child's teacher, receive pertinent school information, and tour the school facilities.

CURRICULUM

Our curriculum focuses on individualized attention/progress based on each child's ability to comprehend. The curriculum reflects the necessary components for a quality program. We focus on:

- Spiritual Development
- Social Awareness (respect, cooperation, and ability to share)
- Communication Skills(verbal and written)
- Self-Esteem (Self Awareness and positive self-image)
- Cognitive Growth (comprehension, critical thinking, and problem solving)
- Physical growth (gross and fine motor skills)
- Mindfulness

The key to our program is the knowledge that children are curious and are busy learning all the time from their environment, and it's our responsibility to influence this learning process toward achieving academic excellence.

Learning Targets,

The school curriculum follows the State of Wisconsin’s Framework, National Educational Standards and uses state-adopted textbooks from publishers like Harcourt Brace, Houghton Mifflin, etc. Our curriculum provides young learners with a solid educational foundation in the language arts (reading, spelling, creative writing, handwriting, English Grammar), mathematics (Everyday Math), science, and social studies. Physical Education, Health, Arabic and Nutrition, Art and Music are also important aspects of the program. A strong emphasis is placed on the importance of critical thinking in all of the above areas.

Multicultural Education

Multicultural Education has the purpose of helping students acquire the knowledge, attitudes, and skills they need to become active citizens in a democratic society. Throughout the curriculum at Clara Mohammed School, students have the opportunity to explore and develop an appreciation for the diversity of our local, national, and global community while maintaining their American identity.

A part of the curriculum specifically exposes students to the contributions of cultural and religious groups in United States History. Many of the topics discussed and worked on include but are not limited to Veteran’s Day, President’s Day, Thanksgiving Day, Martin Luther King Day, Memorial Day, the Islamic month of Ramadan, Eid-ul-Fitr, Eid-ul-Adha, and other religious holidays. At Clara Mohammed School, the staff has the responsibility to promote an awareness of the religious and cultural diversity of this country. By doing so, we provide students with the educational skills necessary to become proactive citizens.

Weekly Recommended Subject Minutes are as follows:

GRADE	K	1	2	3	4	5	6	7	8	H.S
Religion	10%	90	90	90	90	90	120	120	120	120
Reading	25%	450	450	375	350	350	225	225	225	225
Lang. Arts	10%	250	250	225	250	225	225	225	225	225
Math	10%	300	250	250	250	225	225	225	225	225
Social Studies	10%	125	150	175	200	225	225	225	225	225
Science	10%	100	150	150	150	225	225	225	225	225
Phy.Ed	10%	150	60	60	60	60	60	60	60	225@ sem

Art	5%	50	50	50	50	60	60	60	60	Elective
Music	5%	70	60	60	60	45	45	45	45	Elective
Health	5%	50	55	70	70	130	130	130	130	225@ sem

Every effort is made to integrate themes from different disciplines in the instructional minutes. In addition to these basic educational components, middle school grades are concerned with preparing students to transition from youth to adolescence to be successful in high school.

The school provides an environment that encourages independent thinking, creativity, originality and action.

The learning environment is community growth-centered, emphasis is placed on value-based education, creativity, imagination, inquiry, discovery, critical thinking, decision making, cooperative learning, and alternative modes of learning that meet the needs of students.

During the 2017-18 academic year, CMS began the transition to become a STEM/STEAM school. Please take the time to read the following to see how you can support your child/ren using this model. Taken from this site: www.steampoweredfamily.com/education/what-is-stem/

WHAT IS STEM?

At its most basic, **STEM stands for Science, Technology, Engineering and Math.** Alternatively, **STEAM stands for Science, Technology, Engineering, Arts and Math.** But STEM education is far more than just sticking those subject titles together. It's a philosophy of education that embraces teaching skills and subjects in a way that resembles real life.

HOW IS STEM EDUCATION IMPORTANT?

The key component of STEM and STEAM is integration. Instead of teaching disciplines in independent subject silos, lessons are well-rounded, project and inquiry-based, with a focus on interdisciplinary learning. STEM and STEAM align with the way we work and problem-solve in our daily lives. Making it an exceptional way of instructing and learning. With STEM, we are teaching skills the way they will be used in the workforce and the real world. Rarely does a job require only one skill set. Picture an architect, they use science, math, engineering, and technology to do their jobs. The subjects do not work on their own. Instead, they are woven together in practical and seamless ways allowing the architect to design complex buildings. STEM and STEAM are not new, they are simply ways of understanding and applying an integrated form of learning that resembles real life. Instead of teaching math as separate from science, they can be taught together in a way that shows how the knowledge from those two fields complements and support each other.

WHY ADD THE A IN STEAM?

The addition of Arts to STEM to create STEAM is about incorporating creative thinking and applied arts in real situations. Art isn't just about working in a studio. Art is about discovering and creating ingenious ways of problem-solving, integrating principles, or presenting information. Picture an architect, they use engineering, math, technology, science, and the arts to

create stunning buildings and structures. Many people feel that adding the A is unnecessary and that the application of creativity and the arts is a natural part of STEM, but others like to highlight it. For elementary-aged children, in particular, I like to include the A to ensure that facet of learning doesn't get forgotten in our lessons. Whether you prefer STEM or STEAM, the underlying principles and practices are very much the same, it's about the integration of the pillars: Science, Technology, Engineering, Arts, and Math.

The Apex Learning Virtual High School Support

Clara Mohammed High School is a computer-infused secondary school. Students work within The Apex Learning Virtual School, a comprehensive college preparation program that offers what you would expect from the finest private school: a rigorous curriculum and experience in preparing students for a prestigious college. In addition, full-time students get all the benefits of our online learning environment, including individualized instruction, multimedia presentation of content, and a vibrant community. It all adds up to a personalized, academically excellent high school education that thoroughly prepares students for success in college and beyond.

Each of our accredited online courses meets high academic expectations for college-bound students, including options to enroll in honors and Advanced Placement (AP) courses. Maximizing learning gains, instruction in each class is designed to take advantage of research-based best practices for effective teaching. And it doesn't end there—innovative options such as interdisciplinary project courses challenge students to research, interview, explore, create, and collaborate to solve real-world problems.

Students are encouraged to work in groups on assignments to promote lively discussions, which also offer students other opinions and ideas from their own. However, students who perform better alone also have that option, which allows for individual pacing. Students have the opportunity to graduate early or use their senior year to take courses at the local community college, which can put students into their Sophomore year upon entering college after graduation.

When rote learning, the factory model is abandoned in favor of a student-centered, problem-solving approach, the computer becomes the perfect tool. Here students have virtually unlimited access to technology tools to use in every facet of their learning. They master a wide range of technical skills while they manage personal and school-related data, create multimedia programs and presentations, and connect to the world of information outside the school. The unique learning atmosphere allows for opportunities for students and teachers from a technology aspect. Due to the flexible nature of the school and the personalized learning approach, students have unprecedented access to information and can use this information in ways meaningful to them.

Students entering Clara Mohammed High School are assigned to an advisor. Advisors help students adjust to high school; proper course selection, resolve academic, social, and personal problems; and work closely with them in making post-secondary decisions. Advisors work directly with students and parents and are available for parent conferences.

CMHS is interested in each individual student's ability to achieve at the highest level possible, to reach clearly defined, integrated outcomes, and to complete a personal learning plan designed by students, parents, and teachers.

Each student, with support from parents, teachers/advisors, and community members, is ultimately responsible for attaining high standards.

