

# Islamic Academy of Delaware

## TEACHERS HANDBOOK

2021-2022



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## INTRODUCTION

Dear Respected Employee,

We are pleased to have you as a member of the staff of the Islamic Academy of Delaware (IAD). As an employee working full or part-time in an administrative, teaching, professional, or support capacity, the skills and commitment you bring to your job make an important contribution to our goal of providing excellence in education to the children and families of IAD.

This Employee Handbook has been written to provide information and guidance to IAD employees. Unless mandated by federal, state, or local laws, rules, or regulations for execution in a private school setting, IAD expressly reserves the right to change, add or delete any of the provisions in this handbook at any time in a manner that benefits student learning, fulfills the school mission, and does not violate contractual agreements with its employees. Moreover, given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive.

All employees are expected to read and fully understand the details of the teachers' handbook. The teacher's handbook sets forth school policies, rules and regulations, and expectations that must be adhered to and met by all employees. Along with the principal's memos and directions the handbook will be referred to by the school administration in matters of policy implementation and issues of employees' accountability.

We recognize that new employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your immediate supervisor or to contact the principal.

## VISION

To educate our children and inspire them in a:

- **Diverse,**
- **Respectful** and
- **Safe** environment; teaching them
- **Islamic values**, based on the Holy Quran and the Traditions of the Prophet PBUH, providing
- **Rigorous** academic engagement that enables them to be
- **Career ready** and helps them to become
- **Responsible leaders** and
- **Citizens.**

## MISSION

As a child-centered school, we:

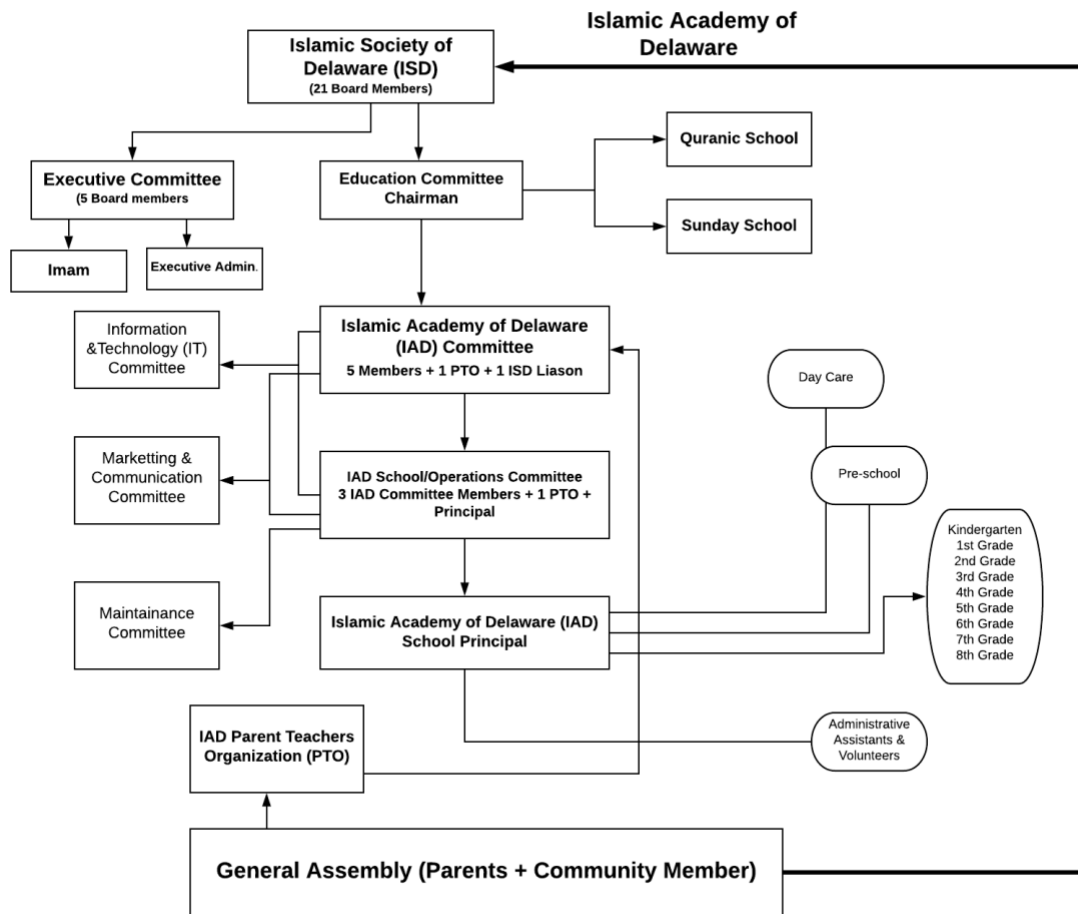
- Are committed to educating children in an Islamic environment that helps children grow as practicing Muslims.

