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الأكاديمية الإسلامية البريطانية  
BRITISH ISLAMIC  
ACADEMY

Teacher's Hand book

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## **PHILOSOPHY OF THE ISLAMIC SCHOOL OF BRITISH ISLAMIC ACADEMY (BIA)**

From its inception, BIA philosophy has been based on the belief that the Muslim child - if he or she is to mature into a well-rounded, socially successful, spiritual, human being - should be inspired to freely explore the harmony between creation and the Creator with the guidance of dedicated Muslim teachers and administrators. It is this balance of intellect and spirit that the BIA curriculum seeks to achieve, to educate our kids in both the religious and the natural (worldly) sciences and arts.

The board of directors, along with the deputy, defines the broad margins of the curriculum as the whole set of experiences that encompass all that the students are engaged in throughout their school lives.

The BIA board made its top priority to seek and hire educators who are well acquainted with their subjects, who demonstrate a commitment to the values and practice of Islam. It is a fruitless endeavour to educate children according to standards and values that are not adhered to by a role model in their lives, both at home and at school.

BIA meets the crucial challenge of stimulating the minds of Muslim boys and girls, safeguarding their innocence at a time where many societies have lost their moral compass, preserving the Islamic cultural heritage and practices of their fore bearers while preparing them for leadership roles in our society.

BIA directors, administrators, and faculty feel strongly that it is the duty of parents to give their children the opportunity for academic growth in a safe and secure environment, as means of spiritual and moral enlightenment according to the Quran and the model of the Prophet (May the peace and blessings of Allah be upon him). It is this experience that will prepare these children to lead wholesome, productive lives in the world at large as we proceed into the 21<sup>st</sup> century.

The following are school-wide objectives that we continuously strive to achieve with our students:

- A. To teach our students to strive for excellence in all that they do.
- B. To teach the love for Islam, and to teach students to follow the teachings of Quran and the Sunnah by example and through Islamic knowledge

C. To teach the love and importance of the Arabic language through classroom instruction and practice.

D. To teach our students at the level necessary for worldly success.

E. To teach our students social awareness and responsibility through involvement in community causes.

### ***PURPOSE AND SCOPE***

The purpose of this staff manual is to set forth the personnel policies of BIA. These policies and procedures may be modified, amended or eliminated by BIA. Any such changes will be in writing. This manual is not intended to be, nor is it to be construed as, an expressed or implied contract of employment for any length of time. Any alterations and/or variances from the policies and procedures set forth herein shall be in writing and signed by an officer of BIA.

Nothing in this manual is intended to nor shall it conflict with the teachings of the Quran and the Sunnah and the Somaliland laws. Any statement in this document that is found to contradict the teachings of the Quran and Sunnah and the SOMALILAND law shall not invalidate the rest of this document.

### ***EMPLOYMENT INFORMATION***

#### ***EQUAL EMPLOYMENT OPPORTUNITY***

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, colour, sex, age, national origin, tribe or handicap in accordance with applicable law, it is the policy of BIA to make all employment decisions and to take all personnel actions (including promotions, transfers and other terms and conditions of employment) in accordance with the principle of equal employment opportunity and without regard to one race, colour, sex, age, national origin, handicap or protected status.

## EMPLOYMENT CONTRACTS

1. All teachers of BIA shall have a contract that has been approved by the board of directors.
2. All contracts shall be for one academic year only, unless specifically altered by the board of directors.
3. Teachers shall notify the Deputy in writing by July 15<sup>th</sup> as to their intent to return for the following year.
4. Teachers shall be notified by June 31<sup>st</sup>, or earlier, if their services will not be required for the following school year.
5. Contracts NOT SIGNED and returned within ten (10) calendar days of issuance shall be considered invalid.
6. The Board has the right to terminate the contract at anytime (without any explanation, with 15 days notice) if that seems necessary and serves the interest of the Academy and/or the children.
7. The contract signed by the teacher is part of the terms and condition within this "Teachers' handbook".

## SALARY

School revenues is generated from the fees collected each month from the parents. The administration will strive to pay the employees' salaries on monthly instalments by the 5<sup>th</sup> of each month based on deputy or administrator reported worked hours/days or calendar month basis. Salary is paid at the end of the worked month.

If teacher leaves school or is dismissed before the end of the month, he/she will lose any salary one maybe entitled to.

**Salary will, probably, be divided into: base salary and additional salary.**

Bonuses might be paid out if a member of staff deserves compensation for extraordinary work done for the school.

**A government tax over income will be withhold and paid on your behalf to the Tax office. This Tax is 6% of your base salary.**

## SALARY CRITERIA

Teacher's pay might be based on the following criteria:

- ✓ Degrees and certifications (pay increase per year if management sees this appropriate)

- ✓ Previous year evaluation for returning teachers
- ✓ Years of experience with BIA
- ✓ Years of experience outside of BIA
- ✓ Role at BIA

Teacher's pay is expected to be **confidential** and not to be discussed with other teachers and/or staff members. BIA board reserves the right to change the criteria or the weight of each item as it sees needed.

#### TEACHER'S SICK DAYS/ABSENCE

BIA does not offer sick pay unless an official doctor's note and medication slip is provided as proof. A maximum of 2 Approved sick days is applicable per term.

If you are not coming, please notify the Subject coordinator, admin and the Head teacher timely (preferably the day before latest).

#### **IMPORTANT:**

**If you are not coming to school for whatever reason, YOU must arrange adequate cover for your lessons and communicate the lesson planning with the cover. Cover must be a teacher from within BIA and not a stranger. An assistant can not be cover of a full teacher unless with prior discussion and approval of Subject coordinator, Quality control officer and the Head teacher.**

#### MATERNITY LEAVE

Teachers are entitled to unpaid maternity leave as required. Proper arrangements are expected 3 months in advance with the deputy, indicating the intention of the teacher to take maternity leave. The Board reserves the right to terminate the contract in this situation.