**Clara Mohammed High School
Graduation Requirements
22 Credits**

<u>Subject</u>	<u>Credits</u>
English	4.0
Math	3.0
Social Studies	3.0
Science	3.0
Foreign Language	2.0
Physical Education	1.5
Health	.50
Financial Literacy	.50
Spiritual Development* Independent Study or Completing assignments as part of Jumu'ah Lecture, taking notes and writing a weekly paragraph	.50
Personal Development/Career planning	.50
Community Service*	.50
Electives	3.0

Credits for elective subjects can be earned during summer school at CMS, or another accredited school. The credits can be counted for graduation. Community Service can be completed on campus or off. Permission slipped must be obtained for this off-campus service.

Students are informed that extracurricular activities may be counted as credit if the proper paperwork is completed. **As of 2016, the state of Wisconsin added a Civics exam to their requirements for graduation.** * These are independent projects and required for students

graduating 2020 and later.

College Requirements

Subject	Credits
English	4.0
Social Studies	3.0
Natural Sciences	3.0
Math	3.0
Foreign Language Must be two years of the same foreign language	2.0
Electives	4.0
Physical Education	1.5
Health	.50
Financial Literacy	.50
Civics Students must also pass a Civics exam and make 60/100 questions	.50
Total Academic Credits	22.0

All colleges expect a student to earn a minimum of 17 academic high school credits. A minimum of 2 years of the same foreign language is required for admission to UW-Madison and UW-Eau Claire.

All students must consider their chosen field early to ensure the classes they take in high school form the basis of their college prerequisites.

TENTATIVE HIGH SCHOOL EDUCATION PLAN

Course	Freshman	Cr	Sophomore	Cr	Junior	Cr	Senior	Cr
English		1.0		1.0		1.0		1.0
Social Studies		1.0		1.0		1.0		
Science		1.0		1.0		1.0		
Math		1.0		1.0		1.0		
Physical Education		.5		.5		.5		
Health				.5				
Economics								
Fin Literacy								
Sociology								
Foreign Language		1.0		1.0				
Community Service								
Art								
Jumu'ah class or church services can apply toward spiritual credit*								

***Documentation is required. Forms provided by the office.**

22 Credits for Graduation

ACADEMIC POLICIES

Class size and Groupings

The child shall be placed in a group of peers on the basis of age/grade level groupings and /or special needs as determined by the staff. Classes will be formed consisting between 20-25 students.

Homework Policy C.M.H.S- Students in CMS are never without homework. Whether it is practice or preparing for the next quiz, chapter tests, or new unit, instruction is very intense and students must conduct themselves in a very mature manner. Among the many things they should be completing at home are:

Daily Reflection Journals

All students are required to read one book per month of their choosing, on their reading level

It is very important that you as parents/guardians provide:

- Your student with a place to work, quiet, well lit, with resources such as a dictionary,
- Internet access if possible, three ring binders, an external drive to save their work, funds for printing etc.
- Arrange all vacations to insure students do not miss school
- Call students at school only in the event of an emergency
- Ensure your student is ready for school daily with clean clothing, books, notebooks, assignment book, pens and homework

Parents and students are responsible for communicating the student's schedule with one another. The main office is not able to keep track of where students are outside of the schedule they turn in to us. Students are expected to inform their parents of their schedules. Parents are required to sign off on a student's schedule, especially when their schedule takes them off campus for research, community service work, or when they find their Mentor site to complete their Learning by Interest Project.

HOMEWORK POLICY (Elementary & Middle School)

Homework is considered a reinforcement of what is taught at school. Parents are responsible for providing a quiet, well-lit comfortable area for the child to complete his/her homework assignments. Parents should make sure children give proper attention to neatness and accuracy. However, parents must not do the children's work for them. Because much of their work is online, access to technology and the Internet at home are important.

Homework is an independent activity in which the child reinforces skills learned at school. Parents may assist their children in a limited way. Please read information sent home by teachers. Some request parents to sign homework. It is also important, when assignments include parent or guardian signatures, that they participate. Teachers will send special notes home indicating when this is necessary. As always, your input is invaluable to your child's growth. Please understand that we believe G_d is the first teacher, and mother (guardian) is

second. We come in a distant fifth.

Homework High School

Much of high school work is self directed and paced. However, there are several requirements that are basic. For example:

- All high school students must read one book a month and complete a review on it
 - All students are required to keep a journal three times per week
 - Community Service for credit is required as an elective
 - All students are required to create and maintain a plan for learning and a timeline for completion
 - All students are required to make oral presentations which require practice and completing powerpoint presentations
 - All students are required to complete a health plan they are required to follow
- There is never a time when a high school student does not have work.

ACADEMIC AWARDS

One of our goals is to recognize the students who show outstanding educational growth, improvement, commitment and intellectual development in their academic subjects and their social awareness. We also seek to promote high self-esteem through religious values and positive self-perception. We consider it important to recognize the students and their efforts. Regular and consistent study habits and seriousness a student's commitment to lifelong learning is fundamental to success. We want to see every student reach his or her potential.

We recognize students for their achievements each year by giving them an award in a ceremony that includes family and friends. Please plan to attend and show your child how much you value their accomplishments. Better still, join the committee dedicated to handle that ceremony.

Testing

Testing is an evaluation and review of the student's learning and progress in the classroom and therefore considered an integral part of the academic program. Formal as well as informal test will be administered throughout the school year. Parents/Guardians are encouraged to assist their children to study for these tests. Standardized tests are administered once a year.

However, we have purchased a testing program of our own to test students for teachers to use for further improvement of instructional practices.

The program we are using this year is called MAP testing. The MAP test is adaptive, meaning that the computer allows for the test questions to adapt to the individual skill levels of all students. If a student answers a question correctly, the questions will become more difficult; if a student answers a question incorrectly, the questions will become easier. This test will be given the first week of school, the middle of the school year and at the end of the school year. The

scores are NOT targets or benchmarks; they are mean scores. The mean score tells you the average score of most kids at a given point in time at a particular grade level.

MAP Testing will happen at the beginning of the school year for diagnostic assessment, in the middle of the year for progress, and at the end of the year for comparison with teacher assessment.

Administration Dates and Timeline of State Required Testing

2022-23 Wisconsin State Assessment Schedule 2022

- Wisconsin Forward Exam for English Language Arts and Mathematics assessments in the spring of 2023 for grades 3-8. Learn more about the [Wisconsin Forward Exam](#).
- Wisconsin Forward Exam for Science in the spring of 2023 for grades 4 and 8.
- Wisconsin Forward Exam for Social Studies in the spring of 2023 for grades 4, 8 and 10.
- PreACT Secure™ in spring of 2023 for 9th and 10th grade. Learn more about [PreACT Secure](#).
- The ACT® With Writing in the spring of 2023 for 11th grade. Learn more about [The ACT](#).