- Provide children with positive role models and sound Islamic education that inculcates the Islamic creed, morals, values, and practices as evidenced in the Holy Quran and the authentic traditions of the Prophet, Mohammad, P.B.U.H.
- Look at each child individually to support the social, physical, intellectual, and emotional growth and well-being of all our students.
- Set grand expectations for all students and demand a high-quality learning experience.
- Offer students a relevant, challenging, integrative, and engaging curriculum.
- Use a variety of teaching strategies to accommodate the diverse needs and abilities of our students.
- Offer students experiences, which will enable them to become more responsible for themselves as learners and citizens.
- Work to provide organizational structures that effectively support our commitment to a child-centered environment

## **GOVERNANCE**

IAD is a non-for-profit faith (Islam)-based school that is owned by and operates under the authority of the Islamic Society of Delaware. The school system is governed by a seven-member operations committee, chaired by the Chairman. The Chairman of the School is responsible for the overall administration of the school and implementation of School Committee policies. The figure below illustrates the organizational structure of IAD. The principal is a nonvoting member of the IAD Operations Committee (IADOC), the board's administrative entity to plan, supervise, and assist in executing major school decisions relevant to finance, accounting, maintenance, procurement, and allocation of resources. The committee also serves as a layer of authority addressing employee complaints and

grievances.



## EMPLOYMENT

Teachers seeking employment at the Islamic Academy of Delaware are required to address their resumes to the principal. The principal will conduct informal preliminary interviews with applicants. The Human Resources Sub Committee will conduct the final interviews. At the time of the appointment, salaries, benefits, and conditions of employment will be discussed and agreed upon.

### Basic Employment Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable, and courteous demeanor in all interactions with students, parents, colleagues, and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness, and projecting positive role models for students enrolled within the Islamic Academy of Delaware. The use of profane language is prohibited and may be cause for disciplinary action.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and satisfactorily perform job responsibilities. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Employees are advised that school telephones, supplies, equipment, and services (including Internet access and fax service) are for professional use. Excessive personal calls or the use of supplies, services, or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies, or services including electronic access may result in termination of employment.

### **Equal Opportunity employer Policy**

Islamic Academy of Delaware is an Equal Opportunity employer. The Islamic Academy of Delaware does not discriminate based on race, color, gender, age, religion, creed, national origin, ancestry, age, disability, veteran's status, or marital status.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment under applicable federal, state, and local laws.

### **Anti-Harassment and Sexual Harassment Policy**

Islamic Academy of Delaware seeks to promote a workplace and educational environment that is free from discrimination and harassment, whether based on race, color, gender, age, religion, creed, national origin, ancestry, marital status, or disability. The Islamic Academy of Delaware will not tolerate harassing conduct that affects employment or educational conditions that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile, or offensive work or school environment. Further, any retaliation against an individual who complains about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated.

Harassment consists of unwelcome conduct, verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to, the display or circulation of written materials or pictures that are degrading to a person or group described above, or verbal abuse or insults about, directed at or made in the presence of an individual or group described above. Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct are made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

An individual who believes that he or she has been subjected to harassment, sexual or otherwise, has a right to file a complaint with the Islamic Academy of Delaware. The complaint may be filed with the individual's immediate supervisor or Islamic Academy of Delaware's Operations Committee. Additionally, employees who observe incidents of harassment should immediately report such incidents to their immediate supervisor, or the school's Operation committee.

All reports of harassment, sexual or otherwise, will be investigated promptly in a confidential manner and disciplinary action taken as appropriate.

## Grievance Policy

When an employee disagrees with a decision made by school officials or with the actions of another school employee, we recommend that the employee takes the following steps:

1. Make sure you are familiar with the school policies that apply to your situation. Is your concern addressed by the teacher handbook or other school policy documents? Did a school employee/administrator act according to the school's existing policy? (The Teachers' handbook and other policies should be available in the administration office and/or the school's website.)
2. Document your complaint in writing (what happened and when), so that you have an accurate record of events. You may or may not choose to send this information to school officials at some point.
3. Follow the "chain of command" to resolve your complaint. Discuss your concern with your immediate supervisor, if appropriate. You may pursue your concerns with the principal then the IAD Operations Committee. If the issue is not resolved, contact the ISD Liaison Officer who will direct your complaint to the ISD Executive Committee. The principal is responsible for availing to you all contact numbers and emails if the matter is not resolved at his level. Please understand that this chain of command must be observed for your grievance to be addressed.

## Employees' Dress Code

The Administration reserves the right to advise teachers on the Islamic dress code. The dress code serves to promote an atmosphere of a healthy relationship that reflects Islamic values and professionalism. The Islamic dress code applies to all male and female employees.

- i. Female employees must wear the **Jilbaab**. Pants and skirts are not to substitute for Jilbaab. Teachers are not permitted to wear:
  - a. Facial makeup
  - b. Nail polish, press-on nails, or use perfume
  - c. Pants with tops or skirts with tops
  - d. Tight-fitting clothes
  - e. Excessive jewelry
  - f. **Slippers or sandals; shoes with open toe or back, or high heels**
- ii. Male teachers are not permitted to wear:
  - a. T-shirts
  - b. Excessive jewelry
  - c. Tight-fitting clothes
  - d. Slippers, sandals, or 'push toe'
- iii. Teachers are always to set examples worthy of emulation in speech, dress, behavior, and work.
- iv. Employees who adhere to any faith or religion other than Islam are encouraged to adhere to the school dress code policy above in its entirety to promote the school vision and mission.