#### OTHER JOBS BESIDES BIA

If a teacher chooses to work elsewhere as a private tutor after his/her teaching duties are over at BIA, then BIA must be informed about this extra work for a third party.

***Giving tuition of any kind to students of BIA at home or elsewhere is considered impermissible.***

## PERSONAL DAYS AND HOLIDAYS

All teachers are allowed two non-paid personal days a Term. Requests for personal days need to be arranged with the Deputy/personnel administration in advance.

Teachers are paid for the designated school holidays, with the exception of the summer holiday. Only teacher's assigned "working for school" tasks by the deputy during the summer holiday will be paid, in such circumstances the deputy –in writing- is expected to outline clear objective, define work assignment and set clear expectations. As pointed out above, teachers will be paid for the Islamic, National and school holidays, in return, meetings and festivals organised by the school will not be paid.

## TERMINATION OF EMPLOYMENT

An employee shall notify the Deputy in writing if he/she is unable to fulfil the terms of contract at least (15) days for non-teaching staff and thirty (30) days for teaching staff in advance of the resignation date. When the resignation is accepted by the management, the contract shall be dissolved. BIA will pay for all hours worked and approved by the deputy.

Employment at BIA is at will, and may be terminated with or without an explanation. A notice of termination will be delivered 7 days in advance. Only hours worked up to the termination date will be paid. Possible causes for termination include, but not limited to, incompetence, insubordination, unprofessional conduct or if it deems to be in the best interest of BIA. Teachers are expected to embody the highest standards of Islamic moral and professional conduct during their association with the school. If a position is abolished, the school shall give an employee at least two weeks notice. If dismissal is for cause, no notice is required. When notice is required, the school reserves the right to substitute pay for notice. BIA reserves the right to terminate employees at will. All contracts are on temporary basis for the first 2 months which can be renewed by BIA after this period has elapsed or cancelled by BIA during the 2 months without explanation nor 7 days notice implications.

**\* If employee breaks the contract in any way, employee has no right for pay for the days worked in that month.**

**For example: an employee leaves the school on the 27<sup>th</sup> of the month, then salary for that month (27 worked days) is cancelled to compensate for the trouble caused to the school.**

### SCHOOL CURRICULUM

The curriculum scope and sequence developed or set by the BIA board and deputy must be followed closely by teachers. Review of the curriculum guides is to be conducted by the subject teacher every year. Text evaluations will be done maximum in a five to seven year cycle. Teachers are asked to teach each subject with five points in mind:

1. Is the concept taught appropriate for the grade level to which it has been assigned?
2. Are there more concepts or skills not included in the current curriculum guide that can be included in the future?
3. If the teacher finds some parts in the textbook which is inappropriate for the age of students, or not in accordance with the teachings of Islam, the teacher should inform the deputy who will make the final decision on the best way to avoid or remove the inappropriate section of the book.
4. Teachers are expected to stick to the subject being taught, No off subject topics or deviation from curriculum, scheme of work or lesson plans (yearly/monthly/weekly) are to be discussed with students. If a student rises up a question that is not related to the subject, the question is to be ignored and the student is to be reminded only questions related to subject should be asked.
5. Questioned regarding Islamic ruling and Ahkam of Islam should be referred to a knowledgeable person; Salafi scholars, or local student(s) of knowledge who are known to adhere to the following of the Salafi manhaj. If the question was in an Islamic study session and relate to the subject the teacher can answer the question in accordance to the main stream Salafi Manhaj opinion. However, the teacher should not be involved in discussion of controversial issues that have multiple opinions in the Islamic Sharia as this will only confuse students, rather the teacher should only advise in accordance to the Jumhuur of Ahlus-Sunnah scholars.
8. Instruction language is strictly ENGLISH and ARABIC. Usage of Somali or other languages is not permissible expect in extreme cases.

Recommendations or revisions of the curriculum should be submitted to the deputy at the end of each school year.

## PROFESSIONAL DEVELOPMENT

In addition to professional development, workshops/seminars/courses may be attended during the school year. Teachers may choose the professional development activity of their choice each year to attend after obtaining approval from the deputy. The day of the seminar will be counted as a regular workday for the teacher. Appropriate cover must be arranged beforehand by the teacher. The deputy may request that a teacher attends a workshop or seminar if deemed to be needed by management.

School might run its own internal trainings which will be compulsory for staff to attend. These will take place on Thursdays mostly.

## TEACHERS SIGN IN

All teachers are to sign in at the office by 7:15 am or earlier. Class instruction starts at 7:30 am sharp. Being punctual teaches students the value of time, education and school in general. ***Teacher tardiness can be ground disciplinary action including termination of employment.***

Lateness could cause your salary to be reduced. (1 minute late = 1 hour salary)

## TEACHER SIGN OUT

Classes are dismissed at 4:15 p.m. Teachers must walk and supervise their students to the staff member responsible for watching the students until their parents or transport arrive. Teachers are expected to sign-out on the provided sheet/machine.

## FACULTY MEETINGS

All teachers are required to attend meetings either during or after school hours. All meetings are to be scheduled by the school deputy or assistant deputy for the entire staff, by subject, or grade level as required for a quality program at BIA. Teachers who cannot attend need to request in writing to be excused by the deputy with explanation on the reason why the teacher cannot attend. Participating in staff meetings is mandatory and very crucial to the school performance and continuous improvement. Teachers who miss or are late for staff meeting will be notified in writing and will be

tracked on teachers' attendance chart. This can also affect your salary.

## GRIEVANCE PROCEDURE (AMONG STAFF & ADMINISTRATION)

The school expects the staff relationship among each other and with the administration to be based on the Islamic principles of fairness and mutual respect. In case of any misunderstanding, teachers are expected to communicate their concerns to involved party and search for ways of resolving the problem. If no satisfactory solution is reached, the teacher is to request a meeting with the deputy to discuss the matter and to arrive at an acceptable resolution. A written statement of the problem and a written response from the deputy is expected after completing the investigation. If such action does not resolve the matter, the issue will be referred to the school board of directors. The board of directors will request a written statement from the parties or hold a telephone conference meeting to discuss the issue before taking a final decision on the matter.

