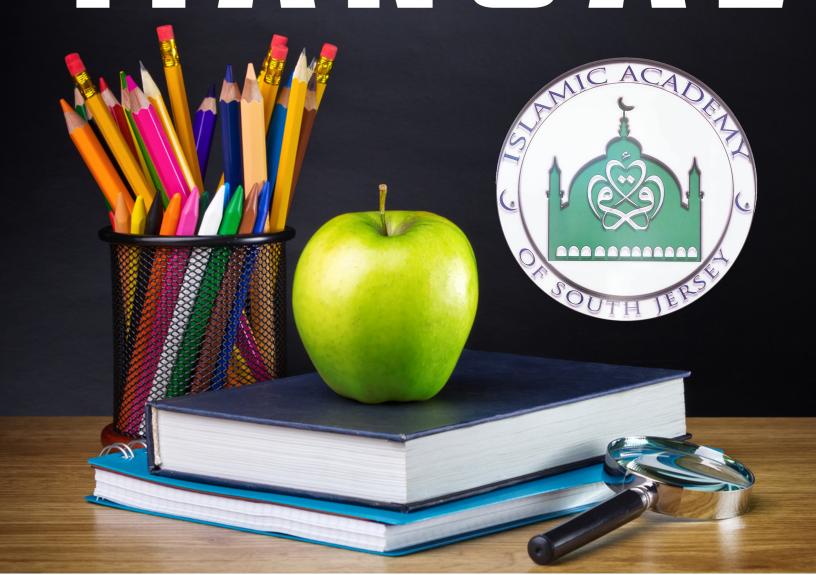
ZOZO-ZOZI ADMINISTRATIVE MAANIAL





EMPLOYEE

Guidelines and Procedures

COMPENSATION POLICIES

Employment Status

Salaried Employee

Full-time: Hired to fill a position for a determined period of time, and regularly work thirty-

five or more hours per week.

Part-time: Hired to regularly work less than thirty-five (35) hours per week.

Tuition Exchange Employee

Fulltime/Part-time: Hired to regularly work in exchange for tuition assistance. Tuition must be paid (to make up for the tuition allowance given) in the event of absence/lateness from assigned duties

Temporary Employee

A temporary employee is any person hired to fill a position for a relatively short period of time, not to exceed 6 months.

Volunteer

A volunteer is any person who voluntarily renders a service and receives no monetary compensation for his/her services.

Clearance

All staff members, volunteers, or hired workers, must conduct a background check and provide it to the school before interacting with individuals within the school including hired employees and students.

Pay Period

Payroll Workweek Defined

The regular workweek will consist of five (5) days beginning on Monday and ending on Friday, except for those not scheduled to work Monday through Friday.

Pavdav Defined

Payroll checks will be released on the regularly scheduled payday. The regularly scheduled payday will be on the 15th & 30th of every month, Insha'Allah. The Main Office will only distribute payroll checks to the authorized employee designated on the payroll checks, unless the authorized employee has given permission in advance for someone else to pick up their checks with the Main Office. For vacation pay, holiday pay, sick pay and such payments for hours not worked, the employee's current base daily rate is applied.

Payroll Deductions

Payroll deductions include: federal and state taxes, unemployment insurance, social security taxes, and tuition payments (if applicable). There will also be deductions for any court orders received (child support, garnishments, etc.).

REGULATIONS



Overview

ISLAMIC ACADEMY OF SOUTH JERSEY establishes these policies in order to ensure that business is conducted in a coordinated manner and in accordance with its mission, goals and priorities.

TEACHER'S GENERAL RULES AND REGULATIONS

All Teachers are expected to abide by the following general rules and regulations.

- 1. Be punctual and prompt when changing between classes.
- 2. Stay available and visible during your free periods.
- 3. Obtain approval from the designated administrator or principal by submitting a form for approval if you need to leave the building.
- 4. Sign out when leaving the building and sign in upon your return.
- 5. During Lunch period, please follow the following procedures:
 - a. Arrive on time and remain at your designated area.
 - b. Be attentive towards the students during lunch time.
 - c. Don't leave the students unattended or unsupervised, make sure you have coverage.
 - d. Remind students to use the bathroom and make wudu before coming to Salah.
 - e. Stop all activities 10 minutes before the bell rings and ask students to report to class promptly.
 - f. Make sure the students clean the lunchroom before they leave.
 - g. Make sure to accompany all students back to their respective classrooms
 - h. No teacher should ask students to run personal errands or to perform any personal service.
 - i. Teachers may not conduct personal enterprises on school property and may not make unauthorized collections.

ATTENDANCE POLICY

General Policy

In order to maintain an efficient operation, excessive absenteeism and/or lateness will not be tolerated. Employees are expected to maintain satisfactory attendance by reporting to work regularly and on time, and by returning from lunch and authorized breaks on time.

It is the responsibility of each employee to be aware of his/her accountability under the Attendance Policy.

Absence Reporting Procedures

Under no circumstances should any person be absent from work without informing ISLAMIC ACADEMY OF SOUTH JERSEY through the following procedure:

• A phone call to (609) 407-6800 and text message to (609) 204-6814 should be made PRIOR TO 6:00 A.M. OF THE DAY OF ABSENCE, to ISLAMIC ACADEMY OF SOUTH JERSEY with a message stating the name of the person, the reason for the absence and the anticipated length of the absence as soon as you know. Please note that only ONE "I overslept" excuse is allowed.

Absence and/or Ignoring Meetings/Deadlines (Award Lists, Lesson Plans, Inventory, Monthly Summaries, projects, etc.), Failing to report Absences/Violations to the front office, Failure to submit accurate attendance, Not Attending Open House, Missing Grade/report card Submission Deadlines, not uploading Gradelink grades for more than 7 days, and not having a sub plan prepared ahead of time.

- 1st Offense: Verbal Warning
- 2nd Offense: Written Warning
- 3rd Offense: ½ Day Pay Deduction
- 4th offense: 1 Day Pay Deduction
- 5th Offense: Meeting with the Principal and referral to the board for Major Disciplinary Action

PLEASE NOTE: No Call/No Show: Two Day Pay Deduction

Use of cell phone in class and/or harassing a colleague.

• *One day suspension without pay*

Not having report card grades ready for inspection will result in a two-day suspension.

All offenses are reset every marking period All above mentioned are not applicable if valid excuse is presented

NO DAYS OFF WILL BE APPROVED IN SEPTEMBER OR JUNE AND SAME DAY REQUESTS WILL BE DENIED.

LATENESS TO SCHOOL

Lateness to school is defined as arriving to school after 7:40AM and 6:55AM for Tahfeedh. ISLAMIC ACADEMY OF SOUTH JERSEY's policy requires attendance at school for all days and hours that school is in session. It is the responsibility of the teacher to be on time to school. The warnings below apply to a single cycle and are renewed at the beginning of each new cycle.

Lateness: All offenses are reset every marking period

1st Offense: Verbal Warning
 2nd Offense: Written Warning
 3rd Offense: ½ Day Pay Deduction

• 4th offense: 1 Day Pay Deduction

• 5th Offense: Meeting with the Principal and referral to the board for Major Disciplinary Action

CONFIDENTIALITY

Employees will occasionally be exposed to "Confidential Information" in the performance of their regular duties. The term "Confidential Information" shall include, but is not limited to: 1) student information, 2) personnel records, 3) social services functions, and 4) financial information. Employees are prohibited from disclosing any confidential information to any person or other entity not expressly authorized to receive such information that is acquired while performing of their official duties. Employees are prohibited from recording neither video nor audio or take any images of documents, conversations, meetings, or anything that is considered confidential and/or private information.

ANTI-HARASSMENT POLICY

Islamic Academy of South Jersey is committed to providing a work environment where every individual is treated with respect and courtesy at all times. Our employees, students, parents and visitors have a right to be in an environment free of all forms of discrimination and/or harassment. All employees of Islamic Academy of South Jersey are required to read and sign upon receiving, a copy of the Anti-Harassment Policy set forth by this facility.

CHILD ABUSE / NEGLECT

All employees of ISLAMIC ACADEMY OF SOUTH JERSEY are required to report all suspected cases of child abuse and neglect as stated in our <u>Child Abuse Policy</u>.

All employees of ISLAMIC ACADEMY OF SOUTH JERSEY are required to read and sign upon receiving a copy of the <u>Child Abuse Policy</u> set forth by ISLAMIC ACADEMY OF SOUTH JERSEY.

SAFETY

ISLAMIC ACADEMY OF SOUTH JERSEY's policy is to maintain a safe and healthy environment and workplace for all visitors and employees. Keeping this in mind, every employee is responsible for contributing to a safe work environment.

All workplace injuries or injuries to others, regardless of severity, must be reported immediately.

SIGN IN / OUT

Regular teachers are to sign in by the Main Office by 7:30AM and out by 3:30PM. Failure to do so will result in pay deductions.

DRESS CODE

All teachers and students must adhere to the dress code of the Qur'an and Sunnah. The dress code for ISLAMIC ACADEMY OF SOUTH JERSEY employees is as follows:

Men's Code

- 1. Must dress in accordance to Our'an and Sunnah.
- 2. Must wear shoes, dress or casual.
- 3. No Qaza' hairstyles (i.e. fades or mohawk style haircuts)

Women's Code

- 1. Must wear a jilbaab over her ordinary clothes (dress, skirt sets).
- 2. Clothes must not be seen through (including the khimar), tight or low cut and must have full length sleeves with no animals or human figures.
- 3. Must wear a hijaab.
- 4. Colors: Only solid colors are permissible. No bright or loud colors are permissible for the khimar or jilbaab.
- 5. Must not show more than her hands and face. One's feet must be covered with socks or hose, shoes with moderate heel height (no spike heels).
- 6. No fingernail polish or perfume should be worn.

EMPLOYEE CHILDREN ON SCHOOL PREMISES

No employee will be allowed to bring their child to work with them if the child is not enrolled in ISLAMIC ACADEMY OF SOUTH JERSEY.

During School Hours

During school hours, employees' children will be treated as normal students. Therefore employees' children may not leave the classroom or lunchroom to visit their parents. If the student needs something that his/her parent has, the parent should see to it that he/she gives the object(s) (i.e. lunch, etc.) to his/her child(ren) prior to the start of the school day.

After School Hours

Aftercare is only for non-staff members. During after school hours, employees' should have their children with them at all times. If the child has to leave the classroom, the parent should accompany them. When an employee leaves the building after school hours he/she must take their child(ren) with them.