However, they are relieved only of the Jilbab/headcover requirement and may, instead, wear loose attire that is befitting of a religious school environment. Aside from the Jilbab/headcover requirement, all employees must adhere to every other component of the school dress code policy.

## WORK CONDITIONS

### Work Hours

- i. The working hours for full-time teachers are either: 8:00 a.m. to 3:45 p.m. or 7:45 a.m.- 3:30 p.m. The administration will select one of the two working shifts and teachers must adhere to it throughout the school year.
- ii. Late arrivals and early departures will result in deductions of wages.
- iii. Caregiver (s) of the day care facility must report for work at 7:30 and leave at 4:00 p.m. They may be required to be on duty on days when the school has a function involving teachers. Their hours may also be extended to accommodate any school event.
- iv. Full-time teachers are required to teach a minimum of 25 periods per week.
- v. Full-time teachers will be assigned one specific period for lunch.
- vi. Teachers will be required as part of their teaching obligations without compensation beyond the stated salary to attend and participate in seminars, workshops, and professional development programs during the week, weekends, and holidays. This can be internal or external.

### Attendance and Leave Policy

- i. Teachers who join the staff will serve three-month probation and will not be entitled to any leave with pay during the probationary period.
- ii. Should teachers fail to meet the standards and expectations, their employment will be terminated. This will be based on an official evaluation.
- iii. Teachers are entitled to **five** paid time-off (PTO) (sick/ personal) days' leave.
- iv. Permission for personal days must be requested on an official leave form in advance. Personal days must be approved by the principal in advance of any absence.
- v. A teacher taking leave must ensure appropriate substitute lesson plans are provided and a substitution arrangement proposal is approved by the principal.
- vi. Failure to gain prior approval and to submit substitute lesson plans may result in disciplinary action taken against teachers including termination of employment and loss of payment for the days of absence.
- vii. Upon resumption of duty, teachers are to fill out and submit a request for reimbursement form for the sick days or the approved personal leave day(s) if they wish the day(s) to be counted towards their and not deducted from their PTO days.
- viii. Sick days over two days will require a doctor's note.
- ix. A teacher who resigns during the school year will forfeit all PTO.

## Time Off

- i. Time off will not be granted for personal matters that can be attended to after dismissal or during the weekend.
- ii. Full-time teachers are required to be in the school for the entire duration of the school day work shift except during assigned lunch break.
- iii. Teachers in need of time off must request this formally and in writing to the administration.
- iv. Teachers who leave school during teaching or non-teaching periods without prior administration approval may be subject to disciplinary actions.

## Salary and Compensation

- i. The entry salary of teachers has been fixed on a scale according to qualifications and experience.
- ii. A teacher, who has a child attending IAD, is entitled to a 50% discount on tuition.
- iii. In the event a teacher intends to resign, he/she will be required to give one month's notice.
- iv. Before leaving and upon resignation, all properties entrusted to the teacher must be returned. Failure to return school property may delay payment of salary or cause certain measures to be taken.

## Confidentiality

As an employee of the Islamic Academy of Delaware, an employee may have access to confidential, protected, or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Employees should consult their supervisors with any questions regarding confidentiality.

## HOMEROOM TEACHERS

- i. Homeroom teachers will have certain responsibilities, which will be indicated in detail during the school year through conferences, memoranda, and circulars.
- ii. They must actively always supervise their students. Some of the occasions when they must supervise their students are:
  - a. In the classroom
  - b. In the cafeteria.
  - c. At the place of assembly in the morning, dismissal, or any time the students assemble.
  - d. Making Wudu' for Salah
  - e. Going to and leaving the classroom.
  - f. On the playground
  - g. While on a field trip
- iii. A teacher must at no time leave students unattended in the classroom.

- iv. Should an incident occur in the classroom in his/her absence, the teacher will be held solely responsible. In the case of an accident, a teacher must file a report on the official accident form.
- v. If a teacher must leave, he/she must ensure another teacher is in the classroom to supervise the students.
- vi. Students in 1<sup>st</sup> grade and above are not to enter classrooms in the morning before assembly.
- vii. No student will be allowed to enter the school before 7:45 a. m. unless enrolled in a before-care program.
- viii. Teachers are to lock their classrooms when they leave after dismissal.
- ix. Teachers are to ensure that students leave a neat and clean classroom before their departure.
- x. Eating, drinking, and chewing gum in the classroom are prohibited by teachers and students.
- xi. Homeroom teachers, among other things, will be required to:
  - a. Take student attendance and maintain attendance records
  - b. Maintain student assessment and grading records
  - c. Recommend students for awards
  - d. Compile all examination results on the official forms
  - e. Prepare report cards
  - f. Organize conference with parents
  - g. Plan and execute field trips
  - h. Supervise students during Salah, morning assembly, and dismissal.
  - i. Teachers are required to maintain full supervision of their students inside the classroom until all students are dismissed to their parents by the administration office. Leaving children unattended in the classroom after dismissal or dropping off children in the administration office when parents are late for picking up their children is not permitted.