## STAFF ETHICS AND CONDUCT

BIA intends to be an exemplary model of an Islamic institution. As such, BIA expects its employees to display an Islamic character, good manners, and professionalism. Below are some guidelines to follow:

- A. Teachers will manifest by precept and example of the highest Islamic virtue and personal decorum. Staff is to serve as Muslim role models both in and out of school to students, parents, and fellow faculty members in judgment, respect, and Islamic living.
- B. Teachers are expected to exhibit exemplary conduct at all times. Not only should their lives be in accordance with Islamic teachings at school, but also at home and wherever else they may go.
- C. At no time should a teacher engage in any controversial activity that might become a concern to students, parents, or others in the Islamic community.
- D. Backbiting, slandering, spreading rumours, or using foul language will result in disciplinary action including dismissal of employees.

**The following breeches in the code of conduct may lead to disciplinary actions, depending on the severity of the offense:**

1. Shouting at co-workers, students, or community members
2. Using mobile phones (calling), laptops, tablets or other electronic gadgets during teaching hours for matters unrelated to teaching (Facebook, texting, social media

- etc). Quraan sessions are strictly forbidden to use laptops and phones.
3. Dressing out of dress code (men and women)
  4. Gossip, Back-biting and slander of other teachers, board members, staff members or students.
  5. Cult culture!
  6. Long nails.
  7. Failing to honour codes of confidentiality (student or staff business), by communicating school, teachers or student internal issue with other parents or previous school staff or other teachers that are not involved directly in the matter.
  8. Missing mandatory staff or other work-related meetings
  9. Discussing personal, inappropriate material with students or interacting with students in ways that are out of the bounds of a student-teacher relationship and Islamic standards
  10. Any action or inaction that compromises the physical security of BIA, (e.g. failing to report a stranger walking around the school, leaving doors open, etc.)
  11. Leaving work area or classes unattended, or general negligence of work duties.
  12. Leaving children on their own (or those they are responsible for) unattended (Example Playground).
  13. Disobeying supervisors (Subject coordinators, HR, Quality control officer and Head teacher).
  14. Using the property/equipment of BIA for personal use without authorization.
  15. Abusing privileges given by BIA (phone, Internet, kitchen facilities, etc.)
  16. Leaving desks or work areas unkempt, unclean, or unorganized. Leaving office or classroom windows open, faucets or lights on, and general negligence of BIA resources
  17. Allowing students to use your mobile phone is strictly forbidden.
  18. Calling home for students for whatever reason is forbidden and student must be directed to the admin office.

#### INTEGRATION OF ISLAMIC KNOWLEDGE AND CULTURE

All teachers are expected to integrate Islamic values in their teachings in Language Arts, Science, History, Social Studies, Math, Physical Education and any other subject taught at BIA School.

#### PROFESSIONAL APPEARANCE (DRESS CODE)

Professional appearance is a part of setting a good example. Teachers are expected to dress according to Islamic "Shariah", neatly, professionally and

modestly.

Professional attire for female teachers consists at minimum of a head cover and “Jilbab” (Covering all body); open toe shoes are allowed in conjunction with non-transparent socks only. Teachers are to adhere to this attire at all school times.

1. Attire is to be loose fitting
2. Attire is to be modest
3. Jilbaab is required (a covering garment falling from head to toe in one piece).
4. Soft and see-through clothes are prohibited.
5. Make up (including nail polish (colours) and Kuhl is prohibited,
6. Perfume for female staff is prohibited
7. Wearing excessive amounts of jewellery in the school is prohibited.
8. Niqaab is preferred, but not required.
9. Nose piercing must be removed before coming inside the school building.
10. Attracting colours are to be avoided

General related affairs to the above:

1. Free mixing in the school is strictly forbidden
2. Mobile phones are always on silent and not to be used while on duty expect for emergencies known by the deputy.
3. Khalwah (It is not permissible for a man to be alone with a woman who is not his mahram) is prohibited at all times. Khalwah can be avoided with the presence of another person (male or female) in the gathering or meeting.

Professional attire for male teachers consists of Loose-fitting clothes (Example: Pakistani shalwar kameez or Thawb). Jeans, sweatpants, cargo pants, or other clothes of this type are NOT to be worn.



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One piece



2 pieces



[xcellent Bri](#)

[environment](#)

This dress is required in ALL formal school related gatherings from Saturday to Thursday, in or outside of the school as long as there are students present.

***The male dress is not required from teachers from other faiths.***

#### ***LESSON PLANS:***

Without notice the lesson plans will be requested from teacher.

Lesson plans are of these types:

#### ***YEARLY PLANS:***

1. If applicable, teachers are to prepare a general yearly plan for each subject taught.
2. The yearly plan must be submitted to the Deputy during the Orientation Period (1 week before the new academic year).
3. The plan should include objectives and Goals for the year for each grade.
4. Approximate time periods for major units should be projected.

For some subjects, it might be the case that the subject coordinator will provide you with a yearly and Termly lesson plan.

#### ***TERMLY LESSON PLANS AND WEEKLY LESSON PLANS:***

Teachers are required to submit a 5-days, more detailed daily lesson plan by 7:15 every Saturday to the Subject coordinator and Quality Control Officer.

In the event that a teacher will be absent on Saturday, it is still the responsibility of the teacher to submit the 5-days lesson plan.

All lesson plans will be shared with the parents.