VISITORS

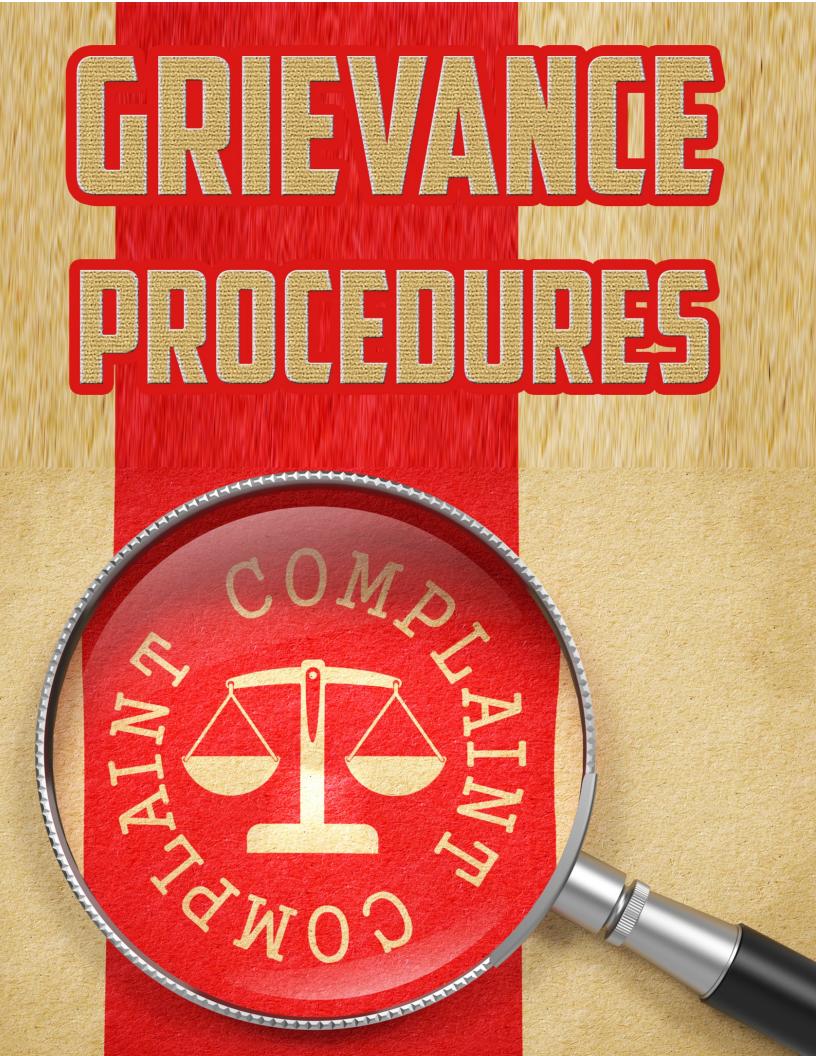
Due to the potential for disruption of work, employees are not to have non-employee visitors on ISLAMIC ACADEMY OF SOUTH JERSEY premises (e.g., friends). No one is permitted in the school building that is not a staff member, an employee of ISLAMIC ACADEMY OF SOUTH JERSEY, or a student listed on the school's attendance register.

Friends of employees are not permitted to visit the school for any reason. Faculty members should discourage friends from using ISLAMIC ACADEMY OF SOUTH JERSEY as a "meeting place".

Family members of faculty should first report to the Main Office to sign in. It should be noted that entrance to classes will not be permitted during class instruction.

All school visitors must:

- Report to Main Office to sign in and for further instructions regarding visitation.
- Anyone not abiding by the above will be regarded as "Trespasser" and reported to the Security staff and charged with illegal trespassing.
- Obtain a visitor's pass and wear/carry it at all times and return it upon leaving.



GRIEVANCES

Please adhere to the following steps whenever there are any concerns regarding any aspect of the school including, complaints, grievances, or questions as they must be communicated in the following way:

Teachers must first submit their concerns in writing to the principal. As soon as the principal receives the written complaint, he will act towards a resolution. If a ruling cannot be reached, the principal will refer the matter to the (SEC) School Executive Committee. If the matter warrants further consultation, the Teacher has the right to consult the matter to the school's board members for possible resolution.

If the teacher is unable to resolve the complaint to the satisfaction of the disputant, then the disputant may, approach the next level of supervision. If the disputant does not receive satisfaction from the higher level of supervision then he/she may request the dispute to be resolved through a Conflict Resolution process utilizing mediation.

Mediation

Mediation is a structured conflict resolution process in which a person with no interest in the outcome of the conflict/dispute assists the parties in reaching a negotiated settlement of their differences. The mediation process is voluntary and aims at a signed agreement defining the future behavior of the parties.

The purpose of mediation is to provide a means to hear disputes of: parents and/or students who have not received satisfaction in the resolution of their dispute via one-on-one conversations/meetings as set forth in the Chain of Command, which is the teacher, the principal, SEC, and the school board members.

CONFICT RESOLUTION

Open communication between parents, teachers and administrators are encouraged to resolve disputes informally whenever possible before entering the mediation process. However, if no resolution is made at the initial level of communication, participants may pursue mediation as the next step. A parent or student with a complaint should bring the complaint before the principal.



PERFORMANCE EVALUATIONS

Performance evaluations are constant and ongoing. However, employees shall receive three (3) formal performance evaluations each year during the months of October, February, and May.

Performance evaluations shall be completed by the employee's immediate supervisor and reviewed by the Principal. Performance evaluations shall be discussed privately with the employee, who shall be given the opportunity to raise questions. An employee who disagrees with the evaluation shall be allowed to submit comments that shall become part of the evaluation.

CONFERENCE / WORKSHOP ATTENDANCE

It is mandatory that all staff members attend no less than two (2) work related workshops annually. A list of relative workshops can be obtained in the Main Office.

Teachers may request professional visitation with the approval of the Principal. Visitations are restricted to attendance within the state of New Jersey or the immediate surrounding communities (New York or Philadelphia). Requests must be submitted at least two (2) weeks prior to the scheduled attendance. Approval must be obtained prior to any conference / workshop involving costs to ISLAMIC ACADEMY OF SOUTH JERSEY or time away from duties.

Workshop Attendance longer than one (1) day

Workshop, conference, or convention attendance involving more than one (1) day away from regular assignment may be approved if the following criteria are met:

- 1. The Principal requests that staff members attend because the conference, workshop, convention will contribute to the effectiveness of the instructional program.
- 2. The Principal determines, prior to the attendance date, which special requests for attendance at a conference / workshop / convention will enhance staff members' performance or participation will be beneficial. Requests involving more than one day must be submitted thirty (30) days prior to the beginning of the month in which the conference / workshop / convention will be held.

Written Reports

Within one (1) week after attendance at the workshop, conference, and/or convention, a written report shall be completed and submitted to the Principal.

Post Conference Activities

Teachers should be prepared to share any information with staff members at ISLAMIC ACADEMY OF SOUTH JERSEY and at community meetings relative to any conference attended by the teacher and sponsored by ISLAMIC ACADEMY OF SOUTH JERSEY.

REIMBURSEMENT FOR MATERIALS OR CONFERENCE EXPENSE

In order to be reimbursed for expenses, be sure to obtain approval from the Principal prior to purchase.



Administrative POLICIES

TERMINATIONS / RESIGNATIONS

Voluntary Separations:

Non-contractual employees are expected to give a minimum of two (2) weeks written notice of their intent to leave ISLAMIC ACADEMY OF SOUTH JERSEY due to resignation or retirement. Contractual employees are expected to give a minimum of thirty days (30) written notice of their intent to leave ISLAMIC ACADEMY OF SOUTH JERSEY due to resignation or retirement.

The 2-week written notice period and the 30-day written notice period will begin on the date that the letter of resignation is <u>received</u>. Failure to give proper notice in writing may result in the separation being classified as "not in good standing."

Involuntary Separations:

Most of the time, your better judgment will tell you the right thing to do. But for your information, the following list shows some examples of conduct that can lead to termination of your employment. Acts that may warrant immediate dismissal include, but are not limited to:

- Violation of the Quran and Sunnah
- Violation of the Drug-Free, Alcohol-Free, and Smoke-Free Workplace Policy
- Violation of the Confidentiality Policy
- Violation of the Attendance Policy
- Acts of violence
- Threatening co-workers, vendors, or customers
- Theft, embezzlement or other criminal conduct
- Insubordination
- Falsifying employment applications or other company documents
- Horseplay or other violations of the Company's safety rules
- Gambling
- Removing his/her child from the school
- Sexual and/or lewd misconduct/comments
- Intentional failure to supervise a student(s), leading to student injury/death, and/or substantial damage to personal and/or school policy

Whether the separation is voluntary or involuntary, all supplies and materials belonging to ISLAMIC ACADEMY OF SOUTH JERSEY must be returned on or before the final date worked. No payroll check will be issued until all materials and supplies (including plan/roll books for teachers) are returned.

TEACHER'S GUIDELINES

and Procedures



TEACHERS' ROLES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

A teacher's responsibilities go far beyond the classroom and include many facets of the overall school operation. Some of these, though not directly related to teaching, make an important and necessary contribution to the accurate maintenance of required records pertaining to teachers and students.

Personnel

- a. Personnel arriving after the assigned time will be marked accordingly.
- b. Teachers arriving late should sign-in immediately and notify the office staff of their arrival.
- c. The name of habitually late personnel will be sent to the designated Administrator or the Principal.
- d. Homeroom teachers should be in their respective room for the full homeroom period.
- e. Teachers are required to arrive on time for all class periods.
- f. Teachers are not to leave their assigned areas without the approval of administration.
- g. Classes should not be dismissed early for any reasons without administrative permission.
- h. Students should not leave class without a pass from the teacher. (Please be strict about giving out the pass).
- i. Teachers should take attendance in all classes every day and check for student cutting. It is a legal responsibility.
- j. Teachers should not leave the building during school time without requesting and receiving approval by the administration. All subject teachers are required to inform their designated Administrator or the Principal of the request.

k. Personal appointments should be scheduled after school hours.

TEACHER'S DUTIES (ALL GRADES)

- 1. Plan a program of study that meets the individual needs, interests, and abilities of students.
- 2. Develop and maintain a classroom environment conductive to effective learning within the limits of district resources.
- 3. Prepare for classes assigned, and show written evidence of preparation upon request of immediate supervisor.
- 4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
- 5. Assess the accomplishments of students on a regular basis seeking the assistance of district specialists as required.
- 6. Diagnose the learning difficulties of students on a regular basis seeking the assistance of district specialists as required.
- 7. Encourage students to set and maintain standards of classroom behavior.