## **LESSON PLANS & CURRICULUM MAPS**

Planning and preparation are the first domain of teaching responsibility. No teaching may take place in the classroom without appropriate preparation. Planning and preparation will be used to assess teacher performance formatively and will be part of the annual summative evaluation.

- i. Daily lesson plans must be prepared according to a specified format (*to be given by administration on orientation day*) for each subject taught.
- ii. Lesson plans must be presented on or before Monday or the first working day of the week. The lesson plans may be requested by the administration at any time. Lesson plans may be emailed to the principal (preferred format) presented as hard copies, or shared with the principal through google Docs, google drive, or any other acceptable platform.
- iii. Plan of Work (POW) must be written according to a format for each marking period.
- iv. Curriculum maps for each marking period must be prepared and submitted before the start of each school trimester and according to the deadlines set by the administration.
- v. Summative assessment must be based on the work planned for each marking period and aligned with the common core state standards
- vi. Teachers must prepare three-day substitute lesson plans to cater for their absences. This is to ensure that classwork proceeds on schedule and the substitute teacher is provided with suitable

- materials. Any relevant classroom procedures must be spelled out clearly along with the lesson plans to facilitate instruction and classroom management by the substituting teacher.
- vii. Failure to present substitute lesson plans may result in disciplinary action taken against teachers.
  - viii. Teachers must keep a record of their lesson plans and curriculum maps and must present those to the administration upon request. At all times teachers must keep a record for their lesson plans for the entire school year.

## **NON-TEACHING PERIODS**

- i. A non-teaching period is not a free period. During a non-teaching period, a teacher may be called upon to function as the teacher of another class or assigned special duties.
- ii. Of the non-teaching periods, one will be allocated as the lunch break and the other non-teaching periods will be used as prep time and/ or administrative duty. Specific time will be given for teachers to take lunch.

## **FACULTY AND STAFF MEETINGS**

- i. Staff meetings will be held regularly or as the principal may decide.
- ii. It is mandatory for all staff members to attend faculty meetings and to be on time.
- iii. Notices for meetings will be posted through memos, emails, or as stated on the calendar.

## **PROFESSIONAL DEVELOPMENT**

All employees are required to engage in continued professional development. Continued education at institutes of higher education or in certain approved organizations can contribute to an employee achieving a higher rate of pay and his/her eligibility for promotion. Workshops and seminars are periodically offered by the Islamic Academy of Delaware at no or low cost during designated professional development days or after normal school hours.

It will be mandatory for staff and faculty members to attend all workshops and seminars (internally and externally).

Teachers are encouraged to have a leading role in contributing to the school's staff activities including preparing and providing workshops to fellow teachers and recommending professional development content and vendors to the administration.

## **TEACHER EVALUATION**

- i. Teacher evaluation will take the following formats:
  - a. Summative – usually at the end of each marking period
  - b. Formative – Corrective feedback is provided
  - c. Walkthrough – brief and continuous for the school year.

- ii. After each evaluation session, a conference will be held between the teacher and the principal.
- iii. In the case of two unsatisfactory summative evaluations, a special conference will be held with the teacher. Three unsatisfactory evaluations may result in the termination of employment.
- iv. Among the matters to be assessed for any lesson will be:
  - a. Planning and preparation
  - b. Classroom environment
  - c. Instruction
  - d. Professional responsibilities.
- v. At the end of the school year, teachers will receive a statement of an annual evaluation. The final evaluation will relate to among others:
  - a. Completion, quality, and presentation of notes of lessons
  - b. Completion, quality, and presentation of the plan of work
  - c. Completion, quality, and presentation of tests
  - d. Attendance: absence, time offs, tardiness
  - e. Professional development
  - f. Teaching skills and acquired knowledge of the subject matter
  - g. Class management
  - h. Response to school policy and official directives
  - i. Involvement in curricular and extra-curricular activities
  - j. General contributions to the development of the school and the students.
- vi. Teachers will be required to formulate their goals for the classes and subjects they teach. The attainment of the goals will be considered in the annual evaluation process.

## **PHOTOCOPYING, TEACHING AIDS, AND EQUIPMENT**

Teachers will be issued individualized access codes to the copy machine. They will also be allocated a printing allowance weekly. Each teacher must plan instruction and printing well and in advance to prevent unnecessary printing and to avoid learning disruption in the classroom. It is also important that no printing may take place either through electronic dispatch or by sending students to request copying while a class is in session. The printing allowance may be overridden by the principal if the need is justified. Teachers may not use printing for personal or non-teaching-related purposes.

Any video material to be viewed by students must be properly edited and approved by the principal before viewing. Proper planning will make this procedure simple.

The students in Pre-K and the KG must be exposed only to video films with appropriate Islamic morals. If other video films must be used, they will be used sparingly and with the approval of the principal.

It has been scientifically proven that “Too much screen time” negatively affects the mental development and learning process of young students and promotes passive student existence. Students become easily bored of the pace of the lesson in comparison to the pace of screen entertainment. We

do not wish to get students ‘hooked’ to video games or for TV to be used as a convenient substitute to keep them quiet and occupied.