#### ***DAY-TO-DAY SUBSTITUTE FOLDER:***

1. If applicable, each teacher should keep a substitute handbook folder with the school administrator or deputy. The folder should include:
  - A. Outline of classroom schedule
  - B. Attendance and classroom discipline rules
  - C. Copy of fire drill guidelines and procedure
  - D. Special notations regarding students with special needs
  - E. Extra worksheets in case the substitute cannot follow the daily plan
  - F. Duties that the teacher covers (break time duty, home time duty etc)
2. Substitute folders should be updated monthly. If a folder is used, the folder must be

- updated immediately.
3. Teacher should discuss any dissatisfaction with the substitutes work with the office or the deputy.
  4. A note or expression of appreciation can be given to a substitute who has done a good job with their class.
  5. Substitute plans should provide at least three days of coverage material.
  6. Teachers should make every effort to notify the deputy no later than 6:00 a.m. of his/her inability to attend class. For personal leave of absence, teachers must submit a written request to the deputy two weeks in advance.

### **STUDENT FILE AND RECORDED GRADES**

No part of a student's confidential file and recorded grades are to be taken out of the school building. Teachers have the right to check student files in the office or sign them out in the signing folder. Student files must be returned back to the office as soon as possible. Student records are not to be discussed in public under any circumstances. Student records may be discussed with the student guardian in private and in confidential settings only.

### **ATTENDANCE SHEETS**

1. Attendance is recorded daily digitally.
2. Digital attendance must be taken on **ClassDojo** every morning between 7:30am and 7:45am. Admin will use this record to call absentees' parents for enquiries.
3. If applicable, all physical attendance records are to be kept in the class folder in the classroom until the last session. \*This information is extremely important, hence accurate records must be kept and placed on the report cards every marking period.
4. Teachers are not to accept any student into their class unless they show admission note from the office.

### **GRADE BOOK/SHEETS/RECORDS**

Weekly grade books are to include weekly tests grades, projects, participation and effort, and any relevant notes. It should reflect a variety of grades per subject. If management decided to do this electronically then ClassDojo must be used instead of paper-based records.

1. Breakdown of grades should be available to be presented to the Deputy upon request.
2. Student grades should not be posted or discussed publicly.
3. Grade books must be turned in during the End of Year Conference with the Deputy.

**Persons responsible to whom a teacher answers to, in the regards to the weekly exam marks, is the Quality Control officer and the Subject coordinator.**

### ***EARLY DISMISSAL***

Students may not leave the classroom for early dismissal without a call from the deputy office. Early dismissed students for illness or similar, will have to wait under the supervision of the admin until carers come and collect them from the Admin personnel.

### ***COPY MACHINE USE***

1. Duplicating of materials could be one of our major costs, and all faculty members should help to contain this cost
2. Copy machine use should be for school business only!
3. No student should be sent to make copies or request copies to be made. Teachers will pay for any personal copies.
4. Teachers should use the copy machines in the planning rooms only.
5. Copies should be made during planning periods or before and after school. Under no circumstance teachers should leave their classrooms to make copies, nor send any students to have copying done.

### ***END-OF-YEAR PROCEDURES***

At the end of the year, teachers should store all materials and clean their classrooms. This cleaning includes emptying out the teacher's desk of all personal items. Teachers are given a checklist to be followed and completed during the last week. This checklist and all keys are to be turned into the deputy on the last school day.

The following is the closeout duty list for all teachers:

1. Supervise the evacuation and clean-up of lockers by students.
2. Collect and turn in remaining student books to the school deputy.

3. Turn in all teacher manuals and instructional material to the school deputy.
4. Submit lesson plan books to the office.
5. Submit grade book to the office.
6. Submit classroom and cabinet keys to the office. Please make sure that keys are in an envelope with your name and room number on it.

An inventory of all items and supplies in your class that belong to the school. Items that don't belong to any specific class should be moved to the deputy office (TVs, overhead projector, etc.).

The school deputy or his/her designate, prior to the teacher leaving for the summer, must check off the teacher's inventory list of books, teacher manuals, and classroom supplies.

Upon return to school, staff will help organise, clean and get the school ready to receive students. This might involve helping in sections you don't normally work.

#### ***SICK STUDENTS AND GIVING PRESCRIPTION MEDICATIONS***

Students who appear to be sick should be sent to the office where their parents will be informed for collection. Under no circumstance are school staff allowed to give medication to students.

In case of accidents, minor or major, student should be sent to the First-Aid officer for inspection.

Teacher with whom the student was when the incident happened MUST fill in an incident form and give it to the admin then a ClassDojo report of incident must be logged for the parents to be aware of the incident.

#### ***OTHER TEACHER DUTIES***

Both before and after school, assigned BIA staff must supervise the safe arrival and departure of students. Arrival supervision duty is from 7:15 am to 7:30 am. Departure supervision duty is from 16:15 pm to 16:30 pm.

Both supervision duties are essential components of the School safety program and a time when healthy relationships are established between staff and students. All duty teachers are to leave locked classrooms with no students inside. At entry time, duty teachers will have their student's line up quietly at their class doors.

## ***STUDENT ENTRY***

Every morning, all students will line up at 7:25 am in the court and their first session teacher takes them to their classroom. This is not valid for Saturdays where a presentation will be delivered by a teacher and his group and presents given out.

Teachers will be standing with their classes and accompany their students to the classroom. This will ensure quiet, orderly entry of the entire school population. Teachers must be in their classroom with the students no later than 7:30 a.m. to start taking the attendance.

- No child is allowed to enter the school/classroom after 7.30 am. (7:30 am attendance taking and lessons should start but if a child does arrive late please inform the deputy).
- All teachers MUST be in the school 7:15am latest.
- UNDER NO CIRCUMSTANCES are students to be left alone in the classroom. Anything that happens during class-time or break time is the scheduled teacher's sole responsibility.
- It is NOT permissible for teachers to ask students to bring tea/water/ etc
- Students must NEVER supervise other children/students/property.
- Students are NOT allowed in the kitchen.
- Students are not allowed to go to the back of the school building.
- The attendance must be taken by the first lesson on ClassDojo.
- At 16:10 PM all classrooms must be clean and cleared of tables and chairs.

