

WITH ALLAH'S NAME, THE MERCIFUL BENEFACTOR, THE MERCIFUL REDEEMER

NEW MEDINAH ISLAMIC SCHOOL SYSTEM

Policy Name: Mission Statement

ISSUED:

REVIEWED:
REVIEWED:

REVIEWED:

REVISED:

REVISED:

APPROVALS:

<hr/> Imam Alvin Jamal Shareef Director of Education & Principal & Principal	<hr/> = Donna A. Ali Administrator
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MISSION STATEMENT:

It is the mission of the New Medinah Islamic School System to assist all of our students in implementing the Islamic principles and the Traditions of Prophet Mohammed (pbuh) in their daily lives. We seek to enhance and nurture their knowledge, skills, and capabilities, toward pleasing the Creator, both academically and spiritually. Further, we seek to develop a profound respect in our students for all of creation, in a most excellent manner.

VISION STATEMENT:

Our Vision is to advance the actualization of Quranic guidance, the universal life example of the Prophet Mohammed (pbuh) and the enlightened leadership of Imam Warith Deen Mohammed, within our schools. Further, the vision is to establish a model system that upholds the sacredness of education and which invests in the unfolding of the G'd given potential of our students for the benefit of the Islamic community and society in general.

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NEW MEDINAH ISLAMIC SCHOOL SYSTEM

Policy Name: Accreditation

ISSUED:

REVIEWED:

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REVISED:

REVISED:

APPROVALS:

<hr/> Imam Alvin Jamal Shareef Director of Education & Principal & Principal	<hr/> - Donna A. Ali Administrator
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The New Medinah Islamic School System will seek and maintain certification by *The Mosque Cares Office of Education*. The school will follow the certification process as outlined by *The Mosque Cares Office of Education*.

The school will seek and maintain certification by the State Board of Elementary and Secondary Education (SBESE) and other statutory regulators.

1. The New Medinah Islamic School System shall receive an approval (A) classification by meeting all standards specified in Standards for Approval of Non-Public Schools.
2. The school shall submit an annual school report to the Bureau of Elementary Education inclusive of grades first through twelfth.

A nationally recognized Accrediting Commission will accredit the School.

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WITH ALLAH'S NAME, THE MERCIFUL BENEFACITOR, THE MERCIFUL REDEEMER

NEW MEDINAH ISLAMIC SCHOOL SYSTEM

Policy Name: School Purpose and Objective

ISSUED:

REVIEWED:

REVIEWED:

REVIEWED:

REVISED:

REVISED:

APPROVALS:

<hr/> <hr/> Imam Alvin Shareef Director of Education & Principal	<hr/> <hr/> Donna Ali Administrator
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The purpose of New Medinah Islamic School System is to promote the universal, educational concept of man's inherent capacity to manage his life, which is a feature of the religion of Al-Islam.

The objectives of our schools are:

1. To foster within each student the principle of submission to the will of The Creator as the essential element in achieving human excellence.
2. To develop a wholesome appreciation for the value of religion in the human life.
3. To develop the consciousness of each student to include a sense of family, community, national and global responsibility.
4. To develop effective reading, writing, speaking, mathematics, computer and technology skills so the student will become socially and academically literate.
5. To develop greater industrial usefulness, which will result in, increased earning power.

The school will maintain on file, the goals and objectives for the current year; plans for implementation of these goals and objectives; and evidence of attainment of last year's goals and objectives.

This policy and procedure manual will be reviewed annually and updated or revised as necessary by the principal of Clara Mohammed and New Medinah High Schools with approval of the school board.

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WITH ALLAH'S NAME, THE MERCIFUL BENEFACITOR, THE MERCIFUL REDEEMER

NEW MEDINAH ISLAMIC SCHOOL SYSTEM

Policy Name: Organizational Structure

ISSUED:
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REVIEWED:

APPROVALS:

<hr/> Imam Alvin Shareef Director of Education & Principal	<hr/> = Donna Ali Administrator
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The Clara Mohammed System was developed under the leadership of Imam Warith Deen Mohammed to address the needs of Muslim and non-Muslim youth in America. The school bears the name of his illustrious mother who was a pioneer in alternative education as far back as the 1930's.

Since 1991, Masjid Al-Halim has operated a Clara Mohammed School and in 1994 established New Medinah High. The Masjid Advisory Boards formerly incorporated the school as an entity of Masjid Al-Halim in 1991. The New Medinah Islamic School System (Clara Mohammed School and New Medinah High) was formerly incorporated as a separate entity under the auspices of Masjid Al-Halim in 2002. In 2003, The School System received its 501(c)3 non-profit classification. A Director of Education & Principal and Consultative Board manage the New Medinah Islamic School System. The School System enjoys generous support from the Members of Masjid Al-Halim, Masjid Advisory Board, Islamic Parent Teacher Student Committee (I.P.T.S.C.) and other supporters.