## USE OF THE OFFICE PHONE & CELL PHONES

- i. The office phone is to be used for emergencies only and not for personal calls.
- ii. The office will have a procedure for receiving and relaying calls/messages to teachers.
- iii. Teachers must advise family members, friends, or associates not to call them on their cell phones during their teaching periods. Incoming calls to teachers must also be emergencies.
- iv. Teachers are advised to turn off their cell phones during their teaching periods. Teachers are not to engage in cell phone conversations during their teaching periods. Infraction of this rule will necessitate disciplinary action.
- v. Students will be permitted to use the office phone for emergencies only. The use of phones by students has certain statutory restrictions. Students will not be allowed to use the phone for social calls, e.g., seeking permission to visit a friend. The teacher must give student-written permission to use the phone.
- vi. The office staff will make calls to parents if it is an emergency or relay the message.

## PERFORMANCE EVALUATION

Periodically, the Principal will formally evaluate an employee’s job performance and assess how satisfactorily he/she is performing the responsibilities of his/her position.

Performance evaluation is an important factor in continued employment. If an employee does not agree with a performance evaluation, he/she may submit a written response addressing any relevant issues to the Principal. The performance evaluation and any written response an employee may submit will be included in the employee’s permanent personnel record.

## LEAVING THE SCHOOL COMPOUND

- i. No teacher can permit a student to leave the compound. The permission must be given by the principal.
- ii. When students disembark from the buses and private vehicles, they are to immediately enter the school compound.
- iii. A teacher cannot leave the compound without permission of the Principal except during their officially designated lunch break.
- iv. Unauthorized leave may result in disciplinary action taken against the teacher.
- v. Teachers requesting “**time off**” must do so on the official form and must **sign out** and sign in.

## COMPUTER LITERACY

- i. All teachers must become computer literate. This is a prerequisite for the teaching of certain reading programs and the presentation of records.
- ii. Not being computer literate will not be accepted as an excuse.

- iii. A teacher who is not computer literate will not serve the interest of their students and the school. Not being able to use technology and modern programs will impede the enhancement of teaching and learning in the classroom.
- iv. Teachers are to make optimum use of our website:
  - a. Homework
  - b. Tests
  - c. General information

## **ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER NETWORK**

The Islamic Academy of Delaware computer network is established for educational purposes and has not been established as a public access service or a public forum. Accordingly, the Islamic Academy of Delaware has the right to place restrictions on the use of the system and to require users to abide by school regulations.

### **Email Etiquette**

Email and other online services provided through the Islamic Academy of Delaware should be used only for teaching/learning-related purposes.

All users are expected to exercise good judgment and professionalism in the content and tone of their email messages. Email messages sent through the Islamic Academy of Delaware are public documents and should not be used to convey confidential information.

The following are guidelines for effective “Email etiquette”:

- Use proper spelling, grammar, and punctuation.
- Try to be concise and to the point.
- Avoid using all capital letters (it gives the impression you are shouting).
- Do not forward chain letters or unsolicited information.
- Only send email to those individuals directly concerned with the subject.
- Avoid using email to communicate regarding private or confidential matters. If used, take precautionary steps to assure appropriate dissemination.

## **STUDENT ARRIVAL AND DISMISSAL**

At the designated time of dismissal, students must be attended to by their teachers to facilitate their departure as arranged by the administration. Teachers are not to leave their students unattended until this exercise is fully completed.

- i. Teachers of PK3,4 and KG must verify that their students have been picked up by authorized persons. Teachers must know the parents personally and the persons authorized to pick up students from their classes and/or any point of dismissal.
- ii. Teachers must make sure that parents or authorized individuals sign a log sheet upon picking up their children.

- iii. Teachers must keep children in the classroom under their full supervision until they are picked up by parents or authorized persons.
- iv. In the event a parent comes late for a child, the teacher must inform the parent of the rules and the consequences including a possible hourly charge of late pickup.

## **STUDENTS LUNCH AND RECESS PROCEDURES**

- I. Teachers will be required to attend to their students during lunch break.

Teachers must see that their students:

- a. line up before their classrooms and walk quietly in lines on the right-hand side of the halls to the multipurpose hall.
  - b. at the direction of their respective teachers go directly to their assigned tables
  - c. move to the service counter when called for to receive their lunch
  - d. receive lunch and go directly to assigned tables
  - e. clean the eating area before departure
  - f. do not place books, bags, shoes, or sit on the table during lunch
  - g. do not carry food items out of the cafeteria
- II. Teachers are directly responsible for their students' adherence to cafeteria policies and behavior during the lunch break.
  - III. Students who are not accompanied by their teachers will not be served lunch.
  - IV. Teachers, where applicable, must ensure Islamic eating ethics, habits, and rules are followed by students when eating or drinking e.g. eating with the right hand and invoking the Du'a (supplications) before and after eating.

## **TEXTBOOKS**

- i. Teachers are to advise students on the care of the textbooks.
- ii. In the event a student destroys or loses a textbook, it must be reported immediately to the parents and brought to the attention of the administration. Parents will have to pay the cost for the replacement of books defaced, damaged, or lost.
- iii. Student report cards may be withheld if parents do not pay for any school property lost or damaged by their children, or if parents did not pay the tuition or lunch fees.