- 8. Strive to implement, by instruction and action, the school's philosophy of education and instructional goals and objectives.
- 9. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- 10. Maintain accurate, complete and correct records as required by law, school policy and administrative regulations.
- 11. Assist in upholding and enforcing school rules, administrative regulations and ISLAMIC ACADEMY OF SOUTH JERSEY policy.
- 12. Make provision by being available to students and parents for education-related purposes outside the instructional day when required or requested to do so and with reasonable notice.
- 13. Assist in the selection of books, equipment and other instructional materials.
- 14. Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- 15. Strive to maintain and improve professional competence.
- 16. Attend staff meetings and serve on staff committees as required.
- 17. Plan purposeful assignments for teacher aides, student teachers, and/or volunteers where applicable.
- 18. Provide other professional duties and services within the scope of the job description and assigned in writing.

Teacher's Role

- 1. To provide carefully-planned assignments which are meaningful and are based on need, the skills and interest of the child.
- 2. To keep in mind the environmental limitations and handicaps under which some children must do homework, and assist parents and students in removing learning obstacles.
- 3. To adjust teaching in accordance to the needs revealed through homework assignments.
- 4. To develop methods to monitor, review and return the student's corrected and completed homework assignments back within a reasonable period of time.
- 5. The teacher must note that homework should never be given as a punitive measure.

A teacher's professional responsibilities will terminate at 3:30 p.m. daily unless the designated Administrator or the Principal has made other arrangements.

Signing in and out is a mandatory responsibility. We expect all staff to adhere to this contractual agreement. All teachers are expected to scan out by 3:30 p.m. or after that time. The teacher is to sign out upon leaving no earlier than 3:30 p.m. daily. Teachers leaving the building before that time or not signing out will be considered absent and not paid for the day.

During remote learning, staff responsibilities terminate by 2:30p.m. daily. Staff who choose to stay after that time must submit a written request and obtain approval.

IN THE CLASSROOM

- No staff member is to initiate a fund-raiser, school competition, or contest without first submitting a written request to the administrative staff for approval. No staff member is to approach the Principal directly in regards to any competitive or fund-raising idea. All requests must be in writing prior to its undertaking.
- NO CLASS IS TO BE LEFT UNATTENDED. No teacher is allowed to leave their classroom out of anger. If the teacher has a valid reason for leaving the classroom during class session they are to notify the administrative office first so that a substitute can be assigned. CLASSES ARE NEVER TO BE LEFT UNATTENDED.
- Each teacher must be on time to their assigned classes. Any teacher that arrives late to class will be given a form to explain their reason for their lateness.
- Teachers are not to sit at their desks for the entire class period. They must circulate the classroom during class sessions; this encourages teacher/student interaction. Sitting down and not moving around during class instruction provides the students the opportunity to text and use their cellphones during class.
- All teachers are to maintain current Lesson Plans and Roll Book. There will be random class inspections by the Principal or a designated staff member to check these classroom tools, so be sure they are updated daily.
- If the teacher finishes early with their scheduled lesson plan and finds time remaining in the slated period, they should create an educational activity to fill the remaining time and not sanction "free periods" for the students.
- Teachers are responsible for notifying parents of their student's academic progress or lack thereof. If the student is not doing the required homework assignments, parents are to be aware of this and the teacher is to document the date, time and reason of every phone call made.
- Lead teachers or principal are to be given a list of all students at risk of failing, after phone contact attempts have been exhausted.
- Unless it is an emergency, no student is allowed to be excused to the bathroom after lunch or during the last 10 minutes of school.
- No classroom parties shall take place in the classroom without prior approval from the Principal.
- ABSOLUTELY no birthday party for teachers or students.
- Teachers are to give students an adequate amount of tests (at least 3) and quizzes (at least 8) for each marking period, and they are to be graded, and returned to the students in a timely manner.
- No classroom window should be covered with paper or any other material. This is to enable the Principal, Lead Teacher(s), and/or assigned monitors to make sure things are going well in the classroom(s). A list of the monitors will be given at a later date.
- All extracurricular activities conducted in class, outside of pre-planned activities will require written approval from the lead teacher.

- When Spring is upon us, we may want to spontaneously take advantage of a beautiful, warm day and take our class outside of the building. Teachers are NOT allowed to take students outside of the building unless it is a project that has been previously documented in your Lesson Plan, and the reason is relative to a specific subject/topic.
- Windows and doors should be closed, lights out, and rooms cleared before departing for the day.

EATING IN CLASSROOMS

- In an effort to avoid the potential of an uncontrollable infestation situation, **FOOD IS STRICTLY PROHIBITED IN ALL CLASSROOMS AND HALLWAYS.** Food is only to be consumed in the cafeteria area during lunch time, or the designated classrooms where lunch is regularly served. Teachers are NOT to store food items in their classrooms, nor are they to give gum, candy or any edible item to students to consume during school hours.
- Teachers are not to eat or drink, while class is in session.
- Teachers are not to allow students to eat or drink in the classrooms while class is in session.

ADAB

- The salaams are the right of your fellow Muslim. Remember to give salaams when entering a room, in passing, the young to the old, etc.
- Male teachers should be Islamically astute in regards to their interacting with female students. They should always maintain a proper distance, and never encourage private conversations or private counsel and vice versa for female teachers and male students.
- As educators we should always be cognizant of maintaining a professional demeanor and environment, therefore neither teachers nor students are allowed to sit on top of desks or tables.
- If a teacher becomes upset about a situation with a student, parent or staff member, it may helpful to remember the following:

Remember our beloved Prophet Muhammad (sallaahu alayhe wa sallam) told us,

"Do not to get angry"

"Abu Hurayrah relates that a man said to the Prophet (sallaahu alayhe wa sallam) said "Do not get angry". The man repeated his request many times, the Prophet (sallaahu alayhe wa sallam) kept saying: "Do not get angry"

Sahih al-Bukhari

- * Allah is the Greatest.
- * You are a Muslim.
- * Islamic behavior should be exhibited at all times.
- * Refrain from making decisions based on anger/revenge.
- * Make wudu, take a walk to the Masjid and pray two raka'as and ask Allah to guide all of us.
- * Thank Allah for not being tested with the difficulties of others.

- * Think about the trust given to us by the parents with their children, and we should reciprocate their trust by showing professional behavior as educators.
- * Pray for the reward from Allah for the task of educating our children to become good, righteous Muslims and respectful citizens, Insha'Allahu ta'ala.

LIABILITY OF STAFF

The Administrative Staff at ISLAMIC ACADEMY OF SOUTH JERSEY adopts as policy the following guidelines to minimize situations in which staff may incur personal liability:

- 1. Each employee or staff member must maintain a standard of care for supervision, control and protection of students appropriate with staff member duties and responsibilities. Students are to be supervised at all times.
- 2. No student is to be unsupervised at any time.
- 3. A staff member shall assume responsibility for duties that can reasonably be performed.
- 4. Each employee or staff member must provide proper instruction in the safety matters presented in his/her assigned job description.
- 5. Each employee or staff member must enforce the rules established for the safety of students in higher risk areas such as the hallways, laboratories, gym, and on field trips, etc.
- 6. Each teacher must immediately report to the Principal any and all safety hazards he/she may detect.
- 7. In accordance with the policy of ISLAMIC ACADEMY OF SOUTH JERSEY and the law, each employee or staff member must immediately report to the Principal any sign of student abuse that is suspected.
- 8. Teachers or any other staff member must not have students "run" personal errands.
- 9. Employee or staff member must not transport students in their own car for educational purposes without the approval of the Principal.
- 10. Teachers must not assign students to any activity that involves a physical hazard.
- 11. Teachers must be sure students under their care are in possession of a hall pass when leaving the classroom to go to the bathroom, Main Office, etc.

ASSEMBLY / ANNOUNCEMENTS AND MEMOS

All announcements will be made during the opening period. If someone wishes to make an announcement before the faculty or student body, the announcement should be written out and handed in to the designated Administrator or the Principal no later than (2) two hours prior to the assembly for approval. Generally, announcements will only be made once and they are not to be distributed among staff members. All announcements should be written on official Islamic Academy of South Jersey stationary.

Memos will be issued when necessary, and placed in each teacher's mailbox.

HOMEROOM POLICY

Teachers **must** abide by the following rules on a **daily basis**:

- Homeroom/1st period subject teachers are responsible for keeping their homerooms organized and clean during arrival and dismissal. They should be the last people to leave at the end of the day to ensure the room is in order.
- Homeroom/1st period subject teachers are responsible for checking that each student is in compliance with the school's uniform policy. Teachers should also encourage cleanliness and neatness in regards to personal appearance and hygiene. Those students in violation of IASJ's uniform policy will receive a warning for each infraction, which is to be recorded in the teacher's record book and a memo sent to the front office to inform the parents. If the student receives 4 warnings they will be given one (1) day in-school suspension. (Parents must be notified of each warning received)

Student Attendance

The role of the homeroom teacher in attendance is extremely important. He/she is the first to detect a pattern or weakness in a student's attendance. The administrative and supervisory staff needs his/her contribution in any conference that might arise. The school keeps a central register. If it is to be accurate, it is imperative that every teacher takes attendance in a conscientious manner.

Students who appear on the absence list as suspended or absent from school must present a note from administration for re-admittance to class.

- a. Every student in the homeroom should appear on the attendance sheet.
- b. When a student is absent, the homeroom teacher will mark the appropriate space to record the absence.
- c. If a student comes in late, the homeroom teacher should mark the tardy in the attendance book.
- d. A master absence list will be printed and copies distributed to all teachers via the Main Office.
- e. If a student is present the next morning and has an excused note, the student is to be referred to the Main Office.

HOMEWORK

Purpose

- 1. To help children to realize their relationship existing between their learning experience in the school and their interest outside of the school.
- 2. To develop a readiness for classroom experience.
- 3. To develop and improve study and research skills.
- 4. To provide for review and enrichment.
- 5. To provide for individual differences based on the child's interest, needs and skills.
- 6. To encourage greater parental involvement in school work.
- 7. To reinforce previously introduced acquired skills.