2023	March 7	ACT test window 1 – Paper Administration (Initial)
	March 7-10 & March 13-17	ACT test window 1 – for students testing with accommodations, Paper Administration (Initial)
	March 7-9 & March 14-16	ACT test window 1 – Online Administration and online accommodations (Initial)

March 21	ACT test window 2– Paper Administration (Make-Up)
March 21-24 & March 27-31	ACT test window 2 - for students testing with accommodations, Paper Administration (Make-Up)
March 21-23 & March 28-30	ACT test window 2 - Online Administration and online accommodations (Make-Up)
April 11	ACT test window 3 – Paper Administration (Emergency)
April 11-14 & April 17-21	ACT test window 3 - for students testing with accommodations, Paper Administration (Emergency)
April 11-13 & April 18-20	ACT test window 3 - Online Administration and online accommodations (Emergency)

PreACT Secure Calendar

YEAR	DATE	EVENT
2023	March 20-24 & March 27-31	Test window 1 - standard and accommodated testing

April 3-7 & Test window 2 - standard and accommodated testing
April 10-14

April 17-21 & Test window 3 - standard and accommodated testing
April 24-28

2023

January 9

DRC INSIGHT Portal Guide Available

January 9

Test Administration Manual Available

January 9

DAC Training Videos Available

(New DAC Training and Updates Training)

January 9

Test Administrator Training Video Available

Available

Year-Round

Student Tutorials Available

January 11

1st DAC, SAC, DTC Q&A Webinar

January 18

State Data Upload of Student Data into DRC

INSIGHT Portal (DPI Pulls Roster Data from
WISEdata to Upload to Portal)

Available

Year-Round

Online Tools Training (OTT) Available

Available

Year-Round

Item Samplers Available

February 8

2nd DAC, SAC, DTC Q&A Webinar

February 13-24

Optional Add Accessibility Features Window
in DRC INSIGHT Portal

February 27 - March 3

DRC INSIGHT Portal Test Set-up Features
Unavailable

March 6- May 5

District Clean-up of Individual Student
Demographic Data in DRC INSIGHT Portal

March 6- May 5

Assign Individual Student Supports and
Accommodations in DRC INSIGHT Portal

March 8

3rd DAC, SAC, DTC Q&A Webinar

March 20-April 28

Forward Exam Testing Window (*There is no remote option available for the Forward Exam*)

April 5

Braille Materials Order Window Closes

May 1 – May 31

District window to request an additional electronic ISR file format delivery

May 1 – May 31

District window to Opt-Out of receiving Paper ISRs

June 12

User's Guide to Interpreting Reports Available

June 16

Individual Student Reports (ISRs) and
Summary Data Available in DRC INSIGHT
Portal for District Personnel Access

July 14

Hard Copy Individual Student Reports (ISRs)
Delivered to Districts

TBD

Public Release of Assessment Data in WISEdash

IT IS VERY IMPORTANT THAT STUDENTS ARE ENCOURAGED, AND WELL RESTED ON THE DAYS OF TESTING.

Each student is involved in a conference with his/her teacher and parents/guardians to discuss the *results of the testing. Regular pupil attendance is required during the testing period.

Progress Reports and Report Cards - PARENTS MUST PICK UP REPORT CARDS

Progress Reports are issued midway in each quarter. A report card indicating achievement and effort is issued to every student in grades K-4 through 12th grade each quarter. Parents/guardians are required to attend a conference to receive and discuss these reports beginning with the first marking period. The quarterly report is an important indication of the student's progress. Additional conferences may be scheduled in addition to regular marking periods, especially if parents or teachers.

Grading

Report cards are issued 4 times a year. Scores on daily activities, classroom participation, homework, projects, quizzes and tests are combined to determine a progress grade for each quarter. The following grading scale is used for K-4 – K-5 to indicate rate or progress in subject matter or skill. It shows a child's own growth in curriculum areas without comparing the achievement of one child to that of the others.

- E = Excellent Performance
- G= Good
- N = Needs Improvement
- Q= Quality work in progress

The following grading scale is used from 1st – 12th grade

LETTER GRADE	% GRADE
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 & BELOW

***PROMOTION/RETENTION POLICY 2018-19**

No changes in a student's grade level will be made after September 30th of the current academic calendar.

Parents concerned about their child's grade must meet with the principal and their child's teacher with those concerns.

A teacher may retain a student using the following procedure:

1. At the end of the first quarter marking period, teachers should discuss the student and his/her academic setbacks with the principal or other school administrators as well as the Parent/Guardian. A strategic plan for action and intervention strategies should be developed.
2. At the end of the second quarterly marking period, the teacher should discuss the possibility of retention with the Parent/Guardian. The Parent/Guardian, the Teacher & the Principal must sign a written form.
3. The Parent/Guardian, the Teacher & the Principal should meet to discuss the final decision. A written agreement regarding retention should be prepared.

Clara Mohammed School is proud to host a population of 70% English Language Learners (ELL) students. Therefore, the criteria for promotion are different than the rest of the general student population. All the students take the standardized test at the end of each year. All students must show at least .5 grade level average growth at the end of the year in the following subjects: Language Arts, Math, Social Studies, and Science to be promoted.

K-4 & K-5 students will be assessed regularly; promotion to the next grade will depend on the academic, social, and emotional growth of the student. The teacher and principal will determine if the student is to be promoted to the next grade level.

1st – 12th-grade students need to at least have a minimum of 65% (D) in all the core subjects to be promoted to the next grade.

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, and emotional readiness in the current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

GRADUATION

Students should consult the curriculum guide for course descriptions, prerequisites, and fees. A student at Clara Mohammed School must be age-appropriate for the grade level to which they are assigned. This is determined by the student's age being within one chronological year of the average age of the class the student is placed in. Without the expressed permission of the

Principal, exceptions to this rule will not be made.

Seniors that violate a school policy may be withheld from participating in the graduation ceremony by the school Administration. The policy is in effect up through graduation day. The privilege to participate in the graduation ceremony is granted by the Administration.

A student must have a minimum of 22 credits and maintain a 2.00 GPA to graduate.

Additionally, all students beginning 2016-17 must pass a Civics exam to graduate,

TEXTBOOKS

There is no fee for the use of textbooks however if a student loses a book, it is the responsibility of the parent to pay the full cost of the replacement of the said book.

EXCELLENT CHARACTER HONORS

Eligible students who earn no suspensions and are recommended by at least two teachers from middle school or one teacher from elementary school.

PRINCIPAL'S HONOR ROLL

Eligible students earn a cumulative GPA of 3.5 from 1st through 4th grades or 5-12th grades relative to their current grade level placement and have had no school suspensions during the specified period.

AWARDS DAY

Great emphasis is placed on academic excellence and Islamic character development at Clara Mohammed School. A special day is set aside to recognize those students who maintain high academic standards.

FIELD TRIPS

In addition to regular class work, teachers supplement students' educational experiences with a wide variety of hands-on activities, projects, assignments, and academic field trips.

Clara Mohammed School, Inc. recognizes that first-hand experiences provided by field trips are most effective. Field trips are part of the Clara Mohammed School, Inc. program and are not optional experiences for the students to attend. All parents/guardians must sign the permission slip before the student is allowed to participate in any planned activity. Students who have displayed a constant pattern of irresponsible/disruptive or harmful behavior and choose not to follow school rules may be restricted from attending field trips. Please note the following:

No student shall be denied the privilege of participating in school field trips unless authorized by the administrator or his/her designee.

No student shall be denied the right to participate in a school field trip or school-sponsored trip

because of financial inability to pay the fee for the trip.

Students and parents will be held responsible for any damage done to real or personal property by students. All damages must be paid for by the parent.

Because Clara Mohammed School, Inc. teachers may decide to walk with their students to the park, library, or another local facility, a blanket field trip permission slip must be signed before any student may participate. The blanket form will only cover unplanned walks and or outings.