## ***INCLEMENT WEATHER PROCEDURES***

Duty teachers will allow students inside to remain quiet and orderly in the hall. Duty teachers remain on duty with students.

## ***STUDENT TARDY PASS***

Any student arriving after 7:30 am will need to be issued a tardy pass from the office. Teacher enforcement is the key to training students to arrive punctually. After 3 tardy notices on consecutive days, the student will be suspended for one day (parents must be informed by phone and in writing). Students are not to be allowed in the classroom after

7:30 (This is to not disturb the lesson). If this is not their third time, then they are allowed to enter the classroom with a pass from the admin. In addition to that, the deputy will penalise students who miss three classes in the same week due to tardiness or absence. Teacher must change attendance status of the student on ClassDojo to “late”.

## **VISITORS**

BIA welcomes parental visits. In general, parents will have a clear objective in mind behind these visits which generally fall into helping to improve the performance/behaviour of their own children.

Classroom visits are purely for observation and any parent wishing to help their children through observance should abide by the following BIA rules:

- Only parents or legal guardians will be allowed to observe their own children in the classroom.
- A parent will be given a maximum of two visits per student per year (unless management decides otherwise).
- All visiting parent must contact the deputy at least two days in advance to request the visit. The deputy will decide on a date based on class activities.
- All visitors must report to the administration office to obtain permission from the deputy.
- Visiting parents will keep confidentiality of other students and class teacher after leaving the class.
- No interruption of class or talking to the teacher or on the phone is allowed during the visit.
- Taking pictures is not allowed.
- No siblings (or other children or babies) are allowed during the visit.
- Visiting parent may take written notes. No audio or video taping is allowed.
- Visiting parent will make an appointment to discuss any concerns with teachers or deputy after class. Teachers should not meet with parents during class-time. Appointments can be scheduled before or after school and during school conference day.
- Upon arrival to BIA office, parents will sign a paper to abide by the above observation rules.

Violation of these rules will result in denying requests for further future visits in that year

## **VOLUNTEERS**

Volunteering helpers are greatly valued and appreciated at BIA. Community members and parents who would like to share their expertise with the school are encouraged to do so. In order for the school to fully benefit from a volunteer's help, they must be asked to follow these guidelines when volunteering (May Allah (swt) reward you for all your efforts):

- Volunteers must arrive promptly on their assigned days.
- Volunteers must notify deputy in advance if they cannot arrive at the appointed time.
- Volunteers must sign in upon arrival and sign out upon leaving, in the school office.
- Volunteers should not bring other children or adults with them.
- Volunteers will be assigned duties as deemed necessary by the administration.
- Volunteers must abide by staff rules and policies.
- Volunteers are not to enter the planning rooms or conduct parent-teacher meetings during their time.
- The deputy (working with the staff) will keep track of volunteer required tasks.
- The deputy or his/her designate will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned to any variety of tasks that comes up in the day-to-day operation of the school.
- Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from the volunteer's home at her/his convenience.
- To volunteer in any capacity or if you know someone who would like to volunteer, please fill out a volunteer form in the office - specify how you would like to contribute to the school.

## **HOMEWORK**

Students at BIA are to be taught through prepared and well-delivered lessons. Students are to be involved in discussions and activities that extend the lesson. Homework must be meaningful. Positive reinforcement is a valuable ingredient for every lesson. Students need to hear positive comments, praise and feel good about their achievements. If the teacher needs to reinforce attitude problem or class achievements, the teacher may talk privately with student as well as with parents. Teachers should praise their students in class and criticize in private. Lesson plans are

due according to schedule. Without notice the lesson plans should be routinely on the desk of every classroom.

Some homework is to be given out to students. Teachers must however enter the homework on ClassDojo by Wednesday 4:15pm.

**NOTE:**

Homework given must have been discussed and gone over in the class with explanation of how to do some of the exercises. This must be added to the comment on ClassDojo. If it is a text that must be read and questions related to the text, the new vocabs must have been discussed prior to assigning the homework.

*PARENT SHOULD NOT NEED TO TEACH A NEW CONCEPT TO THE CHILDREN AT HOME! THAT IS THE JOB OF THE TEACHER.*

**HOMEWORK TEMPLATE:**

Name: (insert name teacher)

Subject: (insert Subject name)

Topic: (Insert topic name)

Subtopic: (insert Subtopic)

Resource: (Insert book name such as: study book/work book/ worksheet/ etc)

Page number: (insert page numbers if not a worksheet)

Due date: (inset "Due by" date)

***HOMEWORK POLICY – 15 minutes homework load for each subject (not including Quraan)***

Homework is given out only on Wednesdays and is due on Saturdays.

BIA homework policy is to ensure that work done at home is an extension and a reinforcement of the lessons and work taught in class in the previous week, **thus homework must be compatible with that week's weekly Scheme of Work.**

Each student will be assigned variety of written and unwritten homework. KS1 (Year 1 and 2) should have total of 2 hours of written work or reading assignments in the weekend with some exceptions.

KS2 (Year 3 to 6) and KS3 (year 7, 8 &9) should have from 2 hours to 3 hours of written work or reading assignments in the weekends with some exceptions. KS3 (Year 7&8&9) might receive homework on daily basis.

Students who are marked as **"Need help"** might receive skills based daily homework, such as English/Arabic vocabs or listening tasks etc. **Parents MUST be informed.**

Teachers should advise and encourage parents to assist the children and help their children to make productive use of the time and work with parent to ensure they are satisfied with the amount of homework assigned to their children. If parents request extra homework assignments, teachers should work with parents to ensure adequate work is assigned.

If, however, a student does not have anyone to help him/her at home, teachers should be aware of that and pay attention to this obstacle when assigning or checking homework.