The following are some suggested time guidelines for Homework Assignments

Pre-K through Kindergarten	_	10 minutes per subject matter
1st through 2nd grades	_	15 minutes per subject matter
3 rd through 4 th grades	_	20 minutes per subject matter
5 th through 7 th grades	_	25 minutes per subject matter
8 th through 12 th grades	_	35 minutes per subject matter

Homework is an extension of the school day and an integral process of the same. In order to facilitate this process and to uniform our standards, teachers must give homework assignments daily. This also includes weekends and holidays. Learning should never take a holiday. Homework should be checked and graded upon its submission and returned quickly to the student. Teachers are responsible for apprising themselves of the Homework Policy.

Students excelling in their HW and completing it within an exceptional timeframe will be assigned challenging homework in conjunction with the normal homework. If they are able to keep up with the work for the duration of the school year, they will be recognized as gifted and talented students. For high school students, the courses will be graded as honor courses and additional credits will be assigned per honor course.

The Islamic Studies grade will consist of the following factors: 85% Homework, Classwork, exams, quizzes, etc., 5% based on behavior, and 10% based on the parents reports to the school every cycle. This is made to ensure that the student's Islamic identity is reinforced at home.

MONTHLY SUMMARY

Each teacher is responsible for submitting a monthly summary of intended learning outcome. An outline of anticipated learning for October through June should be submitted to the designated Administrator or the Principal BY THE LAST FRIDAY OF THE MONTH. Included in this summary should be upcoming trips, tests, and other special projects.

SUBSTITUTE REQUIREMENTS

Teachers should be prepared to substitute during any planning period if your class workload per week is less than the 30 periods. All teachers must have their first sub-plans prepared no later than the third week of September.

Substitute Teacher Preparation

Some major responsibilities of the regular teachers regarding substitute teachers are:

- 1. Lesson plans, simple in design and administration, should be available.
- 2. Lesson plans for substitutes should not reflect new work being presented to a class.
- 3. Oral or written work that is clearly stated as to scope, content and the due date is required.
- 4. The Designated Administrator will assist with room keys, cabinet keys, and the location of any needed material.
- 5. Authority and responsibility for the students rest with the substitute teacher.
- 6. Up-to-date seating charts should be available in a conspicuous place.
- 7. A record of unusual occurrences should be written up by the substitute and forwarded to the regular teacher.
- 8. Administrators must devote time to the problems associated with substitutes.
- 9. Substitutes' Lesson Plans are to be left with the Principal.
- 10. All teachers are to have at least 3 days of plans on file and updated as needed.

CLASS COVERAGE

Teacher assignment for class coverage is a decision made by the designated Administrator or the Principal. Teachers are to adhere to the assignment. Fairness is implemented when assigning teachers to covering classes.

ESCORTING STUDENTS TO AND FROM LUNCH

• Primary teachers are responsible for escorting their class to and from the cafeteria for lunch. Students are not to be left in the cafeteria without the scheduled lunch duty teacher on site. Teachers are to promptly pick up their students from the cafeteria after the lunch period is over.

LUNCH DUTY

Employee or staff members are to station themselves on time at the designated area (i.e., Homeroom teachers in the middle of their class's table. They are to ensure that they:

- Attend to students throughout lunchtime.
- Don't leave the students unattended or unsupervised.
- Students leave the room clean.
- Remind the students to use the bathroom and to get ready for Salah by making wudu.
- Report to recess duty promptly and remain attentive to the recess activities through systematic monitoring or the students.
- Stop all recess / lunch activities five minutes before the bell rings and ask students to report to class promptly.

• Be prepared to ensure that the halls remain orderly especially between classes, to and from lunch and Salah, after assembly, and at dismissal including monitoring students entering and leaving the restrooms.

LUNCH MONITOR DUTIES

- Lunch monitors should ensure the safety of the students by making sure students are seated properly on the benches.
- There are absolutely NO use of phones, for talking, watching video or texting.
- Only the Masjid bathrooms are to be used during the lunch period. ONLY one student per grade is allowed to go to the restroom during lunch.

LUNCH RULES AND REGULATIONS

Lunch is a very important part of the student day, it revitalizes him/her after a hard morning working and thinking, therefore students should nourish their bodies with good healthy, nutritional foods. Try to avoid glass bottles when packing the lunches, and cans.

- Students sit in their assigned seat in the lunchroom.
- Students will not be permitted out of the lunchroom for any reason without permission of the duty teacher.
- Horseplay, fooling with equipment, throwing objects around the room or any other acts contrary to good behavior will not be tolerated.
- Students are expected to clean up their own paper bags, containers, general area, etc., and deposit them in the waste basket.
- Students are encouraged to bring written work, coloring books, or reading materials with them to stay occupied after they have finished eating.

HALL PASS POLICY

The students of ISLAMIC ACADEMY OF SOUTH JERSEY need individual corridor passes in order to walk in the halls while classes are in session. Hall passes may be granted and completely filled in by the teacher of the class. The pass should include the time, destination, and teacher signature. Failure to do so will result in suspension from school. The following also applies:

- Students are not permitted in the halls without a hall pass during any class period.
- Teachers are not to issue any hall passes to students during 1st period, 9th period, the first minutes of class, and the last minutes of class unless it is an emergency.
- Teachers are also encouraged to remind the students to check their schedules daily, and not to allow students to go to their lockers except before the first period, at the beginning of lunch, and at the end of the school day."
- There are no hall passes permitted during lunch period except for emergencies, approved tutoring, or as directed by an administrator or Front Office Staff.

LEAVING SCHOOL DURING SCHOOL HOURS

Teachers are required to be in the building from 7:30AM until 3:30PM. For the protection of all, teachers may leave school ONLY under the following conditions:

- If permission has been obtained from one of the administrators or the Principal in cases of emergency.
- Notes requesting an early dismissal must be brought to the Main Office prior to 8:00 a.m. for verification.
- When prior arrangements to be excused from school have been made for medical appointments. The teacher should submit medical documentation upon return to school.
- Attendance of special class scheduled program previously approved by the Principal.

PERSONAL TELEPHONE CALLS/ELECTRONICS USAGE

The office staff has been instructed not to contact teachers during school time to transmit personal telephone messages. However, legitimate calls for true emergency situations will be handled immediately.

Office telephones are to be used for school purposes only.

Cell phones must be turned off during school hours, and answering cell phones during class hours is strictly prohibited. Violation of this policy will generate severe disciplinary action. (SEE PAGE 13) Use of electronics including laptops, tablets, etc. is not allowed for personal use.

FUNDRAISING & AWARD EVENTS

- It is **mandatory** for all staff members to attend all fundraising events.
- Please know that these activities are essential for the success of school and you must show your loyalty to your institution. You should not only show your support by merely attending. You should show your support as well by the following means:
 - o Help promote fundraising to parents and community.
 - o Help spread the word in the community and motivate them.
 - o Help in selling as many tickets as you can.
 - o Make sure to have students in class ready for performance if directed to do so. You are to communicate such with the school administrator.
- Please make sure to tolerate your coworkers and work as a team in order to ensure a successful event inshAllah.
- We will be having one fundraiser in December and another in March and an award day at the end of May inshAllah. Please note the dates for these events on the calendars and make sure to attend and bring your family along. Such events are vital for the success of the school, hence it is your duty to excite and motivate the parents and students to attend.

TEACHER-STUDENT RELATIONS

The following educational characteristics can ensure success with most students:

- 1. Open-minded attitude toward the background date of the student.
 - a. The teacher accepts the student as he/she is.
 - b. The teacher makes constructive use of records of academic achievement.
- 2. Willingness to enlist competent assistance when problems arise.

- a. The teacher has a knowledge and understanding of student growth and development.
- b. The teacher is sensitive to the needs of each student and attempts to analyze and fulfill these needs.
- c. The teacher recognizes his/her limitations and does not hesitate to seek assistance from the Principal, Assistant Administrator, Lead Teacher and other professionals.
- 3. Willingness to consult with students on an individual basis.
 - a. The teacher establishes an atmosphere of friendliness, understanding, and willingness during the class.
 - b. The teacher recognizes that the student's interpretation of a problem is within the limits of his/her point of view.
- 4. Intellectual responsibility
 - a. The teacher is aware of his/her responsibility to direct the student in drawing sound conclusions.
 - b. The teacher is continually cognizant of the effect of his/her influence on his/her students.
 - c. The teacher is constantly insisting that all possible facts and points of view are presented, while permitting each student to arrive at his/her conclusions and decisions.
- 5. Impartiality
 - a. The teacher is aware of the human tendency toward prejudice.
 - b. The teacher recognizes his/her responsibility to accept all persons impartially.

TEACHER RELATIONSHIP WITH ADMINISTRATION

- The school administration is there to help you fulfill your duties in the school. You are to communicate with them in time of your needs to make sure that you are following school rules and regulations; therefore it is vital for us to work as a ream and know how to cooperate with each other.
 - o If you would like to have any supplies or complaints or need something from the administrator, please send an e-mail and not wait by the office to ask for supplies, paycheck, or anything of that nature.
 - O Staff <u>must</u> email the designated administrator for request of supplies, paycheck, concerns or complaints.
 - O Staff **should not** disturb the administrator unless it is urgent or emergency.
 - o Make sure not to ask about your personal things in the presence of students or parents
 - o Make sure not to grab or stop the administrator in the hallway to ask for what you need. As mentioned above, please e-mail them and wait for response.
 - O It is unprofessional to discuss any academia issue with administration. You are to discuss those issues with either lead teacher or principal (e.g., ask administrator for your class curriculum or seek clarification in certain guidelines).
 - Do not discuss administrative issues with coworkers or lead teachers (e.g. Discuss payroll with lead teachers or other coworkers).
 - O Please do not discuss any school issues with parents or with husbands/wives. School business remains in school.
 - o No school issues or students problems are to be discussed with friends and family.

PERSONAL ACTIVITIES

Minimize personal activities during the work hours of 7:30 a.m. until 3:30 p.m. No teacher or staff member can use any student for person services. No personal business enterprises may be conducted on school grounds and teachers or staff members may make no unauthorized collections.

CORPORAL PUNISHMENT

No staff members of ISLAMIC ACADEMY OF SOUTH JERSEY shall inflict or be the cause of corporal punishment (i.e. Standing on one foot, putting a book on the head, striking, etc.) upon any student attending ISLAMIC ACADEMY OF SOUTH JERSEY. Any writing punishments should serve a purpose and allow the student to reflect.

Any staff member that uses corporal punishment will be suspended immediately pending possible termination after completion of investigation.