Enrichment

Clara Mohammed School offers a variety of enrichment activities to supplement the mainstream academic program. These include

- Educational Field Trips
- Science Fair
- Student Council
- Spelling and Math Bees
- Model UN
- Camping
- Community Service.

We design our classrooms to complement classroom studies and offer a variety of educational materials to students and teachers.

STAFF

Clara Mohammed School has qualified and trained teachers to ensure high academic standards. All teachers are experienced and continue to receive professional training.

The ratio of Adults to Children

Research has confirmed that one of the most significant factors in providing a quality learning environment for children in a group setting is the number of educated staff available with whom the children can interact. More staff provide better supervision and care and a greater variety of personalities so that the children will find a “special someone” with whom they can bond. The high ratio of adults to children encourages the best in teacher competencies. Every one of our teachers brings energy, enthusiasm, and dedication to the program. We do our best to maintain the class size at 1: 20 per class.

Staff Meetings

Size and training of staff are not enough to ensure a quality program unless that staff has adequate opportunity to plan, coordinate and evaluate program goals and activities. To facilitate our operation, we conduct weekly staff meetings for all our teachers as units or with the Principal.

Staff Growth and Development

Staff Development is the key to a quality school. Our ongoing training program includes

- Annual orientation week
- Workshops
- In –service Seminars,
- Local and National Conferences.

We purposely seek training to address our students' needs. The workshops cover various issues and topics the teachers need, such as instructional techniques, classroom management, improving the achievement levels of the students, discipline, etc.

Clara Mohammed School encourages its teacher to enroll in higher learning pursuits to improve their proficiency.

FIRE/TORNADO DRILLS

We conduct fire and tornado drills monthly. We post exit information in classrooms and corridor areas. Students receive instructions on how to respond in case of fire or tornado.

GUEST SPEAKERS

All guest speakers must be approved by CMS administration before addressing an audience of CMS students.

PARENT VOLUNTEERS

Parent volunteers are always welcome to Clara Mohammed School, Inc. As a safety rule for our children, we require all prospective volunteers to follow the steps listed below to utilize our volunteers effectively.

- All volunteers must fill out an application before any activity at Clara Mohammed School, Inc.
- We conduct background checks on all volunteers before working with our student body.
- Upon acceptance of a volunteer application, the volunteer will be given orientation and a list of duties.
- Volunteers will be given a schedule of days and hours and only be admitted to perform services on those days.
- Volunteers must stay with the assigned class they are working with or visiting.
- No one is allowed to take pictures of students or staff without permission. For privacy reasons, the school requires written permission to appear in photos.

RIGHTS OF PARENTS AND STUDENTS

Enrollment at CMS is a privilege, not a right. We may request the withdrawal of any student at any time if the administration feels the student does not fit into the spirit of the institution and community.

CODE OF CONDUCT

GENERAL RULES OF CONDUCT – Clara Mohammed School Students are to

- Behave in a manner that reflects their respect for themselves and others. Respect means - showing or feeling honor or esteem for; being decent, honest, and concerned about how you are seen or how you see others.
- Respect the school and help keep it clean. No one should expect someone else to clean after them.
- Refrain from defacing or damaging school property, including the physical building, computers, equipment, books, and other people's property.
- Refrain from bringing cell phones, radios, tape players, beepers, walk-men, matches or lighters, etc., or going on any inappropriate sites on your computer.
- Treat each other courteously. No physical aggression is permitted. Wrestling and horseplay are too dangerous to be allowed; includes students & staff.
- Be clean, uniforms pressed, and if leather shoes, they must be polished.
- They work to fulfill the academic obligations assigned to them.
- Exhibit high moral standards of character. Name-calling, hitting, pushing, etc.... will not be accepted.
- Eat food at designated times and in designated places. CMS does not allow gum chewing at school. Students who do must clean any gum found on floors. If they do not, they will be suspended from campus and must work from home for not less than two days.

- No one can bring any pork or pork by-products to school

- NO WEAPONS OR DRUGS/PARAPHERNALIA OF ANY KIND ARE ALLOWED ON SCHOOL PREMISES.

BEHAVIOR

All students should conduct themselves appropriately.

Follow the CMS Student Behavior Guideline below

1. Follow all directions the first time.
2. Be on time, have needed supplies, and actively participate in class activities.
3. Keep your hands, feet, and objects to yourself.
4. Do not bring dangerous objects or drugs.
5. We do not allow Fighting, verbal abuse, threats of physical violence, profane language, or racial threats against other participants, CMS staff, including support staff or volunteers.

6. Each student must abide by the dress code.

All areas off campus are “Off Limits” unless students are under the supervision of CMS staff members.

Prohibited Items & Activities on School Campus

Any item that will distract from school activities.

Weapons of any kind are not permitted. Drugs, and drug paraphernalia, are not permitted.

[Any student who comes to school under the influence of alcohol or drugs will be sent home, and a meeting with parents as to whether the student will be allowed to return to school.] This also applies to a student who leaves campus for lunch and returns impaired or smelling of mind-altering substances. We have zero tolerance for this type of influence on our campus.

Commitment to Learning Community and Environment

Parents and students must commit to being active community members, and being active means working with staff and other students to maintain a clean, peaceful, and safe environment. We believe students learn responsibility by practicing responsible behavior. The trash and disorder that comes from a large group should be cleaned by those who make it so. Students must clean the area around their desks, clean their classrooms, and wash their fingerprints off the walls and other school property. We do not consider this a punishment; instead, we teach them to be aware of their interaction with their environment.

***Destroying School or Another Person's Property 2018-19 Policy Change**

CMS has spent a lot of school funds to improve and update equipment. We have cameras in all classrooms to monitor the property and students. Should it be proven that your child has destroyed the school or another person's property, whether by accident or intentionally, the parent will be responsible for replacing the item.

FIGHTING AMONG CMS STUDENTS IS NOT TOLERATED!!!!

CMS reserves the right to suspend any student for a just cause. Any student who is involved in fighting directly or indirectly, i.e.... instigating, spreading rumors, gossiping, insulting, taunting, or provoking, regardless of who is at fault, both or all students subject to be suspended or expelled from school.

This rule applies even if the person(s) did not start the fight.

Name-calling, aggressive behavior, talking about individual's/parents or an individual's/family members, etc... will not be tolerated.

Coercion is no excuse for fighting.

1) Walk away

2) Inform a Counselor/Staff Member/Teacher of the problem.

If students choose to fight instead, then the student also chooses to accept suspension or possible expulsion from school.

For family members who engage in or provoke incidents or who enter school premises to cause injury, harm, or intimidation, the administration will report such action to the authorities immediately. They may not be allowed back on school property.

We expect CMS students to reflect positively on the school. School behavior expectations transfer to include any off-campus activities.

Consequences for Violation of Any CMS Rules

First Offense: A verbal warning given to the CMS student to discontinue the behavior, ***(This does not apply to fighting, bringing drugs or weapons to campus, or other serious infractions; see above section on fighting)*** (Staff who witness infraction will place the incident in writing and turn it into the Assistant Principal. All parties will sit and discuss the incident, and Assistant Principal will determine the consequences.

Second Offense: Admin may suspend the student for one day, and a note will be sent home to the parent/guardian, followed by a phone call. If the parent does not return,

Third Offense: The student may be suspended for at least three days and shall not return to school until the parent or guardian has completed a personal consultation with the vice principal, teacher, or other CMS staff.

Fourth Offense: Students may be expelled or suspended for the remainder of the year.