### **TEXTBOOKS**

All student textbooks are the property and responsibility of the student after purchase. Proper treatment is expected. Damaged or lost books will be replaced at the expense of the parents. Textbooks **MUST** be left in the class cabinet during school days. Students take books home only on Wednesdays as they are needed to complete homework unless parents chose otherwise. Teacher should remind students to take their books home to be able to do the homework.

Text books can be ordered by parents from the publisher online, or buy black and white copies from the school. Textbooks bought from school must be paid for up front.

### **SALAAH (PRAYER) (if applicable):**

**GIRLS:** Teachers (and girls with or without religious excuse) need to attend the Salaah along with the other students in the girls' prayer area. No one should use this time for any other purpose.

**BOYS:** Male teachers should instruct the boys to pray in the designated area. It is the teacher's responsibility to remind the students to adhere and practise the correct Masjid manners. Students should behave in an Islamic fashion. Teachers should actively supervise the students during Salaah.

## ***CLASSROOM APPEARANCE***

Teachers should request students to maintain the appearance of their classrooms at all times. Students' desks, walls and floor are to be orderly. Each classroom will be assigned a teacher by the deputy to be the FORM TEACHER of that class. It is the form teacher's responsibility to decorate the classroom with displays which should be updated every term.

- It is the teacher's duty to ensure the classroom is clean and there's no rubbish anywhere (This doesn't mean that teacher is meant to sweep!).
- All work written on the whiteboard must be wiped clean after each session.
- ALL CUPS and cutlery must be washed IMMEDIATELY after the teachers used them. Kitchen/staff rooms must be kept clean and tidy after each use.
- Teacher teaching the last session must put the desks aside and chairs stacked together to make it easier for the cleaning crew.

## ***MAINTENANCE REQUESTS***

Maintenance requests should be written, and sent to the Deputy's (admin) office where they are prioritized and given to the maintenance board member. In case of emergency, the deputy may contact the maintenance person directly. We ask that routine maintenance requests be submitted to the deputy, for presentation to the maintenance member.

## ***PURCHASING AND ORDERING PROCEDURE***

Written request must be submitted and approved by the deputy or Admin in writing before any order is placed. The treasurer will reimburse a teacher only when a written (also via messaging system) approval from the deputy and receipts are presented.

## ***MATERIALS AND INVENTORY***

Each teacher must account for teacher's edition books and resource kits and KG & KS1 equipment provided. Lost teacher's edition books due to negligence will be replaced on the teacher's expense.

## **FIELD TRIPS PROCEDURE**

1. Submit to the deputy a written notice for field trip 4 weeks prior to trip date to get approval.
2. If trip is approved, arrange for transportation and devise a transportation plan.
3. Adult supervision is required usually in the ratio of 1 to 5 up to year 6, and depending on the requirement of the place you are visiting.
4. After administrative approval of the trip requested has been received, teachers should secure permission slips to be sent home, and begin to collect fees. All school fees collected must be recorded on collection sheet.
5. Collect permission slips from every child. Give children 2 weeks to get their permission slip in and for parents to pay the trip fees if applicable.  
However, make no exception. NO CHILD can attend without a written permission slip.
6. on the day of the trip: Submit permission slips for children attending the trip to the deputy.  
Complete the daily attendance procedure before leaving.
7. Teachers should not take class student to any offsite trip without written approval from deputy and parents.

## **GUEST SPEAKERS**

Classrooms often benefit from the expertise of guest speakers. Anytime a teacher is contemplating the idea of a guest speaker the deputy should be consulted. When a teacher chooses to invite a guest, permission should be requested in writing and approved by the Head teacher. Included in the request is the name of the guest, area of expertise, attendees, grade and the subject the speaker is invited for. The length of time and nature of the visit should be included. Teachers are cautioned to plan in advance and use care in the selection of guest. Teachers are expected to prepare the speaker in order to enhance the quality, purpose, and detail of the speech content.

## **CLASSROOM PARTIES AND TREATS**

Classroom parties may be held in the classroom for special occasions only after deputy's approval. Teachers should avoid planning a party prior to the approval. Teachers are encouraged to coordinate these events.

Classroom treats are allowed and left up to the judgment of the teacher. Lower

elementary students are expected to have treats more often. It is recommended that teachers plan treats other than food (especially sweets).

**It is not permissible to give students sweets without prior parental consent.**

### **HALL WAYS**

Students are to walk quietly in lines in the hallway. No passage of students is permitted without a teacher or a **pass**. Teachers should encourage students about cleanliness and respect for property of the school.

### **TOILETS**

Each gender and each age (Key Stage) group has his designated toilet in the building. In the event that one of toilets is out of order, deputy must implement a rota for visiting the toilets for the boys and girls. It is important to prevent having students in front of the Toilets at the same time or visiting other gender's toilets. Teachers and deputy are expected to implement such policy strictly.

### **POSTING SIGNS AND NOTICES**

The management must approve all (non-educational) notices and signs before posting on walls, doors outside of the classroom.

### **PASSING OUT FLYERS AND VERBAL ANNOUNCEMENTS**

The deputy must approve all notices, flyers and verbal announcements that get distributed in the school property. No teacher or parent of student is permitted to pass out flyers, notices or make announcements on behalf of any organization, group, or individual without a granted permission. Please submit requests in writing at least one week in advance.

## **MOVIES AND VIDEOS**

The policy on material to be used in the classroom as part of the curriculum or part of extracurricular activities is as follows:

1. Preview everything you wish to show, material must be related to a class subject and must comply with the rules of Islamic Shari'ah (music, graphics etc). Ask if in doubt.
2. Deputy must approve any materials shown in the classroom; teacher should notify deputy before showing any videos to students.
3. The material should not contain any foul language, mocking and triggers of un-Islamic behaviour.