DISCIPLINE BASIC RULES

Our basic discipline rules are for the safety of our precious children and for the enrichment of their learning process. The policy set forth states in brief what is expected from all students with respect to their behavior and general Islamic adab.

The basic premises of our discipline system are four (4):

- 1. Every student should act as a responsible Muslim
- 2. Every student has a right to learn.
- 3. Every teacher has a right to teach.
- 4. No student should prevent a teacher from teaching or a student from learning.

Each teacher is to use these five (5) rules for his/her classroom. These rules must be posted and explained to all students.

Consequences

An example of 5 consequences for disruptive behavior might be:

1st offense – Verbal warning.

2nd offense – Written warning (such as time out chair, or progress report).

3rd offense – Parent conference or phone call as requested by the teacher.

4th offense – Lunch time detention.

5th offense – Sent to Principal's Office.

If the child is sent to the Principal's Office, there will be 6 levels of resolution:

1st disciplinary action – 1 day suspension from school.

2nd disciplinary action – Conference with Teacher, Parent, Principal and Student.

 3^{rd} disciplinary action – 1 day suspension from school.

4th disciplinary action – 4 days lunch time detention.

 5^{th} disciplinary action – 2-3 days suspension from school (depending on the magnitude of the infraction).

6th disciplinary action – Expulsion from school.

Please keep in mind that this is a result of several class disruptions. This is a justice issue involved here, that is, a teacher cannot spend the majority of time with disruptive students. A teacher's time should be based on positive learning practices and effective instructional techniques.

There is of course an emergency clause which means that any behavior that is physically harmful to another student or teacher for example, fighting & injury, stealing, excessive property damage, may cause a student to be suspended or expelled without the benefit of disciplinary action process. This decision will be made by the Principal after consultation with the School Board.

DISCIPLINE PROCEDURES

The maintenance of sound discipline is primarily the responsibility of each teacher – whether the student is assigned to you or not. This includes the enforcement of classroom rules, tardiness, and corridor behavior. When a student's behavior warrants disciplinary action, the teacher should carry it out – if at all possible.

Classroom Discipline

- 1. Stand at your door during classroom period changes.
- 2. Class work should begin immediately.
- 3. Supervised instruction should take place the entire period. Avoid giving students free time.
- 4. Discipline begins the first day. Explain classroom rules, make a set of rules for yourself and the class, and stick to them.
- 5. Discuss with students your course of expectations.
- 6. Be consistent.
- 7. Be extremely firm, yet flexible when necessary.
- 8. Study the student's records. Learn their background. Establish good home/school relationships.
- 9. Make immediate arrangements to meet with parents regarding disruptive students who do not show improvement.
- 10. Educate and train students to express themselves.
- 11. Give students an opportunity to express themselves.
- 12. Never get into a "shouting match" with a student. Maintain your composure.
- 13. Avoid ridicule and sarcasm.
- 14. Avoid making promises to students that cannot be carried out.
- 15. Develop good work habits.
 - Do not discourage a student from coming to your class, even if he/she is failing or was
 failed by you. Behavioral problems become the responsibility of the Principal and/or
 Administrator who will recommend the action to be taken.
 - Never put a student in the hall. Only when a student exhibits sever behavioral problems, should they be sent to the Principal and/or Assistant Administrator for disciplining. A *Discipline Referral Form* must follow this action.
 - No student should be sent to the Principal and/or Assistant Administrator unless it is of a serious nature.

Disciplinary Action

The decision on how a discipline referral will be handled is the responsibility of the Principal and/or designated Administrator. Using his/her professional judgment, the decision will be based on the nature of the offense and/or the student's total school behavioral record.

The teacher should consult the designated Administrator or the Principal to determine the result of the case. If the teacher is dissatisfied, the matter should be appealed to the Principal.

STUDENT'S BEHAVIOR

All teachers are requested to be alert for any student behavior that is in violation of the following regulations. This list is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be indicative of the Qur'an and Sunnah and be a credit to ISLAMIC ACADEMY OF SOUTH JERSEY.

PROCEDURES ON HOW TO DEAL WITH DISCOURTEOUS STUDENTS:

- Under NO circumstances should a teacher or staff member, hit, grab, touch, yell or shout at any student of Islamic Academy of South Jersey. Even with the intent of showing kindness or love, Islamic Academy of South Jersey has zero (0) tolerance for touching any student for any reason. However, in the event of a physical fight, reasonable restraint is permitted.
- Teachers must address students appropriately, politely and respectfully.
- Teachers should control their anger and be sure to treat students with fairness.
- Problems/incidents regarding students or staff members should be discussed in private, and not around students, parents, or our own children.
- Teachers are to document disruptive incidents, and then have the student write a statement of the incident.
 - Students must fill out the time-out chair from and the teacher must fill out the progress report form.
 - The teacher must report any disciplinary actions taken.
 - If the situation is not rectified, a disciplinary referral from must be completed.
- Teachers should show the student that they expect better from them and above all they are Muslims (please keep in mind to remain positive and not try to destroy them with negative innuendoes).
- Teachers should not discuss the details of any incident with other teachers or staff members who the incident does not concern.
- Teachers are not allowed to disturb any class in session to discuss a problem with a student.
- It is **PROHIBITED** to talk with other staff members about students or other staff members in the teacher's lounge. If there is a personal problem with two adults, then those two individuals should be able to talk about it together.

"O People who Believe! Avoid excessive assumptions, indeed assumption sometimes becomes a sin, and do not seek faults, and do not slander one another; would any one among you like to eat the flesh of his dead brother? So you will hate that! And fear Allah; indeed Allah is Most Acceptor of Repentance, Most Merciful." Suratul Al-Ĥujurāt (The Rooms) - الحجرات سورة

MINIMUM ESSENTIALS IN THE CLASSROOM

The following minimum essentials will be considered school policy in every subject and classroom.

Integrating Islamization of Knowledge:

It is highly recommended for all teachers to integrate Islamic concepts in all subjects if possible.

Planned Lessons:

Effective teaching requires sound lesson planning. Written and organized lesson plans are essential for clear and efficient teaching.

Teacher's Aide:

For teachers who travel from room to room, it is advised that you carefully select a student to help you with daily tasks. Such tasks might include writing homework assignments on the board, collecting and/or returning homework, etc.

"Bell to Bell" Teaching:

Teachers should plan their lessons according to the length of the period. This is called "Bell to Bell" teaching. Teachers should expect the students to be seated and prepared at the bell. Likewise, students should expect the same promptness from their teachers. Punctuality and organization will help to ensure a productive period.

Homework:

A daily homework assignment of appropriate length and difficulty must be given. This includes regular checking and/ or grading of assignments as they are completed. Assignments should be done neatly and written in complete sentences when necessary. It is vital that the teacher stresses good work habits and strong study skills.

Textbooks:

Textbooks should be used on a regular basis and should be an integral part of the class' activities. Teachers should stress to the students that since the textbooks are loaned to them, those texts MUST be returned promptly at the end of the school year in the same condition as they were given. Therefore, texts are required to be covered. Failure to return books will result in the withholding of the student's report card, diploma or any other school document. Students must write their full name, grade level, and the year the book was loaned to them in all of their textbooks and workbooks.

Notebooks:

The regular and proper use of notebooks is an essential part of the student's school work. Their notebooks should be kept neat and organized and all the homework must be done in them, unless instructed otherwise. The Students name must be written in all of their notebooks.

Writing:

A portion of every lesson should be devoted to written work. The portion may vary according to the nature of the subject and the class.

Testing:

Planning done by the teacher should include provisions for continuous evaluation, including frequent testing to determine the level of the student's comprehension of the course material. Each marking period should include a minimum of three to four test grades or comparable grades. All examinations should include essays or problem solving/critical thinking questions. Short answer tests do not give students the opportunity to demonstrate creativity or original thought. Therefore, please try to avoid giving short answer tests.

Research Skills and the use Of the Library:

Teachers should include, within the requirements for the school year, a written book report(s) or written research paper(s).

Bulletin Boards:

All subject teachers are required to display bulletin boards relevant to their subject. Bulletin boards should be changed periodically.

TIPS FOR DISCIPLINE "DO'S and DON'T'S"

Do:	Don't:
Teach discipline & values	Use street words or unacceptable vocabulary
◆ Address issues	Go to class unprepared
♦ Make class rules clear	Address personalities
Control your temper	Give confusing instructions
• Ask what the student meant	Panic, yell, scream or show frustration
 Accept behavioral changes once 	Jump to quick conclusions
◆ Your own homework	Be rigid and uncompromising
Acknowledge your mistakes	Bring frustration to work
♦ Keep students busy	Try to show perfection
Manage your time	Put them in control
Listen to one at a time	Show disorganization
Give them models to follow	Allow talking without permission in class

TIPS FOR TEACHERS

- 1. Be prepared. (lesson plans, handouts, maps, or any other instructional material needed in class).
- 2. Dress for success.
- 3. Greet parents whenever you see them.
- 4. Introduce yourself to parents.
- 5. Report to class on time.
- 6. Make sure you have enough chairs in your class.
- 7. Start your lesson with a Du'aa.
- 8. Don't sit while giving instructions.
- 9. Always try to involve students in class discussions.
- 10. Acknowledge individual differences.
- 11. Always check on students' understanding.
- 12. Have a medial and final summary.
- 13. Be firm, but gentle when trying to manage the class.
- 14. No tests or quizzes should be administered while a student experiences an emergency.
- 15. Teach from "Bell to Bell".
- 16. Integrate Islamic concepts as often as possible.
- 17. Attend to students during recess, lunch, Salah and dismissal time.
- 18. End your sessions with Du'aa.
- 19. Always be professional when dealing with parents.



RECORD **KEEPING** & **OFFICE SUPPORT**



CLASSROOM RECORD KEEPING

Thorough record keeping and documentation regarding student attendance, grades, parent communications, and department meeting objectives, should be maintained in a professional binder, record book, and online via Gradelink. Including but not limited to Periodic Syllabus Reports, Quarterly Curriculum Updates, and substitute folders (kept in your classroom or at a known designated location in the school) will be expected and a critical factor in the annual evaluations.

- 1. Every teacher including Arabic and Quran teachers, must keep a record book of each student's daily attendance and academic performance for all four marking periods.
- 2. Teachers are responsible to provide the main office with the daily attendance form.
- 3. Teachers are responsible for substantiating all grades given to the students.
- 4. All roll books must be available for inspection at all times.
- 5. Teacher evaluations will include record keeping criteria in compliance with ISLAMIC ACADEMY OF SOUTH JERSEY policy.
- 6. Daily attendance sheet should be given to the Office Manager on a daily basis.