## **DESTRUCTION AND LOSS OF PROPERTY**

- i. The student who destroys or loses another student's property must make restitution.
- ii. The student who deliberately destroys school property must be reported to the principal for appropriate action.
- iii. Teachers and staff are expected to handle school property with care for school property is a Muslim trust that has been invested in all employees. The teacher who loses misplaces or destroys school property or any school item such as laptops, stationary, the school's



copy machine, or any other item, is required and will be requested to make restitution, or may have the cost deducted from his/her salary.

## **WORK HABITS And HOMEWORK**

### **Work Habits**

The principal of the school is to ensure that teachers teach, and students learn. Students cannot learn if they do not study and pay attention in class. Students who refuse to work in class or who must be consistently reminded to work must be brought to the attention of the administration. If work habits do not improve or if students have frequent difficulties, teachers must consult with the administration to arrange a conference with parents. This will determine what steps are to be taken and whether such students can benefit from the school's education program.

### **Homework**

- i. The quality, quantity, and frequency of homework have always been an issue. Homework assignments are utilized to assist pupils to achieve satisfactory school progress and develop desirable work habits. Through these assignments, the parents can also become more aware of the scope and sequence of the instruction program. Assignments are an outgrowth of the work done in the classroom and with sufficient instruction from the teacher, may ensure that the student can work independently in most instances.
- ii. Homework is an opportunity for parents and teachers to identify strengths and continue to improve upon weaknesses. The function of homework is to provide practice in skill areas, but homework will not be calculated as part of the grade. Rather, homework will be populated separately after the grades for each subject.
- iii. Since the school has Alma SIS, teachers will be required to place their assignments online. This can be done before the teachers leave to home or during their prep time.
- iv. Sufficient and suitable homework must be given daily.
- v. Homework can take many forms –poster, pictures, graphs, verbal reports, word problems, art, experiment, observation, and exercises in the text - but must relate to work done in class.
- vi. Homework must not be graded but should be marked with adequate and appropriate feedback to assist the student in learning and growing.
- vii. Teachers must deal appropriately with students who do not submit homework by communicating with parents consistently through letters or telephone conferences and, if needed, inviting parents to conferences to seek their cooperation in getting students to complete assignments.

## PROMOTION / HOLD-OVER NOTICES

- i. The promotion of students to the next grade is the sole responsibility of the school administration.
- ii. The promotion of students will be according to merit.
- iii. A student who fails two successive years in the same grade will be requested to seek transfer to another school.
- iv. Teachers must keep accurate records of students' performances for evaluation, promotion, conferences with parents, and granting of awards. Records include grades or marks, test scripts, portfolios.
- v. Teachers must use the standards-based assessment and grading system recommended by the school.
- vi. Students who do not meet or show growth towards meeting the learning standards for three or more subjects will be given alert notices signed by the principal in each marking period (Grades 3-8).
- vii. Students in grades (3-8) whose summative grades show they fail to meet the learning standards for three subjects or more may not be promoted to the next grade. Those who fail two subjects may be required to do necessary summer remedial work.

Teachers must maintain and protect the confidentiality of grades and exam scores. Teachers are not to disclose the test score or grades of any student except to the student, parents, or guardians, and the administration. Teachers must never enquire about the scores of students of other grades unless the scores are directly related to their teaching responsibilities.

## SPECIAL SCHOOL ACTIVITIES

- i. The teacher will bear the responsibility and must actively assist and prepare students to participate in school extracurricular activities.
- ii. Extracurricular activities include but are not limited to:
  - a. Social studies exhibition
  - b. Civics bee
  - c. Art exhibition
  - d. Science fairs
  - e. Science Olympiad
  - f. Math Olympiad
  - g. Spelling bee
  - h. Quran competition
  - i. Bookfair
  - j. Hajj Simulation
  - k. Arabic language week
  - l. Field day

## PRIZES AND AWARDS

- i. Teachers are to identify students for annual school awards.
- ii. Students may be given awards for academic excellence and outstanding performance in any subject area during the annual awards night or graduation ceremony.
- iii. An awards night will be held to honor students for their participation and contribution to school culture and development.
- iv. The granting of awards must not be disclosed to students until the final approval has been granted by the principal.

## **GRADUATION**

- i. A graduation committee will be formed to manage all aspects of graduation which include dates, time, venue, graduation outfit, program, etc. Graduation ceremonies will be held for PK, KG, and the 5<sup>th</sup> and 8<sup>th</sup> grades.
- ii. The selection of the valedictorian and salutatorian must not be disclosed. This must await the final approval of the principal.

## **GRADING AND UTILIZING “ALMA”**

- I. Teachers of grades (P-8) will implement standards-based assessment and grading practices in all subjects. Traditional percentage-grading will no longer be used at IAD. Instead, a four-level grading scale will be used to measure student mastery of the content learned as follows:

### **STANDARDS-BASED PROFICIENCY SCALE**

4: ADVANCED	The student demonstrates an in-depth understanding of the material presented within the standard by completing advanced applications of the material.
3: MEETS	The student demonstrates proficiency on the complex, targeted knowledge and skills for the standard.
2: APPROACHING	The student understands the foundational material of the standard but is still working to master application of the concepts and skills.
1: BEGINNING	The student is able to demonstrate an understanding of all of the foundational material of the standard with assistance from the teacher.
N/A: N/A	This standard was not assessed during this term.