## **TEACHER EVALUATION**

Our Teacher evaluation consists of one or more class observations. These class observations may be announced or unannounced. One comprehensive evaluation will be conducted Termly. A monthly evaluation in addition to the other existing evaluations, can be done when it's necessary. The purpose of a midyear, quarterly or a monthly evaluation is to provide teachers with feedback on their performance so they can make the necessary adjustments for the rest of the school year. Teacher evaluations will be discussed in details during staff meetings. Teacher evaluation is conducted by the school deputy and/or vice deputy.

Teachers might also observe one another occasionally.

## **GOALS OF TEACHER EVALUATION:**

1. Appraisal of professional personnel performance should serve three purposes:
  - a. To raise the quality of instruction and educational services for the students of the school,
  - b. To raise the standards of teaching at the academy as a whole
  - c. To aid the individual to grow professionally.
2. Evaluation of performance shall be a cooperative, continuing process designed to improve the quality of instruction.
3. All professional employees shall be involved in the evaluation process and shall have the opportunity to see and sign the evaluation conclusion.

4. The Deputy shall have the responsibility of developing, organizing and implementing a program of evaluating the instructional process as one means to ensure quality control of instruction.
5. The Deputy shall be responsible for the evaluation of all staff.

#### ***EVALUATION PROCEDURE:***

1. The Deputy shall develop a plan whereby teachers shall be evaluated.
2. In preparation for the Teacher-Deputy conference, the teacher may be requested to prepare a self-evaluation of overall strengths and weaknesses.
3. The Deputy shall submit a report regarding employee evaluation to the school board regularly.
4. The Deputy shall recommend to the board which teachers should receive new contracts for the upcoming year.

#### ***SELF EVALUATION:***

Recognizing the important role self-evaluation plays in the total educational program and recognizing that the teacher or the institution cannot grow or attain its goals without self-evaluation. Upon the request of the Deputy or the recommendation of the BIA board, teachers shall be given the opportunity for evaluating their performance and the performance of the school.

#### ***TEACHER TRAINING***

BIA will strive to provide adequate training to its staff regularly. This training is mandatory. Further details will be provided.

## **STUDENTS SUPERVISION AND EVALUATION**

### **REPORTS**

On every Sunday there will be a short weekly exam taken from the students to check their understanding of the materials taught that week. These results will be shared on ClassDojo by Tuesday. Teacher must correct the tests of the weaker students by Monday to identify any issues quickly so that a plan will be drawn.

Students receive a report every term. The year consists of 3 Terms. Autumn. Spring and summer. Each term ends with an Exam in an exam week (school is half day during exams). The Deputy is expected to secure grades from all staff members. It is the responsibility of the teacher who taught the students at the end of each term to submit their grades.

A new teacher may choose to give the grades based on work done since he/she assumed teaching or based on work done under the past teacher. If not enough work is done to warrant a full grade then the old teacher may submit a grade that can be represented as a percentage of the final grade to the new teacher. Report cards with all grades are to be submitted to the deputy at the designated deadline.

### **PARENT/TEACHER CONFERENCES**

The Deputy sets the parent/teacher conferences. The purpose is to discuss the student's progress with their parents. All teachers are to be present in one assigned place to meet with the parents. Teachers are expected in the building half an hour before the conference starts and they need to be at their stations on time to receive the parents.

Part-time teachers should arrange with the deputy their attendance for the parent/teacher conference day.

Teachers are not to leave before the end of the conference day unless an emergency situation arises. Teachers have to check with the deputy before leaving the building. If you finish your conferences early, please continue working on your classroom activities/preparation.

### ***DURING TEACHER/PARENT CONFERENCE:***

- Make sure to arrive at school on time.
- Bring your grade book, cumulative record cards, folders, sample work, and other records with you to the conference, and be prepared to show parents how their child's grade was calculated.
- Always start by stating to parents the positive aspects of their child's performance, and be objective, then move to problem areas.
- Avoid talking about or for other classes or teachers; instead politely direct the parents to the teacher in question.
- Talk about issues, problems, and avoid personal statements about the child.
- Make sure you give parents the chance to explain their concerns.
- Avoid saying: I am new!
- To change any grade after the final report card has been issued, the teacher has to submit a written request outlining the reasons for this change. The deputy has to approve the change.

We hope that our parents find the conferences useful and informative and help strengthen their communication with the school.

### ***TESTING PROGRAM***

At BIA we give special attention to testing and evaluating. Two types of assessments are required.

- 1) On-going: weekly (quizzes, spelling tests etc),
- 2) End of each term Exams.

Students will have an Exam week every term. In the exam week students will do 2 exams every day. In that week the school is typically half-day. Teachers stay full-day to mark the exams and prepare reports.

Teachers mark the exams during the exam week and prepare the grades and exchange the reports via email to fill in the comments for each student digitally. This should be finalised before the Thursday of the week following the exam week. On Thursday of that week (week after exam week) teachers will come together to discuss individual students and finalise the reports. The following week teachers will be discussing the exams with the students and parents' meetings will be held on Thursday of the week after that. Please refer to the Yearly calendar for the exact dates.

The school management might decide that all teachers create revision booklets,

according to pre-set agreed upon deadlines, for the students which will contain the content of the exam material.

### **MOCK EXAMS**

The school deputy might decide to ask teachers to prepare Mock exams weeks before the Actual Termly exam to check students' levels and readiness for the termly exams.

A Mock exam is marked as it might be used as a Term mark if needed otherwise it remains internal. A teacher might (and should in some cases) decide to communicate findings with the parents to give them a heads-up.

The results MUST be passed on to the Subject coordinator and Quality Control officer. Weak students should be highlighted and alternative plans should be presented.

### **GRADE RECORDS (REPORTS)**

All teachers are expected to appropriately evaluate daily/weekly assignments, quizzes, tests and homework, and return the evaluated work to students as early as possible on a regular basis for each class and subject taught.