Any behavior which results in damages toward self, classmates, or staff; destruction of property [even if it belongs to the student], swearing, bringing in non-permitted items, etc.); we will place a student on a probationary contract with restrictions. If these consequences do not rectify the behavior, we may suspend or expel the student.

All suspensions and expulsions are at the discretion of the principal.

SUSPENSION POLICY

We want our students and parents to understand that even though suspension may seem harsh, we are ultimately acting in the best interest of the students and staff.

The procedure followed: 1st infraction, written documentation, and a parent call. We will talk with the student to ensure behavior is one that we can control in-house.

2nd infractions, the student will receive a one-day suspension and a conference with the parent.

3rd infraction, the student may be suspended for three days if it is deemed appropriate by the

administration.

NOTE: CMS will maintain a record of each warning or action in its cumulative folder.

Expulsion can occur for the following reasons:

- Excessive unexcused absences
- Fighting
- Use of Profanity
- Disorder of any type on the buses/field trips/in or on CMS campus.
- Possession of weapons, illegal substances, cigarettes, lighters, matches, contraband etc...
- Racial Threats; Threats of any kind or intimidation.
- Displays of insubordination or disrespect towards CMS staff (this includes bus drivers, cafeteria workers, maintenance, janitorial, office personnel, principal, director, teachers, teacher's aides, coordinators, volunteers, etc....)

Harassment and Misconduct

CMS does not tolerate harassment of any person. It is a cause for disciplinary and/or police intervention and could lead to a student's expulsion from Clara Mohammed School.

Any physical, verbal, or virtual that hinders the learning/teaching environment or that can be interpreted as threatening to others is harassment and will be addressed. In addition, Clara Mohammed is committed to maintaining a learning environment free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. CMS prohibits any form of sexual harassment or sexual violence. Examples of prohibited behavior that is unsolicited and unwelcome or sexual in nature include:

Visual Contact- suggestive looks, leering or staring at another's body, gesturing, displaying sexually evocative objects or pictures, cartoons, posters, magazines, Facebook, Twitter, or other social network postings.

Written Contact- sexually suggestive or obscene letters, notes, invitations, or drawings. Including computer or mobile phone-generated messages, emails, or internet postings, text messaging, and instant messaging.

Verbal Threats- sexually suggestive or obscene comments, threats, jokes including those about racial agender-specific traits, any sexual propositions, as well as comments about another student's body that are negative and embarrassing.

Physical Contact- any intentional pats, squeezes touching, hitting, pinching, repeatedly brushing up against another's body assault, or blocking free movement of any person.

Verbal Harassment- ribbing or joking, including sexually suggestive language.

Procedure for Reporting and Obtaining Relief from Harassment

Students should report any kind of harassment to their teacher or an administrator

All parties will meet and discuss the incident, along with the principal/designee and other CMS staff, where appropriate.

The principal/designee will determine the consequence depending on the incident.

Any student suspended for violation of these infractions requires parental involvement immediately.

The suspended student shall not return to school until the parent or guardian has completed a personal consultation with the principal or designee.

- Depending upon the severity of the incident, the student may be expelled or suspended for the remainder of the school year and must work online.

Please Note:

Harassment may cause disciplinary and police intervention and could lead to a student's expulsion from Clara Mohammed School.

- All parties involved are entitled to appeal to the Director of Education if not satisfied with the determination by the principal/designee.
- Within five days of receipt of the written appeal, the Director of Education will hold a conference between the student, parent/guardian, principal/designee, and other CMS personnel to review the process of suspension or expulsion. The Director of Education will ensure compliance with policies and a written result of the conference provided to the parent/guardian.

PROPER CHECK OUT PROCEDURE

Parents/Guardians and all persons authorized to pick up children from CMS must adhere to the following procedures for picking up students:

1. The designated person must be confirmed in writing and a copy of their identification provided to the office before picking up any student.
2. The student must exit through **the office personnel only.**

LATE PICK UPS

We understand that incidents occur, and a parent may run late. However, we do not provide after-school care. Parents need to pick up their children at the time of school dismissal.

EARLY PICK-UP PROCEDURES

Students are not to leave school premises any time after arrival on campus unless they have written authorization from the appropriate administrator.

A student who leaves without permission will have a meeting with the administrator and their parent. If this action continues, the student may be required to work from home.

Bus Transportation

CMS has a limited Busing system. We accept busing requests on a first-come, first-served basis. We are not required to offer transportation and reserve the right to remove any student who is a danger to themselves or others. Parents who sign up for and receive bus service will receive notice of the expectations for receiving service. High school students are not provided an allowance for bus service. However, parents may pay the \$100.00 per month fee should they request, and space is available. If the high school student has siblings attending CMS, we may waive that fee.

MEDICATIONS

Medications will not be dispensed without authorization. Students who require medication during the school day must have prior parental or physician release an order to have medications dispensed. This includes aspirin, Tylenol, ibuprofen, etc..... Clara Mohammed School, Inc. will not dispense these medications. If your child has a need for these medications, it is the parent's responsibility to bring such items to school and leave them in the office along with a release form. All medication will be logged every time it is administered. Medications must clearly state the dosage and time taken in the prescription bottle.

ACCIDENTS

In case of an accident, the following procedures should be followed:

1. Report all accidents to the teacher or CMS staff member immediately.
2. If medical attention is required, CMS staff members will report to the office, and parents will be notified.
3. Accident reports are to be filled out in the office on the day of the accident, and a copy is sent home.

SAFE SCHOOLS

In order to ensure a safe, non-threatening environment for faculty, students and persons having business at CMS, all administrators must take certain precautions:

Students have a privacy right in their personal belongings, such as backpacks, and school officials must have "reasonable suspicion" before searching a student's items. Lockers, on the other hand, are owned by the school, so the school can search those without having "reasonable suspicion." So you better not have any contraband in your locker. To be safe, don't keep it in your backpack or car either. Don't bring it anywhere near your school!

Students have privacy rights while in school, but these privacy rights are limited

compared to the privacy rights people have outside of school. This means that although you do have rights as a student, cms has the power to limit them.

1. Searching - the law to search students' backpacks, permits School administrators, if there is reasonable suspicion that the safety and/or well-being of persons at CMS may be in jeopardy.
2. Identification of persons admitted on campus- All persons entering CMS premises during regular school hours are required to report directly to the office. They must sign in and receive a visitor's pass.
3. C.M.S/CMHS employees are state mandated reporters. This means that in the event a student is deemed as being harmed or neglected in any way, we are required by the State of Wisconsin 48.981 (2) (a). to report any incident which we feel may be of concern. Per Wis. Stat, sec. 48.02 (1) Reportable Child Abuse is defined as the following:

Physical Abuse- inflicted on a child by non-accidental means, serious physical harm inflicted on an unborn child, and the risk of serious physical harm to a child when born, caused by the habitual lack of self-control of the expectant mother in the use of alcoholic beverages, controlled substances, or controlled substance analogs exhibited to a severe degree.

Sexual Abuse-sexual intercourse or sexual contact under s. 940.225, 948.02, or 948.02 or 948.025 (sexual assault, sexual assault of a child, and repeated acts of sexual assault of the same child). Sexual exploitation of a child, causing a child to view or listen to sexual activity, permitting or allowing/encouraging a child to engage in sexual activity or prostitution, exposing genitals or pubic area.

In case of serious accident, paramedics will be called. By signing the last page of this handbook stating that you understand all regulations, you also give permission to transport your child during an emergency.