The purpose of New Medinah Islamic School System is to promote the universal, educational concept of man's inherent capacity to manage his life, which is a feature of the religion of Al-Islam.

Director of Education & Principal/Imam - the resident Imam of Masjid Al-Halim serves as the director of the New Medinah Islamic School System. The responsibilities of the Director of Education & Principal are to oversee and guide the organization, policies, and legal status of the school. The Director of Education & Principal is the final step regarding appeals based on academic or discipline exclusion of students. The Director of Education & Principal reports directly to the members of Masjid Al-Halim.

Consultative School Board - provides the financial, marketing and physical plant assistance to ensure the faculty, staff, and student body have the proper environment to implement the mission and objectives of the school. The School Board reports to the Director of Education & Principal and works with the Principal of Clara Mohammed School. The Board serves at the pleasure of the members of Masjid Al-Halim and Director of Education & Principal.

Principal - the principal is responsible for supervising the daily operations of Clara Mohammed School. This is to include but not limited to:

1. The development, review, revision, and implementation of school policies.
2. Provide instructional leadership and curriculum development, implementation, review,
3. Ensures Maintenance of an accurate system for the maintenance of records, academic and
Fiscal

Policy Name: Organizational Structure continued

4. Follows the policy and procedures for hiring and terminating employees.
5. Ensures the school follows state or statutory regulations.
6. Monitors the use of public/private or government funds and/or resources to comply with regulations.
6. Promotes staff development and provides staff evaluation.

The principal reports directly to the Director of Education & Principal and the Members of Masjid Al-Halim.

Teacher - provides the daily nurturing, instructional assistance to achieve an environment conducive to the development and learning of the student as outlined in the Mission Statement and Objectives of the school. This position reports directly to the Principal of Clara Mohammed School.

Teacher's Aide - provides assistance to teachers in the classroom by providing instructions to students, performs clerical and office duties, and provides supervision to students as appropriate. This position reports directly to the faculty and principal of Clara Mohammed School.

Students - seek to please the Creator by fully achieving their potential in an Islamic environment. The development of the student is the reason that this institution exists.

Maintenance Staff- provides for the maintenance and upkeep of the facility and grounds. This position reports to the Principal of Clara Mohammed School and New Medinah High.

Office Staff - includes secretarial, admissions and registration duties.

Administrator - provides administrative and organizational assistance and support to the school and teachers as directed by the Principal. This position reports to the Principal.

Islamic Parent-Teacher Committee's - is the committee, which provides interaction between the administration, staff, parents, students to discuss the development of the educational process of The New Medinah Islamic School System; it is a vehicle for parental involvement with the schools. Another major function is the fund-raising activities of the committee, which seeks to provide financial assistance to the school.

Friends of New Medinah Islamic School System- is a coalition of parents, teachers, alumni, Muslim and Non-Muslim who are concerned with providing stability and aide in progressing The NEW MEDINAH ISLAMIC SCHOOL SYSTEM. The chief function of the Friends of New Medinah Islamic School System, is fund-raising, which includes procuring of grants, awards and other donations to ensure the financial stability of the school. The coalition is committed to write and submit at least on

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NEW MEDINAH ISLAMIC SCHOOL SYSTEM

Policy Name: Curriculum Development, Approval, and Implementation

ISSUED:
REVIEWED:

REVIEWED:
REVISED:

REVISED:

REVIEWED:

APPROVALS:

Imam Alvin Shareef Director of Education & Principal	Donna Ali Administrator
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The New Medinah Islamic School System will provide quality education through an Islamic worldview utilizing Quranic and Traditional Curriculums.

The development of the curriculum is a function of the New Medinah Islamic School System Principal. The curriculum will meet minimal State of Mississippi and national requirements for Clara Mohammed School Elementary and High Schools.

Approval of the curriculum lies with the Director of Education & Principal (Resident Imam).

The curriculum will consist of the following instructional areas:
Quranic recitation and Islamic History.
Instructional Arabic
Language Arts/Communication
Mathematics
Science
Technology and Computer literacy (integrated)
Social Studies
Health and Safety
Physical Education
Arts-Music and Visual

The curriculum will be reviewed on an annual basis and updated as required.

Implementation and evaluation of the curriculum will be through the following mechanisms:

1. Standardize weekly teaching plans, which may be adapted to meet the student and teachers needs. The principal will review teaching plans.
2. Uses of standardize text and instructional materials.

3. Teachers will be empowered to utilize various other instructional materials and techniques to achieve successful learning patterns for students.
4. Assignment of homework, special projects, field trips to enrich the learning environment of students.
5. Routine testing and grading of work assignments, tests, report cards, and a nationally standardize test is to be administer annually to all
Students.