LESSON PLAN

Lesson Plan are to be maintained on Gradelink by all teachers and are due at 9:00 a.m. every Monday of each week to be checked randomly by the Administrator or Principal.

SEATING CHARTS

The preparation of seating charts and keeping them up-to-date is required and is most beneficial for substitutes. Seating charts must be maintained for all classes. Seating charts are to be kept up to date and located in a conspicuous place in the Lesson Plan Book.

PROCEDURES FOR SUBMITTING WORK TO THE MAIN OFFICE

Photocopying

Teachers requesting copies of instructional materials must allow at least 24 hours for work to be completed. Note: if copies are dropped off during the day, they won't be processed until the next day.

Baskets are located in the Main Offices for submittal of all copy requests.

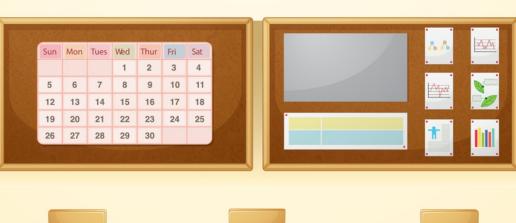
- 1. All work is to be submitted with the appropriate request cover sheet attached.
- 2. These sheets will be located near the baskets.
- 3. All requests will be date stamped as they are received.
- 4. The Main Office will distribute all work to employees upon completion.

Note: All letters or flyers sent home to parents must be on official school letterhead and must be reviewed and approved by the Principal.

SCHOOL ACCOUNTS

The Principal or his/her designee shall approve all school activities. Any money collected as a result of fundraisers shall be given to the Office ISLAMIC ACADEMY OF SOUTH JERSEY.

CLASSROOM MATERIAL & ENVIRONMENT





IN-CLASS POLICY/DOCUMENTATION

- All bulletin boards must be updated at least once every marking period.
- Forms given out are for documentation purposes, please make use of them.
- Place all student records in their respective files and grade link profile and be sure to have them current for random inspection checks.
- If a student is not doing their class work or is prepared for class the teacher must complete a periodic progress report.
- The teacher is required to complete a "time-out chair" form for any student disciplinary infraction.
 ABSOLUTELY NO student should be sent to the Principals office without a referral or kicked out of class unless due to a serious school issue.

SUPPLIES EFFICIENCY

When requesting supplies and making copies, please keep in mind that this is a non-profit organization that must control costs and operate within the required conservative budget.

BULLETIN BOARDS

Bulletin board themes must be changed during the following months: September, November, January, March and May.

Each teacher is responsible for developing the bulletin boards within their classrooms, as well as in the hallway right outside of their classroom. The bulletin board concept should be developed around a subject or theme that will be covered in the class during a particular learning unit, marking period, or academic period. All teachers are to refrain from using images with faces. If you are not sure as to what can be displayed, please ask.

The Arabic and Islamic Studies department personnel will be responsible for providing adequate bulletin displays in the following areas of our facility: (1) Hallways, (2) Masjid (3) Gym and (4) near the Boys'/Girls' bathrooms. They are also responsible for reviewing the contents of all of the bulletin boards to insure that they are in compliance with Islamic Guidelines and Principals (i.e. no images of living beings, eyes, etc.).

The teacher has the responsibility of providing a cheerful classroom atmosphere conducive to learning. Teachers should maintain bulletin boards, organize a seating arrangement, and stress classroom cleanliness.

Daily Clean-up

Prior to leaving a designated room at the end of the day, each teacher should see that the following tasks are completed:

- 1. Close and lock windows.
- 2. Turn off lights.
- 3. Lock the door.
- 4. Place chairs on top of desks.
- 5. Clean floor of large pieces of paper.

Listed below are the general responsibilities of the janitorial staff for cleaning rooms. If for some reason you are not receiving these services, inform the designated Administrator or the Principal.

Janitor Duties

On a daily basis the janitorial staff will clean the classrooms as follows:

- Empty wastebaskets daily.
- Replace light bulbs as needed.
- Spot mop as needed.
- Remove gum from floors.
- Remove graffiti.
- Dust each room thoroughly at least every two weeks.
- Make sure all doors and windows are closed and locked before leaving.
- Level shades before leaving.
- Maintain shades.
- Provide receptacles for emptying desks when requested.
- Report damages and needed repairs to Principal.
- Sweep / Vacuum classroom upon request.



ACCIDENT / INJURY

An injury, regardless of its severity, must be reported to the designated Administrator or the Principal and/or School Nurse immediately.

If a student is obviously dizzy, faint, or ill, do not send the student to the Main Office alone. Please seek out the teacher on duty near your room for assistance. For most minor ailments, another student may accompany an ill student to the Office. **Under no circumstances should a teacher leave a class unattended.**

Accident Reporting

When an accident occurs, please report to the Main Office immediately, it is to be reported to the designated Administrator or the Principal and documented on an *Accident Form*, which is to be completed by the teacher of the injured student.

Procedures for Reporting Accidents

- When an accident happens and you are in charge of the group, regardless of the degree of
 injury or damage, promptly prepare a full and complete report and turn the same over to the
 Main Office. Be sure to include <u>date</u>, <u>time</u>, <u>place</u>, and if possible, the homeroom numbers of
 students involved.
- 2. Obtain the names of all witnesses.
- 3. Do not discuss the matter with anyone except the designated Administrator or the Principal unless approval is first received from the Principal.
- 4. Do not give a statement of the facts, oral or written to any unauthorized personnel.
- 5. Promptly notify the designated Administrator or the Principal of any calls or visitations in regards to the accident.
- 6. Promptly deliver to the designated Administrator or the Principal any process or correspondences received by you and await instructions.
- 7. Cooperate with the designated Administrator or the Principal as directed.
- 8. Communicate to the designated Administrator or the Principal any and all information received in regard to the accident.

Teachers are cautioned about the "dangers" of keeping a student alone with them in a room. There have been causes of unjustified "charges" which can be avoided by having an open door and/or a "witness" at all times.

FIRE DRILLS

Fire drills will be held intermittently throughout the year. Without exception, all employees are to exit the building during fire drills in accordance with posted fire drill routes.

- 1. The purpose of the fire drill is to develop and maintain a prompt, orderly evacuation procedure. Safety should not be sacrificed for speed.
- 2. Fire Drills will be held intermittently throughout the year. The signal is a continuous alarm sound.
- 3. Without exception, all students and teachers must leave the building. Teachers having duty or preparation period will assist wherever possible or necessary.
- 4. Each class shall pass from the room in an orderly manner. It is understood that at all times, order and understanding of procedures are more important than speed. Unless otherwise instructed, no attempt will be made to take books or possessions.

- 5. Windows and doors must be closed, but the door unlocked and the lights turned off when the room is vacant.
- 6. Teachers must take their Roll/Attendance Book with them.
- 7. The locations of emergency exits are posted in each room. All teachers should review the fire drill route, procedure and designated meeting place.
- 8. Each teacher must take class attendance daily and enter it in the roll book. Any student who is not in the assigned section will be marked as cut from class. A disciplinary referral to the Principal will need to be initiated by the teacher.
- 9. The Principal and designated Administrators will make a final check to clear stragglers out of the building.
- 10. Students will return when notified by administrative personnel of ISLAMIC ACADEMY OF SOUTH JERSEY.
- 11. Under no circumstances should any student be allowed to leave their assigned area for any reason. It is the responsibility of each teacher to control and manage their classes during all fire drills.
- 12. At no time should students be allowed to leave their classroom group.
- 13. Teachers must leave the building with their classes and remain with their classes throughout the duration of the fire drill. Teachers must also return to their class with their students. A second attendance should be initiated once all students have returned to the classroom.

Emergency Evacuation Plan

- Pre-K/KG will exit to the back garden from the Exit Door from the KG class
- $1^{st} 7^{th}$ Grades will exit to the parking lot through the 2^{nd} door main entrance door

Once outside, all students will proceed to the gate of the playground in a single-file line and remain with their teachers.

Code Blue is a status used to describe a situation in which there is a danger in the larger community. The outside doors are locked and teachers are to close all window shades to the outside. Typically, instruction continues and student movement around the building is closely monitored. Parents and visitors needing to enter the building during a Code Blue will be asked to show identification and state the purpose of the visit. A Code Blue can be activated by the principal of the school, local authorities, such as the police or fire department. When it has been determined by the authorities that the danger to our school no longer exists, the Code Blue will be canceled and the front doors will be unlocked. Parents will be notified, via a letter, that a Code Blue was activated and more information will be given.

is a status used to describe a situation in which the danger is imminent outside of the school or within the school building. The doors to each classroom are locked, teachers close all window shades both to the inside hallways and to the outside and all instruction ceases. Children are to be silent in their classrooms. Attendance is taken by the teacher to ensure all students are accounted for. Parents and visitors will not be permitted in the building during a Code Red. A Code Red can be activated by the principal of the school, local authorities, such as the police or fire department.

When it has been determined by the authorities that the danger to our school no longer exists, the Code Red will be canceled and the front doors will be unlocked. Parents will be notified, via a letter, that a Code Red was activated and more information will be given.

If either of these situations extends beyond the regular school day or prevent parents from picking up their children during the regularly scheduled dismissal time, students home, the **Parent Child Reunification Plan** will be activated.

This plan is designed to reunite parents/guardians with their child(ren) in a timely and organized fashion. Parents will pick up children using the Gym entrance to the school. Upon entering, parents will be asked for ID and will wait in the hall while a staff member retrieves the children and brings them to the parents. No parents will be permitted beyond the sign-out table to ensure the safety of all.



Assessment and Grading Procedures



GRADING PROCEDURES

- 1. Numerical grades used for KG–12th grade students. **NO LETTER GRADES**
- 2. Keep an accurate grade book and record all grades and absences.
- 3. Fill out all grade-reporting sheets in a neat and accurate manner using a pen.
- 4. If a student has two (2) or more marking period grades missing, consult with the designated Administrator or the Principal on the procedure.
- 5. If you do not receive the students' previous grades by the due date for submission of grades, fill in "I" for incomplete on the Grade Report Form. In addition, record "I" in you record book.
- 6. All grades are to be completed by the deadline on paper and online. See Principal or Administrator for date.