- II. Grades must be inserted on time on Alma, the web-based school learning management system LMS and on the electronically generated report cards at the end of each marking period.
- III. Teachers are required to use Alma to compile records. No hard copies will be accepted.

## **ISLAMIC OBSERVANCES AND HOLIDAYS**

- i. For Eid-ul-Fitr and Eid-ul-Adha holidays, a convenient number of days will be declared as special school holidays and will be indicated on the school calendar.
- ii. Salatul Zuhr and Jumuah will be observed at the school and/or the Masjid.

- iii. Arrangements will be made to accommodate any recognized Islamic event in strict compliance with the Holy Quran and the traditions (Sunna) of the Prophet (PBUH).
- iv. The administration will organize special extracurricular activities involving teachers and students for Islamic events.

## **NATIONAL HOLIDAYS**

- ii. The Islamic Academy of Delaware may declare certain days as holidays as it sees fit.
- iii. Teachers are advised to pay attention to the school calendar for holidays and school events. Some of the dates may be tentative.

## **VISITORS TO SCHOOL**

All visitors from outside the school must receive the administration's approval before they visit classrooms and or any school facilities. Teachers are encouraged to reach out to the external community to promote the school brand and to solicit expertise and contributions of professionals in the education, political and charitable fields. Invitations and arrangements to visit the school by members of the external community must receive the advanced approval of the administration.

Teachers in this regard must observe the following:

- i. Visitors must not be allowed into a classroom without an office pass.
- ii. All visitors will be required to report to the administration office before being allowed in the classrooms.
- iii. All visitors must use the main entrance to enter and leave the school.
- iv. The school will enforce the appropriate attire code with visitors.

## **STUDENT PASS**

- i. Students leaving the classroom must be issued a pass by the teacher.
- ii. Students found without a pass outside of the classroom may be detained in the office or sent back to class, and the teacher asked to account for the student being out of the classroom.
- iii. The administration will issue teachers passes – hall, washroom, office – for students to use when leaving the classroom.

## **BULLETIN BOARDS**

- i. The bulletin board is usually a holistic picture of the learning that takes place in the class. It is a valuable tool in creating a culture of learning in the school.
- ii. The bulletin board can be used for the display of learning materials, e.g., Egyptian civilization.
- iii. The bulletin boards are to be used to display students' work, which must be changed regularly.

- iv. Students and teachers are not to put any posters on the wall. Posters must be displayed on the bulletin board only.

## **FIRE DRILL & REGULATIONS**

- a. Once per month, the school will engage in a fire safety drill.
- b. Teachers must supervise their students during the drill and as directed by the principal.
- c. A fire drill logbook will be kept in the administration office.

## **SCHOOL FIELD TRIPS**

- a. At the beginning of the school year, teachers are to identify certain venues for trips.
  - i. The sites visited must be of educational value and relate to lesson plans, e.g., trips to the museum.
  - ii. Parents must be notified, and their written consent given before a child can be taken on a trip.
  - iii. All trips and arrangements must be confirmed well in advance by the administration.
  - iv. Teachers are to exercise the necessary safety and disciplinary measures when taking students on a trip.
  - v. After each trip, teachers are to submit a written assessment report to the office, and students must present written work on the trip.
  - vi. The homeroom teacher and/or any other teacher planning for a field trip must distribute permission slips to students and collect parents' signatures along with any applicable field trip fees. The office will not collect fees directly from students or parents. All must be submitted to the administration office before students board the buses.
  - vii. Only students enrolled in IAD will be permitted to go on a field trip.
  - viii. Chaperones are not permitted to bring their children on a field trip and will not be allowed to board the bus with their children.

## **READING PROGRAM**

- i. Each teacher is expected to implement an objective reading program to enable students to attain the ELA standards (reading, writing, speaking, and critical thinking).
- ii. Attention must be paid to this subject because of the implications. A student who cannot read will be unable to perform satisfactorily in any subject.
- iii. Teachers are encouraged to plan for the enhancement of the reading competency of each student. Teachers are advised to use different reading programs.
- iv. Keep a reading log of student's efforts; take home books
- v. Supervise students in the reading of 25 books or the equivalent.

## **DISCIPLINE**

Teachers are to act as role models and uphold the teachings of Islam where applicable. Effective classroom management, including expectations setting, clear classroom rules, and appropriate routines and procedures should serve as proactive and preemptive measures to ensure a healthy environment conducive to learning. These primary elements of a Responsive Classroom® approach to discipline where the social and emotional welfare of students is preserved will be a top priority at IAD:

- i. At no time must teachers apply any form of physical punishment to enforce discipline. This is illegal and can be classified as abuse or a criminal act.
- ii. Teachers must develop preventive classroom procedures and routines that will help maintain a healthy climate conducive to learning.
- iii. Students are sent to the administration office only after the teacher has exhausted all means of effecting discipline (directing-redirecting-logical consequences-time-out-communicating with parents- measures for thorny behavior). Whenever a student is sent to the office, he/she must accompany an adult who bears a referral form signed by the teacher. The referral must be filled out thoroughly explaining the antecedent, the incident, the logical consequences, and the measures taken by the teacher. Sending students to spend time in the office is unacceptable, does not benefit the child, nor remedy the situation. Students will be sent back to the class classroom.
- iv. The school will emphasize Responsive Classroom® reinforcements for good behavior and discipline.