In the event of a tornado or other natural disaster children will be transported to a safe place; the closest to us is

Northcott Neighborhood House.

Main office number: (414) 372-3770

Office fax number: (414) 372-3619

Address: Northcott Neighborhood House: 2460 N. 6th Street

Public Library Martin Luther King Jr. Branch

Address: 310 W. Locust Street

Phone number (414) 286-3000

SUSPENSIONS AND EXPULSIONS

Students may be suspended or expelled for engaging in any of the following:

1. Falsification of application or other records
2. Failure to maintain a minimum grade point average (GPA) of 2.0 for the academic year.
3. Failure to attend classes
4. Failure to accept correction or discipline
5. Neglecting school service/work assignments
6. Fighting
7. Sexual misconduct, i.e.... lewd and lascivious behavior, etc.
8. Stealing, vandalism, or malicious destruction of property
9. Disrespecting or disrupting worship service
10. Failure to follow dress code
11. Unauthorized entry to restricted areas
12. The sale, use, possession or distribution of alcohol, tobacco, drugs, paraphernalia, or contraband.
13. Leaving school without official permission (written)
14. Gambling
15. Disrespecting authority (Excessive confrontations with personnel or school volunteers)
16. Possession of weapons
17. Using profane language or making obscene gestures
18. Intimidation- verbal, physical, emotional or otherwise
19. Possession of pornographic material
20. Repeated offenses of any kind.
- 21.* **SPECIAL NOTICE*** cell phones or any other communication devices will be confiscated and will not be returned to students. Parents may retrieve devices after a conference has taken place. We realize some parents provide cell phones to their children for safety concerns. However, this does not mean students are permitted to use them during school hours. Cell phones must be turned in to their teacher each morning and returned at dismissal.

Students who participate in “Last Day” school fights, be it a physical fight, or intent to fight, cause harm, or otherwise, will not only be expelled, but will have the incident placed

in his/her permanent record. This includes students who plan to fight or actually fight at the end of the year and attend another school the following year.

Suspension and Expulsion Policy Appeal Procedures:

- A suspension/expulsion hearing will be held to inform parent or legal guardian of the pending cause for suspension/expulsion. The cause for suspension/expulsion will be placed in writing and in a student's record.
- When the decision is for suspension/expulsion, the parent/guardian has the right to appeal.
- The student, or his parents/guardians, may within five school days following the commencement of the suspension/expulsion, request in writing an appeal to the Director of Education.
- Within five days of receipt of the written appeal, the Director of Education will hold a conference between the student, parent/guardian, principal/designee, and other CMS personnel to review the process to suspend or expel. Director of Education will assure that process was followed as defined by policy and a written result of conference shall be provided for parent/guardian.

GENERAL POLICIES AND PROCEDURES

Conferences

- Conferences are arranged through CMS office by request of the parent or teacher. Parents are encouraged to request conferences regarding their children's progress.
- In addition to individual conferences at requested times; all teachers will be available for evening conferences prior to PTA meetings. (A schedule of PTA meetings will be mailed out.)

Guest Speakers

- Guest speakers must be approved by CMS administration prior to addressing an audience of CMS students. Forms for request of guest speakers are available in the office.

Assembly

A short period, or assembly, each morning is devoted to the remembrance of Allah (G_D) and the duties we, as human beings, owe to the One Creator. This sets the tone for the day.

All students should be present and on time for morning assembly no later than 8:00 a.m.

WITHDRAWAL FROM SCHOOL

If a student is withdrawn from school, the parent or guardian must officially, IN PERSON, make

the request in the office.

***NOTE* School records will not be released or sent to another school system until all outstanding accounts are paid in full.**

PARENTAL CUSTODY ARRANGEMENTS

Should there be a court-ordered custody arrangement between parents/guardians, a copy of the order must be shown to the office staff and administrators at Clara Mohammed School, Inc. It is imperative that we communicate on this issue for the safety of your child and to avoid any miscommunication which may arise. Clara Mohammed School, Inc. will not be held responsible for any arrangement violation that we were not made aware of in advance.

Please follow these procedures:

Provide the school with a copy of the court-ordered document which states the custody arrangement.

Provide the school with a list of persons who may and may not pick up students.

Always keep your phone number updated, and make sure that we are aware of any changes in your pick up persons.

MISCELLANEOUS INFORMATION

Birthday Parties

Birthday Parties are permitted. Classroom parties related to units of work or special class projects, etc..., are also permissible.

Students bringing food items are not to bring pork products, i.e... Gelatin etc... If you are not sure, contact the office before bringing in the item.

Clubs and Organizations

The student council is the mechanism through which the students become active participants in the governing of the school. The student government helps to promote student concerns and sponsors various student and community projects.

Off Limits Areas

Students are prohibited from entering the school's office area. The office has a window for service, which is to be used by all students and visitors. Students are not to enter any office, i.e.... principal, director, accounting, vice principal, without authorization.

Students are not to enter the kitchen area unless on work duty.

Students who enter classrooms other than the one he/she should be in will be subject to punishment.

The school campus is off limits after 5:00 pm. No student shall be on grounds or in the building

after this time.

STUDENT GRIEVANCE PROCEDURE

When misunderstandings arise between students and teachers or staff, the following grievance process is available to all students, in order 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 ask for a conference with the teacher/staff person involved.
3. If the matter remains unresolved, it should be referred to the Principal.
4. In extreme situations, unresolved issues may be referred to the Director of Education and, ultimately, the Board of Directors.
5. Students may file a grievance or submit a request for remedy by completing a formal grievance form available in the school office, by informal written statement, or by verbal statement to any staff member. A parent or guardian may also file a grievance on behalf of the student.
6. For complaints regarding discrimination in the USDA Child Nutrition Programs, please contact the Nutrition Director, either verbally or in writing. Any and all complaints will be forwarded to the State Agency within 5 days of receipt.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington D.C., 20250-9410;

(2) Fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

NUTRITION PROGRAM

CMS offers a breakfast and a hot lunch program for students who desire the service. *Students can also bring a cold lunch if no pork or pork products are part of any foods brought into the building.*

Prices are as follows:

Breakfast

Adult \$2.00	Staff \$2.00	Senior Citizens \$2.00
Milk \$.50	Juice \$.50	

Lunch

Adult \$5.00	Staff \$5.00	Senior Citizens \$2.00
Milk \$.50	Juice \$.50	

In the interest of modeling good nutritional habits, no soda is allowed on campus.

CAFETERIA

Students are expected to maintain appropriate behavior during meal period, as well as assume individual responsibility for leaving the cafeteria area clean for the next group of students. Part of our mission is to remind students to show gratitude for their blessings. Silent prayer is made for all meal times.

The following are not permitted on campus:

1. Pork or any pork by-products (items containing lard, gelatin, etc.)
2. Candy (sugary snacks)
3. Soda* (Milk, Juice or Water is acceptable)

4. Flaming Hot type snacks
5. Please do not send glass containers

Clara Mohammed School Inc.

We are proud to announce that we are a **Community Eligibility Provision (CEP)** school. In a nutshell this means that breakfast and lunch is served free of charge for **all students** in our school(s). **(Added, 2018-19 school year)**

By Clara Mohammed School Inc. being in the **CEP** program parents do not have to fill out free or reduced meal applications for their child(ren). Once they are enrolled they are automatically enrolled into the free meal program.

Students benefit from a balanced meal twice a day to promote good health and better focus in the classroom.