GRADING SYSTEM / GRADING SCALE

95 – 100	=	A+ and is considered Excellent
90 - 94	=	A and is considered Superb
85 – 89	=	B+ and is considered Very Good
80 - 84	=	B, and is considered Good
75 – 79	=	C+ and is considered Satisfactory / Fair
70 – 74	=	C and is considered Average
65 – 69	=	D and is considered Poor but passing
64 & below	=	F and is Failing
NC	=	No Credit, because of poor attendance (15 unexcused absences – attendance failure and is listed on report card).
I	=	Incomplete grade, which must be made up within two (2) weeks of next cycle.
NG	=	No Grade given, typically due to late entry to School.
ME	=	Medical Excuse, where student must make up work later.
EL	=	Entered Late to school, usually transfer students who enter without grades at that point of the cycle.

CERTIFICATES OF ACCOMPLISHMENT

Certificates of Accomplishment are completed after each marking period. If a student meets the requirements the homeroom teacher will advise him/her. The student's name will be forwarded to the Office Manager or the Principal for recognition.

At the end of each cycle every teacher should make a list of those children who will be issued a certificate, and submit it to the Administrator one (1) week prior to the scheduled assembly. Each subject teacher must submit names of students to be awarded in that particular subject (e.g., Arabic: Arabic certificate, Islamic Studies: certificate for adab, Salah, class work, etc.) Please be sure to confirm the accuracy of the spelling of each child's name before submitting the list.

TYPES/TITLES OF CERTIFICATES

Certificates for the following categories are to be awarded to the students:

- Principal's List ------Maintain Super Honor Roll/Behavior/Attendance
- Super Honor Roll ------ Average b/w 95% 100% in all subjects.
- Honor Roll ------ Average b/w 90% 94% in all subjects.
- Most Improved.
- The Best in Subject.
- Best in Islamic Studies (includes class, Salah, adab, etc).

If a student meets the requirements for Super Honor Roll, Honor Roll or Merit Roll, the homeroom teacher will advise him/her. The student's name will be forwarded to the Office Manager or the Principal for recognition. A list of selected students should be submitted to the Principal/Administrator one (1) week prior to the Award Ceremony, Insha'Allah.

FAILURE NOTICES

No student at ISLAMIC ACADEMY OF SOUTH JERSEY is to receive a failing grade on his/her report card for any course or subject without written approval from the designated Administrator or the Principal. Notification will be sent to the parents when the teacher ascertains that the student is in danger of failing. A form letter for failure notification will be available through the Main Office. Parental conferences must be scheduled with the teacher, designated Administrator or the Principal and student to discuss any grade failures before such failures are issued.

REPORT CARDS

Report cards are issued four times per year, December, February, April, and June, specific dates are located on the Calendar within this manual.

Report Cards shall be prepared under the direction of the designated Administrator or the Principal and distributed as per the schedule in the Parent/Student Handbook. Please make a note that Report Cards are completed within the time frame requested by your designated Administrator or the Principal. More details with regard to completion of Report Cards will be provided during our weekly staff meetings. Every student must receive a Report Card every marking period regardless whether or not he/she has returned the previous marking period's Report Card.

Please make note that every grade given to a student must be able to be explained by the teacher responsible for the grade, hence the teacher should be prepared to present all information associated with a particular grade. Therefore, it is imperative that each teacher keep organized and well-maintained records. Names of students who have not returned signed report cards to the homeroom teacher should be submitted to the Designated Administrator or the Principal.

No child should be given a grade either verbally or written prior to their parent(s) receiving their report card at IASJ's open house. Grades should be considered confidential information, and only shared with the parent(s) at the appropriate time and place.

EXAM AND/OR TEST REGULATIONS

Midterm and Final Exams

Midterms and final exams are given for all subjects. There are no make-ups for such exams, except with written permission from the Principal pending presentation of a doctor's note explaining the absence.

A copy of all examinations and/or tests must be submitted to the designated Administrator or the Principal by end of each month. Midterm and Finals are to be submitted least two weeks prior to examination date. Under no circumstances are students to be involved with computer grade sheets, report cards, or any other personal or confidential information pertaining to other students.

- 1. Students absent from an exam must present a doctor's certificate to the Office Manager immediately upon return to school for permission to make up the missed exam. Any student who misses an exam and does not present a doctor's note will receive a grade of incomplete.
- 2. No class parties are to be held without the approval of the Principal.
- 3. Field trips are not to be scheduled for the month of June, unless authorized by a designated Administrator or the Principal.
- 4. Do not allow students to leave the classroom without permission.
- 5. No deviations to the above should be made without permission from the Principal.
- 6. ALL TEACHERS: Class work must go on to the last day of school.

Exam Rules

- 1. Honesty is demanded in all phases at all times.
- 2. Students may not leave the exam room without a faculty escort.
- 3. Students must remain in exam room or gym until class is dismissed.
- 4. Halls should be kept clear.
- 5. Teachers are to give students at least one-week notice before a test and at least two days notice before quizzes. Pop quizzes are to be kept to a minimum, are not encouraged, and should not be used as a punitive measure.
- 6. Every teacher must indicate the test date on their lesson plans.
- 7. The tests must be corrected and returned to the student for parents' signature, not more than one (1) week after administrating the test.
- 8. Copies of failed test papers must be made before they are given to the student for parent signature.
- 9. Teachers must sign all tests and place them in the student's class file.

10. The designated Administrator or the Principal should be made aware of any student who is in danger of failing, and dialogue must be initiated in an effort to help the student succeed.

ACADEMIC PROMOTION

Elementary / Middle School

Students will not be permitted to be skipped or promoted to the next grade level within the current school year.

		First MP	Second MP	Third MP	Fourth MP
	Gradelink	10/02/20	12/11/20	02/19/21	04/23/21
Interim	Inspection	10/05/20	12/14/20	02/22/21	04/26/21
Report	LT/Principal	10/07/20	12/16/20	02/24/21	04/28/21
	Parents	10/09/20	12/18/20	02/26/21	04/30/21
	Gradelink	11/09/20	02/05/21	04/05/21	06/21/21*
Report Card	Inspection	11/11/20	02/10/21	04/06/21	06/22/21*
	LT/Principal	11/13/20	02/12/21	04/07/21	06/23/21*
	Parents	11/21/20	02/20/21	04/10/21	MAIL
End o	f Cycle	11/06/20	01/29/21	04/02/21	06/18/21
Open	House	11/21/20	02/20/21	04/10/21	N/A
Numbe	r of Days	45	49	45	43

First N	1P	Second	MP	Third I	MP Fourth MP		
Days Off							
Occasion	Date	Occasion	Date	Occasion	Date	Occasion	Date
Staff in Service	09/05	NJEA Convention	11/10-11			Staff in Service	3/28
Eid ul <u>Adha</u>	9/12- 14	National Holiday	11/24-25			Spring Break	4/24- 28
Muslim Day	9/23	Winter Break	12/26-30			National Holiday	5/29
Staff in Service	10/25	Staff in Service	1/17				

STUDENTS/PARENTS CONCERNS AND PROCEDURES



Step-by-Step Guide to Successful Teaching

- 1. You are to report to the maryaadministrator to schedule an appointment to complete all the paperwork concerning your employment and make sure to submit the following:
 - a. Copy of passport.
 - b. Copy of social security.
 - c. Copy of all certificates and diplomas.
 - d. Copy of any educational license (if applicable).
 - e. Copy of driver's license (if applicable).
 - f. Completed employment application form.
 - g. Completed tuition-deduction form (if applicable).
- 2. Upon learning of the grade you will be teaching or class you will be using, you must complete the following steps:
 - a. Obtain the class roster from the administrator to ensure the availability of books, desks, materials, etc.
 - b. Ensure that the roster you are given contains each student's D.O.B.
 - c. Locate the books you will be using and store them in the classroom.
- 3. Work that you must complete:
 - a. Create a syllabus map divided into 10 months.
 - b. Write 10 monthly summaries according to the syllabus. Make sure that each summary contains a clear project procedure that the student must complete every month.
- 4. How to Prepare for Orientation Day:
 - a. Make copies of the 10-month curriculum that you will teach to the students and give it to the website staff in order for it to be posted on the school website (material will be visible for parents after open house).
 - b. Make at least four copies of the curriculum so that you may present it to the parents during the open house. They are to be informed of its availability online.
 - c. Use the first orientation to prepare an introductory to the parents which should contain the following:
 - i. Your Name.
 - ii. E-mail Address.
 - iii. Grading System.
 - iv. Homework Policy.
 - v. Communication Method.
 - vi. Expectations.

You will be given a sample to help you in creating your own

- d. Classroom rules/procedures must be prepared.
- e. Make the classroom presentable by the use of decorations (e.g., bulletin boards, posters, teaching material, etc.). Such decorations will define your personality to the parents. Therefore, you must make a great first impression!

Please make sure all the above is ready before orientation day. Staff members are to make every effort to report to school two hours or earlier prior to the arrival of parents. As you know, it is mandatory to be present during such important day in order to excite the parents and students. Therefore, it is important for you to be physically and mentally prepared to motivate them and make them look forward to the school year.

- 5. Things to be Done During the First Marking Period:
 - a. Create a file for each child in your class. This file must contain the following information:
 - i. A form that has all of the students personal information.
 - ii. Statement from the student to show his/her goal for the year (3rd grade & above).
 - iii. Picture of the student must be stapled on the top side of the folder.
 - iv. All the communication throughout the school year for every student must be in his/her folder.
 - b. Create a class folder. This folder must be created by all homeroom teachers (toddler-6th grade) and teachers who are assigned a homeroom teacher for older classes. This folder must contain the following:
 - i. All outgoing communication from teacher to parents.
 - ii. Class schedule.
 - iii. Homework policy.
 - iv. Copy of weekly homework sheets.
 - v. Copy of all tests and quizzes.
 - vi. Copy of all monthly summaries.

6. Class schedule:

- a. Please make sure to get your class schedule from the administration and fill in the specifics of what you will be teaching and then send it to the principal first for approval.
- b. After it has been approved, send it to parents through Gradelink and post it on a bulletin board in the classroom.

7. Handling Students' Progress:

a. Make sure to grade all homework, tests, and quizzes on a weekly basis. Results for tests and quizzes must be submitted to Gradelink for parents to view.

Please note: If a student in your class receives a grade of C or lower on a test, you are to immediately communicate with parents in order to find a way to motivate the student for the next test. If he/she needs additional help, you are to request from the parents after informing the administration. If parents are not being cooperative, you are to immediately inform the administration so that they may take appropriate action.