## **GENERAL RULES & REGULATIONS**

- i. No child may ever be used to render personal service to a teacher.
- ii. No personal business or enterprises may be conducted on school property by a teacher or student.
- iii. A teacher or student cannot solicit monetary contributions or circulate any form of literature without the permission of the principal.
- iv. No child may be sent home during the day without the authorization of the principal.
- v. Parent-teacher conferences must not be held during teaching hours. Parents will be advised on the procedure of making an appointment to meet with the teacher.
- vi. Teachers must receive the permission of the principal before they extend an invitation to anyone to visit the school. This must be done to avoid any embarrassment.
- vii. No child is to be denied lunch or prevented from having his/her lunch on time.
- viii. A teacher or student may not administer any form of drugs or medication. Any medication brought to school must be stored and administered in the principal's office or a place designated by the administration.
- ix. No instructional machine or equipment may ever be removed or borrowed from the school without the permission of the principal.

- x. No child must be detained more than ten minutes after dismissal without notification of his/her parents.
- xi. Private property of students may not be taken without providing an opportunity for retrieval by parents. Teachers may not destroy an object belonging to a child.
- xii. Incidents of student injury must be reported to the office immediately and an official written report filed by the teacher.
- xiii. The school will not be responsible for any loss of property left unattended. Teachers are to ensure that the personal belongings of their students are tagged.
- xiv. Students are not to sit on the window ledge or climb on it to open a window.
- xv. Windows without screens should not be opened more than eight inches high
- xvi. The classroom must always be neat, clean, and made physically safe for the students.
- xvii. Furniture is not to be removed from a room and left in the hallway.
- xviii. No unregistered student or a parent may spend any amount of time in the classroom without specific permission from the principal.
- xix. Personal information regarding a child, e.g., telephone number, address, home conditions, class record, is not to be given to any person other than an authorized staff member.
- xx. No class is to be dismissed before the designated time unless authorized by the principal. The administration will instruct teachers on the dismissal of students.
- xxi. All staff members must read the school newsletter and notice board to be updated on school matters. Not reading the notice will not be accepted as an excuse for not complying. A copy of important student notices must be posted on the bulletin board, e.g., open school night
- xxii. Teachers must become aware of students' disabilities, physical, mental, and medical.
- xxiii. Suspected cases of child abuse must be immediately reported to the principal. The law requires this. Failure to report can be a criminal offense. Medical confidentiality does not apply to child abuse. A person may be sued for failing to report a case of child abuse.

## SCHOOL UNIFORM POLICY

The Islamic Academy of Delaware believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere of discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing. All IAD Students are required to wear uniforms to class. Parents are responsible for ensuring that their children wear the designated school uniform as outlined below.

### Appearance

Students shall maintain a neat, clean, and well-groomed appearance at school. Fingernails must be kept trimmed, shirt tails must be tucked in and undergarments must not be visible. No article of clothing shall be bizarre in style or of a nature to call undue attention to the wearer. **Boys must maintain a neat haircut with hair length of no longer than 2-inches.**

### Boys' Uniform (Pre-Kindergarten and higher)

- White collared shirts (T-shirts are not acceptable). Navy blue pants with no stripes.
- Jeans and shorts are not allowed.
- **Belts:** Black belts must be worn on all pants designed with belt loops.
- **Socks:** Solid white socks that cover ankles with no visible logo. All students **MUST** wear socks.
- **Shoes:** Black or white, shoes or sneakers with no laces. No sandals will be acceptable.
- **Head wear:** nothing.

### Girls' Uniform (Pre-Kindergarten and higher)

(Please note: Pre-K and KG girls are not required to wear a headscarf. However, they may want to have one with them for praying purposes.)

- White collared shirts.
- For KG-2 grade: Navy blue jumpers or skirts below knee length, For 3rd grade and up: A black or navy-blue Abaya or Jilbab (should be floor length).
- White hose or navy-blue pants (with no stripes) must be worn under the jumper or skirt.
- **Head scarf** (except for Pre-k and K): Solid white Al-Amira style:
- **Socks:** Solid white socks that cover ankles with no visible logo. All students **MUST** wear socks.
- **Shoes:** Black or white, shoes or sneakers with no laces.
- **Earrings:** Girls are allowed to wear stud earrings only. Make-up, perfume, artificial nails and nail polish are not allowed.



## **Cold Weather Apparel**

- Outerwear coats, jackets, and windbreakers, gloves, earmuffs may be of any color, but may not be worn in class. They must be taken off once inside the classroom.
- Solid navy-blue sweaters, pullovers, cardigan or vests are the only accepted inner ware.
- Visible brand name labels, emblems, logos or designs are not permitted on winter apparel (Example: Tommy Hilfiger, Guess, Trench coats, Camouflage, etc.).

**Shorts of any kind are not allowed.**