Join Clara Mohammed School and help us nourish the future, together.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
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Washington D.C., 20250-9410;

- (2) Fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SALAT (PRAYER) PROCEDURES

Prayer is the cornerstone of our faith. No one can see into another's heart, but we can witness actions. Prayer aids us in our ascension. We strive daily to be better human beings than we were the day before. Prayer consists of reciting the words of The Creator from His Book; for the Muslim, it is the Qur'an. Throughout the day and night, we set aside the thinking of this world and seek the Words of G_d to ensure our thinking remains in line with Scriptural reasoning.

As many of you may know, Muslims must perform five daily prayers. During the day, Dhuhur or the midday prayer and 'Asr will enter during school hours(during certain parts of the year). We will perform these prayers as part of our daily activities. Below is the English translation of the words of the prayer service.

All prayers begin with a Call to Prayer by a Muath-than, pronounced mu-ath-than, announcing the prayer: All of this is said in Arabic; but this is

G_D IS GREATER, G_D IS GREATER
G_D IS GREATER, G_D IS GREATER
THERE IS NO G_D EXCEPT G_D (ALLAH)
THERE IS NO G_D EXCEPT G_D (ALLAH)
MOHAMMED IS HIS MESSENGER
MOHAMMED IS HIS MESSENGER
COME TO PRAYER, COME TO PRAYER
COME TO CULTIVATION, COME TO CULTIVATION
G_D IS GREATER, G_D IS GREATER,
THERE IS NO G_D BUT G_D.”

Students then wash for prayer and the group prayer commences:

“G_D IS GREATER”
WITH ALLAH’S NAME, THE MERCIFUL BENEFACTOR, THE MERCIFUL REDEEMER,
PRAISE BE TO G_D THE CHERISHER, AND SUSTAINER OF ALL SYSTEMS OF
KNOWLEDGE
THE MERCIFUL BENEFACTOR, THE MERCIFUL REDEEMER
MASTER OF THE DAY OF JUDGEMENT
YOU DO WE WORSHIP AND ON YOU DO WE CALL FOR HELP
SHOW US THE STRAIGHT PATH,
THE PATH OF THOSE ON WHOM YOU HAVE BESTOWED YOUR FAVOR
THOSE WHOSE PORTION IS NOT WRATH
NOR THOSE WHO GO ASTRAY. AMEEN”

The prayer leader (Imam) then recites another chapter from the Qur'an such as:

“BY THE ACCOUNTING OF TIME (THROUGH THE AGES)
SURELY MANKIND IS AT LOSS;
EXCEPT THOSE WHO HAVE FAITH,
DO RIGHTEOUS WORKS
AND JOIN WITH OTHERS IN MUTUALLY
PROMOTING TRUTH, PATIENCE, AND CONSTANCY.”

-11-

Or he may recite:

“SAY, HE IS G_D
THE ONE AND ONLY;
G_D, THE ETERNAL, THE ABSOLUTE;
HE BEGETS NOT,
NOR IS HE BEGOTTEN
AND THERE IS NONE LIKE UNTO HIM.”

The Imam then states: “Allahu Akbar (G_d is Greater)” - everyone moves to the next position bending with hands on the knees.

Then we recite (silently)

“GLORY TO MY LORD, THE EXALTED” (3 TIMES)

The Imam then states: (while those in the congregation) rise from their bent position;
“ALLAH LISTENS TO HE WHO CALLS ON HIM”.

(the congregation responses)

“OUR LORD TO YOU ALL PRAISE IS DUE”

The Imam then says:

“ALLAHU AKBAR” and moves to a position of prostration on the floor. The congregation follows and repeats silently the following words;

“GLORY TO MY LORD THE MOST HIGH (3 TIMES)

ALLAHU AKBAR (moving to sit back on feet and stating:

MY LORD FORGIVE ME AND HAVE MERCY ON ME

ALLAHU AKBAR (said again and supplicant moves back to the position of prostration

GLORY TO MY LORD THE MOST HIGH (3 TIMES)”



This completes what is called one rakah. Each prayer service consists of a certain number of rakahs. For example, the midday prayer requires four rakahs. Lining up and completing the prayer takes about 15 minutes, once students have gotten the hang of the schedule, which normally happens within the few two weeks of school. We set up the school's schedule of classes to accommodate this practice. If there are any questions or concerns regarding our prayer service, please feel free to contact us. All questions are important. We want you and your child/ren to feel comfortable.

JUMU'AH PRAYER (Friday Congregational Service)

Jum'ah Prayer is an Islamic congregational prayer service.

- It is held on Fridays, replacing the midday prayer.
- We do not have a Sabbath Day as such. In Islamic tradition, Muslims congregate on Fridays, coinciding with the Noon Prayer, or Thuhr Prayer.
- The Jum'ah Prayer consists of a two part lecture and then congregational prayer.
- In the first part of the lecture, the imam (religious leader) shares words of praise for G_d and recites verses from the Muslim holy book, the Qur'an, that support his topic for the day; and in the second part he uses his understanding of those verses to address concerns affecting the people of the community.
- After the imam completes his lecture, he leads two rakahs (completed steps) of prayer.
- Jum'ah Prayer is an obligation on all believers who are able to attend.
- For the Clara Mohammed School, Jum'ah Prayer is an activity of our weekly schedule. **All students and staff are required to attend Jum'ah Prayer service.**
- Although no one is forced to participate in the prayer, everyone is required to attend the lecture.
- After the lecture, those who are not participating in the prayer quietly move to the side or rear so that prayer may be completed.

Once prayer is completed students are dismissed in an orderly fashion by the school instructors. **Teachers stay with their class before, during, and after prayer.**

NOTE:

- We are an Islamic school which means that on Friday at 1:10 pm, Jum'ah Prayer begins and continues until 2:00 pm. We ask that all students attend the lecture session (parents are welcome to attend).
- At CMS, we work to prepare our students to enter a diverse global community. Students who are not Muslim are not required to pray. However, it is important for students to learn to respect others and their beliefs.

**SISTER CLARA MOHAMMED
WIFE, MOTHER, AND EDUCATOR**

Sister Clara Mohammed was born on November 2, 1899, in Macon, Georgia. She married the Honorable Elijah Mohammed and their marriage produced eight children: two daughters and six sons. During the early years of her children's lives, Sister Clara felt 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 a great personal sacrifice, she taught them at home and had a tutor assist with their Islamic education. This was done upon her husband's instruction until an Islamic school could be built for them and other Muslim children. This action was the seed for the establishment of the Clara Mohammed Schools across America.

Allah rewarded her for this initiative early in her children's lives by blessing her to produce a family of dedicated Muslims. One of her children was the world renowned Muslim American leader, Imam W. Deen Mohammed. Another son, Dr. Akbar Mohammed, was a college professor. One daughter, Mrs. Rayya Mohammed, dedicated over 23 years towards teaching in the Clara Mohammed School system. Herbert Mohammed, who is a successful businessperson and the ex-manager of Muhammad Ali, world champion boxer, is another example.

Sister Clara Mohammed worked to instill within her children the lasting qualities of family love, strong moral values, commitment, independence; as well the Islamic concepts of respect, love, and warmth between parents and their children. She faced opposition with determination and strength. Sister Clara was committed to equitable education for all students.