- b. It is your responsibility to communicate with parents as soon as you see a student falling behind. You are to provide whatever means possible in order to make sure such issue is resolved (extra work or tutoring should be suggested). You are to make sure that the recommendation you make is working. If not, you are to hold another conference with the parents.
- c. Always give challenging work to those students who are ahead in order to motivate them to excel and not become lazy or bored. If such students are complying and are able to complete the work assigned, then you are to move them to honors. However, the parents and administration must be informed first.

8. Procedure for End of Each Marking Period:

- a. It is **mandatory** to post all your grades into the Gradelink system no later than two days after the end of each marking period. If submitted on the third day, it will be considered late. This applies to all homeroom teachers.
- b. All subject teachers are to do the same for their subjects and fill out the marking period grade sheet and submit it to all homeroom teachers in order to enable them to fill in the hardcopy report card.
- c. All homeroom teachers must submit all report cards to the principal or administration no later than four days after the end of each marking period (until the end of the day).
- d. Submit the awards list along with the report cards after the end of each marking period (you have until the end of the day to do so).
- e. All subject teachers must submit all awards list no later than the end of the fourth day after the cycle had ended.

Please make sure to spell the names of all the students (first and last) according to the roster that you have.

9. How to Fill-In Report Card:

- a. Make sure to use one pen color.
- b. Make sure not to use whiteout.
- c. Fill in attendance/comments for each grade.
- d. Write the student names clearly and correctly.
- e. Write all students' D.O.B.
- f. Write the course name for the specified category.

Note: Please make sure not to disclose final grades to <u>any of the students (even if they are</u> your own children) before the open house day.

Follow the above-mentioned steps for each marking period.

10. Midterm & Final Exams:

- a. Make sure to submit exams one week prior to the due date to the lead teacher or principal. If the lead teacher has a child of her/his own in the class, then you are to submit it directly to the principal.
- b. Review sheets must be given to students two weeks prior to the exam.
- c. Make sure to correct exams and record the grades directly after examination. Send it with the students after correcting them and give it to the students to be signed by parents (students are not to keep it for more than three days).
- d. Only 10% of the exams are to be added to the average of the student's grade for the entire year.
- e. For failing students, make sure to make a copy of the <u>corrected</u> exam before sending it home.

11. Note: Make sure to follow the breakdown for grades as follows (Any changes must be first approved by the Lead Teacher.)

Homework: 20% Tests: 35% Quizzes: 20%

• Class work/Participation: 15%

Project: 10% Total: 100%

- 12. How to Calculate the Average for Students:
 - a. The breakdown for the four marking periods are as follows:

i. 1st M.P.: 20%
 ii. 2nd M.P.: 20%
 iii. Midterm: 10%
 iv. 3rd M.P.: 20%
 v. 4th M.P.: 20%
 vi. Final Exam: 10%

Avg. Final Grade: 100%

13. Testing:

- a. Make sure to give at least three tests each marking period.
- b. Make sure the students do not take more than three exams in a day.
- c. Make sure to submit the midterm and final exams review sheet along with the exam itself to the principal. Review sheets are to be given to the students one week prior to examination. It must contain details of what will be covered on the exam.
- 14. TerraNova Examination:
 - a. Make sure to not scare off the students before the exam.
 - b. Review two weeks prior to examination.
 - c. All teachers must follow the exam manual instructions (will be provided by the principal).
 - d. It is forbidden for any teacher to give answers or even hints to students during examination.
 - e. Make sure that the students are not cheating.
 - f. Make sure the students fill out the answer sheets correctly.
 - g. Make sure to fill out the answer sheets for the students (grades K-12).
 - h. Submit exam material (booklets, rulers, etc.) to the principal at the end of each exam day.

EMPLOYEE GUIDELINES AGREEMENT

Please initial besides each guideline stated below.

1. Attendance:

I must be present during all school days.
I understand that a pay deduction will occur if I do not meet submission deadlines or fail to attend mandatory meetings.
I understand that if my contract will be at the risk of termination if I am constantly late or absent.
I understand that I am only allowed a maximum of 5 sick days and 2 personal days.
I understand that I must receive approval from an administrator or the principal to leave for emergencies or appointments and that <i>time will be docked from my salary</i> .
I must be at the school by 7:30 am (6:55am for tahfeedh) and leave by 3:30 pm (4:15pm for tahfeedh)
I will not take vacations/days off during the month of September or June.
I acknowledge that any days taken off immediately after a vacation will be receive a deduction of two days if no proper documentation is provided.
I understand that Umrah/Hajj trips must be planned in advance and noted to the school two months prior to the scheduled trip

Lateness:

- 1st Offense: Verbal Warning
- 2nd Offense: Written Warning
- 3rd Offense: ½ Day Pay Deduction
- 4th offense: 1 Day Pay Deduction
- 5th Offense: Meeting with the Principal and referral to the board for Major Disciplinary Action

Absence and/or Ignoring Meetings/Deadlines (Award Lists, Lesson Plans, Inventory, etc.), Failing to report Absences/Violations to the front office, Failure to submit accurate attendance, Not Attending Open House, Use of Cellphone during class, Missing Grade/report card Submission Deadlines, not uploading Gradelink grades for more than 7 days, and not having a sub plan prepared ahead of time.

- 1st Offense: ½ Day Pay Deduction
- 2nd Offense: 1 Day Pay Deduction
- 3rd Offense: 1 ½ Day Pay Deduction
- 4th Offense: Meeting with the Principal and referral to the board for Major Disciplinary Action

All above-mentioned are applicable unless valid excuse is presented.

^{*} All offenses reset at the start of every marking period.

No Call/No Show: Two Day Pay Deduction
I understand that it is mandatory to attend the following:
 Orientation day before the beginning of the school year. Three open houses (scheduled on Saturdays) from 1:00 pm to 5:00 pm. All Fundraising Events. Field Day. All Staff meetings. 2 Saturday staff meetings from 2-5 only twice a year.
I have read the aforementioned list of guidelines.
1. <u>In the Classroom:</u>
I understand that a written request must be submitted to the administration prior to any planned activity (fundraising, party, competition, bake sales, field trips, etc).
I understand that I must not leave the class unattended <u>at any time</u> if I am the homeroom teacher. If I am not, I <u>must</u> wait until he or she arrives or
I understand that I must not use my phone during class, even if during a sub period.
I must inform the lead teacher of any students at the risk of failing after first contacting their guardians.
I understand that I am forbidden from eating or drinking while class is in session.
2. Manners:
I understand that I must be Islamically astute in regards to my interaction with the opposite gender (students/teachers), maintain a proper distance, and never hold private meetings or counsels.
I must control myself at times of anger and not let the situation push me to do acts which are inappropriate.
I must firmly guard my tongue and make sure not lie, speak vainly of others, spread gossip, or backbite my fellow coworkers and students.
I must be properly dressed according to the guidelines of the Quran and Sunnah and as outlined in the manual.

3. <u>Lunch Duties:</u>
I understand that I must ensure the safety of the students if I am selected a lunch monitor.
I understand that I am not to allow any students to play in the gymnasium unless permission is given by higher authority.
4. Dealing with Discourteous Students:
I understand that under no circumstances should I hit, grab, touch, yell, or shout at any student of Islamic Academy of South Jersey. However, in the event of a physical fight, reasonable restraint is permitted.
I understand that I must address students politely, respectfully, and appropriately.
I understand that I must control my anger and treat students with fairness.
I understand that I must discuss incidents or problems regarding students or staff members in private rather than public.
I understand that I must document disruptive incidents and have the student write a statement of the incident.
I understand that I am not to discuss any details of any incident that takes place with other staff members or students who the incident does not concern.
I understand that it is <u>completely prohibited</u> to speak to other staff members about students or other staff members. If there is a personal problem with myself and another adult, we must be able to talk about it together.
5. <u>In-Class Policy/Documentation:</u>
I must update my bulletin boards once a month.
I understand that I must place all student records in their respective files and have them current for random inspections.
I understand not having report card grades ready for inspection will result in a two-day suspension .
I understand that if a student is not completing his or her assignments or is not prepared, I must complete a periodic progress report.
I understand that I am not to directly send any students to the principal's office or kick them out in the event of misbehavior.

6. Salah:
I understand that if I have a class directly before Salah, I must accompany the class to the Masjid.
I understand that if I am assigned to Salah duty, I must pray and be responsible for the behavior of the class assigned until activity is the Masjid is over.
I understand that I must not clap or yell while directing students in the Masjid.
I understand that if I am on Salah duty, I must escort the students to their classroom(s) and wait with them until their next period teacher arrives.
Students are not to be left unattended in the classroom.
7. <u>Dismissal:</u>
I understand that I must keep all the students in the classroom until 3:10 P.M. and take the remaining students to aftercare.
I understand that I am not to have a conference with any of the parents during dismissal. Parent-teacher conferences are to be scheduled during school hours or after dismissal.
I understand that my child <u>must</u> remain with me at <u>all times</u> after school.
I must close and lock all windows and turn off all lights and electronic appliances before leaving the classroom.
I understand that removing my children from the academy without justification such as medical reasons, special needs, etc. will breach my contract.

Staff Signature		Date
Principal's Signature		Date
I, the undersigned Emplo	yee, understand that I am res	HANDBOOK RECEIPT sponsible for reading and abiding by the polici stand that it is only a general guide and that the steed at any time during my employment with the
I, the undersigned Employ contained in this Employ provisions and/or terms in Institution. I expressly unmanagement representative	eyee, understand that I am rese ee Handbook. I further understand be changed and/or terminal derstand that neither this Empore, whether oral or written, in	sponsible for reading and abiding by the polici
I, the undersigned Employ contained in this Employ provisions and/or terms in Institution. I expressly unmanagement representative	eyee, understand that I am rese ee Handbook. I further understand be changed and/or terminal derstand that neither this Empore, whether oral or written, in	sponsible for reading and abiding by the polici stand that it is only a general guide and that the ated at any time during my employment with the cloyee Handbook nor any other communication be is intended in any way to create a Contract
I, the undersigned Employ contained in this Employ provisions and/or terms in Institution. I expressly unmanagement representative Employment. I acknowled	eyee, understand that I am rese ee Handbook. I further understand be changed and/or terminal derstand that neither this Empore, whether oral or written, in	sponsible for reading and abiding by the policistand that it is only a general guide and that that at any time during my employment with the loyee Handbook nor any other communication be is intended in any way to create a Contract