These are just some of the qualities that she possessed that encouraged Imam W. Deen Mohammed to name our school system in her honor. Sister Clara Mohammed passed on August 12, 1972. May Allah forgive her shortcomings and accept her soul into his Paradise. In our growing understanding of the depth of her qualities, we pray that Allah places in our hearts and minds the patience and perseverance to instill these essential values in our students and our children.

WHAT WE BELIEVE:

Islam teaches that all faiths have, in essence, one common message: the existence of a Supreme Being, the one and only Creator, whose Sovereignty is to be acknowledged in worship and in the pledge to obey His teachings and commandments, conveyed through His messengers and prophets.

Islam, is an Arabic word, rich in meaning. One of those meanings ...is the "commitment to submit and surrender to G_d so that one can live in peace". Peace (salaam) is achieved through active obedience to the revealed commandments of G_d....Commitment to Islam entails striving for peace through a struggle for justice, equality of opportunity, mutual caring and consideration for the rights of others, and continuous research and acquisition of knowledge for the better growth and protection of all human beings.

Muslims ascribe to five main pillars of practice:

1. Declaration of belief in one G_d (shahada): this is the initial act of faith, expressed in a simple statement that testifies to one's commitment to following the straight path of G_d's guidance upon which Muslims seek to live their lives.

The declaration of shahada is: "I bear witness that there is no god but The One G_d; I also bear witness that Muhammed is His servant and His messenger."

2. Prayer (salat) is offered five times a day at established times. It has the effect of reminding the faithful that "remembrance of G_d is indeed the greatest power", and helps them adhere to the path of righteousness and to restrain themselves from indecency.

3. Fasting (saum) is observed through the daylight hours of the 29/30 days of the 9th month of the Islamic month, or Ramadan. The fast of Ramadan involves abstaining from eating, drinking, and having marital intercourse during daylight hours, etc. This practice reminds the believers of their dependence upon G_d, as well as their kinship with and responsibility for the millions of human beings who experience involuntary fasting because of lack of food or its unjust distribution.

4. Charity (zakat) requires the annual giving of a fixed amount of excess personal assets for the benefit of the poor, the incapacitated, the deprived, and the community's welfare. It serves to remind believers that all beneficence comes from the bounty of G_d, and is enjoyed only through His mercy. Sharing becomes an act of purification both of the wealth itself, and the giver whose soul is disciplined against greed by the practice of selflessness. Even those who are poor are obligated to give something in charity. Prophet Muhammed said a smile can be charity.

5. Pilgrimage (hajj) should be completed by every Muslim at least once in a lifetime, if personal circumstances permit. It gathers the believers who make the pilgrimage into a picture of a single human family. Pilgrims perform prescribed acts of worship in the environs of Mecca and at the Holy House, the Ka'bah, the direction Muslims turn in five times a day for prayer. This house, Ka'bah, according to the Qu'ran, was built by the Prophet Ibraheem (Abraham) and his son, Isma'il (Ishmael).

For more information, please feel free to contact the Clara Mohammed School, Inc. office:

**Clara Mohammed School, Inc.
Uniform List for students K-12
Female Students**

Grade	Item	Description	Color
K5-5 th	Jumper/Tunic or Dress long	If girls wear pants, their tunic must cover to the hips, Dresses are on sale on campus	Navy Blue, black, Rust
K5-5 th	Pants/Slacks	Uniform, no jeans, leggings corduroys are acceptable in the colder months.	Navy Blue
K5-5 th	Shirt/Blouse	Short sleeve polo-long sleeve in colder months.	Navy Blue or White
K5-5 th	Shoes	No open toe, No high heels, backs of shoes must be closed.	Navy, Black, Brown
K5-5 th	Athletic Shoes	Rubber sole,	
K5-5 th	Head Scarf (Hijab)	All female students must cover their hair completely.	Any colors that match
6-9th	Tops Dress	Long jacket over the uniform shirt, covering the hips.	Black, Navy & Rust
	Pants/Slacks	No tight pants, No Jeans, No Leggings, No holes or rips, No patches.	Navy, black Khaki, Rustuniform
	Shirts/Blouse	No tight fitting, No low cut, No see-through, No rips or tears. No sleeveless.	Uniform colors
	Shoes	No open toe, No high heels, backs of shoes must be closed. (slides may be worn in class, but outdoor shoes worn during gym and outside activities	Navy, Black,
6-12th	Athletic Shoes	Rubber sole, no loud colors	

6-12th	Jewelry	No large earrings they should be less than 1 1/2" inch long. No pierced body or face jewelry. No jewelry during gym class	
6-12th	Skirt or Dress,	must be below calves, no slits, or tight fitting No see-through clothing at all.	
	Hijab / Scarf	Is to be worn at all times, completely covering the whole head.	Any uniform matching color
	Long Uniform Tops	Long jacket over the uniform shirt covering the hips. Uniform dress, and smocks must be worn if student's clothing is too tight.	Black, Navy, Khaki & Rust
	Pants/Slacks	No tight pants, No Jeans, No Leggings, No holes or rips, No patches.	Khaki/Tan, Black
	Shirts/Blouse	No tight fitting, No low cut, No see through, No rips or tears. No sleeveless.	White, Black
	Shoes	No open toe, No high heels, backs of shoes must be closed.	Navy, Black,
	Athletic Shoes	Rubber sole, no loud colors	White, Black or Navy
	Jewelry	Earrings must be less than 2" inches long. No pierced body or face jewelry.	
	Make-Up	Modest makeup allowed only if it is not disruptive to learning.	
	Hijab / Scarf	Is to be worn at all times, completely covering the hair.	Black, Navy or White.
K-5th Males	Pants/Slacks	No pants hanging off the waist, No Jeans, No Patches, No rips, No tears, corduroys may be worn in cooler weather	

K5-5th	Shirt	Short sleeve polos, long sleeve in colder months.	
K5-5th	Shoes	No open toed shoes, for safety reasons.	
K5-5th	Athletic Shoes	Rubber sole, no loud colors	
6-9th Males			
6-9th	Pants/Slacks	No loose/baggy pants, No Jeans, No holes or rips, No patches.	Black, Navy, Rust, Khaki
6-9th	Shirts	Polo	
6-9th	Shoes	No open toe	
6-9th	Athletic Shoes	Rubber sole, no loud colors	
6-9th	Jewelry	No earrings, no visible body or facial jewelry	
6-9th	Belt	Must be worn at all times	
9-12	Pants/Slacks	No tight spandex pants, and no pants are allowed to hang off waist. Belts worn, must not be for decoration, but to keep pants up.	
9-12	Shirts	Polo –short or long sleeve	
9-12	Shoes	No open toe	
9-12	Athletic Shoes	Rubber sole, no loud colors	
9-12	Jewelry	No earrings, No facial/body jewelry	

9-12	Belt	Must be worn at all times	
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Clara Mohammed School, Inc.

Contact Information:

317 W. Wright Street, Milwaukee, WI 53212

Office Phone # 414-263-6772

Office Fax # 414-263-6852

Clara Mohammed School

Board Members

Fahad Muhammad

President, Director of Education

Secretary

Rasheedah Ali

Steed Welch

Addie Shakur

Parent Handbook and Report Card Acknowledgement Form

2022-23 Academic Year

I have received or have access online to Clara Mohammed School Handbook. I understand that I am responsible for knowing what the policies and expectations are for my child and our family.

I further understand that no report card will be mailed but that I must pick it up at the parent conference or the office if I cannot attend parent conferences.

Print Name _____

Signature _____ Date _____

Please sign and date this page then return it to the Office Staff!