- ✓ Your grading policy should be clear to students. A copy of the grading policy should be given to students, and another to the deputy.
- ✓ All grades should be given in the form of a number or letter grade no checks or dots should be given for grades.
- ✓ Students must be given their graded tests back within 3 to 4 days to examine what they did wrong.
- ✓ Teachers should collect all exam papers from the students after discussing it and keep them in the school for future reference.
- ✓ Homework must be given back to students checked within two days after collection.
- ✓ The homework assignment should be thoughtful and relevant to the material taught.

Grades of daily assignments, quizzes, tests and homework must be recorded on ClassDojo.

## ***HONOUR THE STUDENT'S ACHIEVEMENT***

### ***STUDENT OF THE MONTH PROGRAM:***

At the end of each month, teachers are asked to designate one student from each grade as a student of the month. The award is used to honour students exhibiting, to a marked degree, qualities such as:

- ✓ Effort of improvement
- ✓ Value of the month
- ✓ Courtesy and cooperation
- ✓ Islamic behaviours and manners

Many times, students who excel academically excel in the above areas as well. However, the award is not designed to recognize academic excellence only; this is done through honour lists. Students with a detention or suspension may not be selected as student of the month. Students may be recognized more than once in a given year. The awarded students will be receiving a certificate and have their names posted on the bulletin board.

## ***PARENT CONTACTS***

Teachers are expected to make frequent verbal and/or written contact with parents. Phone calls and notes can be for many reasons both positive and negative. Please keep a log for your communication with parents (it is to your advantage). The regular monthly parent letter should include student's progress.

### ***REQUEST FOR A SPECIAL PARENT/TEACHER MEETING***

After consulting with the deputy, the parent or school staff may request a face-to-face meeting at any time during the school year for the purpose of furthering cooperation between home and school for the benefit of the child. The Deputy is at liberty to be present if deemed necessary.

A parent may be asked to come to school because of a child's outstanding scholarship, talent etc or poor work, misbehaviour, absence, lateness etc

Most frequently, a parent is asked to come to school for disciplinary reason. The meeting is used to determine the possible sources of a behaviour problem, whether this

is in the home, the community, or the school, and to secure parental cooperation in the treatment. This meeting may be carried out between the deputy and parent, 2 teachers and parent, or all of these persons. It is desired to meet a parent alone. The student may or may not be present depending on the reason of the meeting. The effective meeting should have privacy, so the participants can speak freely.

It is best for teacher to begin by stating something positive about the student. It will be helpful to reaffirm to the parent that you have asked to see him/her because you wish to help the student and need further information about home activities.

It is best if the student is not present at the beginning of the meeting, but he/she should be present when it is concluded that he/she knows his role in the solution of the problem. No discussion/arguments are allowed when the student is present.

Meetings should be conducted away from the classroom at times when the teacher is at ease and not worrying about his/her class.

Checklist for an effective meeting:

1. Privacy is essential. Highlight this in the meeting.
2. Begin with something positive.
3. Be specific in describing the student's behaviour.
4. The student should not be present throughout the entire meeting, but may be present at the conclusion.
5. Listening is more effective than talking.
6. Be prepared with a suggestion but do not offer many recommendations.
7. Ask the parent for her recommendations on the solution of the problem.
8. Try to determine causes of behaviour and treat rather than symptoms.
9. Conduct the meeting at a time and place where all participants are at ease and unhurried.
10. The teacher or deputy should be careful not to use the names of other teachers in the meeting and to keep as confidential all information discussed.
11. Have cumulative record cards, folders, sample work, and other records on hand to help in the discussion.

### **RETENTION POLICY:**

When a teacher is aware that there is a question of a student being retained in a grade, the teacher communicates the information to the deputy. A committee of the head teacher, assistant deputy, the classroom teacher, and another veteran teacher will be set up to look into the matter and to communicate with parents of the child as well as decide on a course of action. Teachers should not communicate a decision to the parents without the consent of the committee.

### **SAFETY AND SECURITY MEASURES**

Safety and Security measures are to be implemented at once and consistently followed on a daily basis.

1. Classroom doors are to be kept locked when not in use and teachers are to monitor traffic in and out of classroom. Students must not answer the main door. This will reduce the un-wanted movement of the students.
2. Insist that anyone knocking on any exit or entry door must be answered by staff only.
3. Never leave students unattended.
4. Never dismiss students early for a break. Always wait for the sound of the bell then take them to their break-time area.
5. Do not allow students the use of EMERGENCY EXITS. (for none emergency use)
6. It is expected of each teacher to implement this policy calmly and as routine as possible.

### **FIRE DRILLS (If applicable):**

1. Students will leave in lines under direct supervision. Silence is to be maintained. All classes are to exit according to their assigned plan.
2. All personnel and guests must evacuate the building.
3. Teachers must carry their attendance books out of the building.
4. Teachers should notify all students, teachers and nearby classes are to proceed out of the building.
5. Close all doors behind you when leaving building.(do not come back to collect any belongings)
6. Each teacher will assemble; count students in his/her class and remain with students observing silence.
7. Inform deputy of missing students immediately.

### **ADDITIONAL EMERGENCY PLANS:**

Emergencies are unavoidable, but procedures can be established to handle them and properly minimize the damage or problem involved. The major goal is to maintain a “safe and orderly environment”.

- ✓ Routine system of keeping doors locked.
- ✓ Post emergency phone numbers in the office and classrooms.
- ✓ Some emergencies can keep you inside and others cause evacuation. Thus, you will be instructed of what to do.
- ✓ At the onset of any emergency, take attendance books. Of course, here we see the necessity of having taken attendance and being aware of who and how many students are attending the school.
- ✓ We will not leave children unattended or unescorted at anytime.
- ✓ The deputy or staff member will communicate emergencies other than fire.

Less information to students keeps them calmer. You will also be given less information because of time. Accept this fact and follow instructions. Instructions will be given to an EMERGENCY TEAM formed by the deputy. Make every effort to follow their instructions.

### **SAFETY AND ACCIDENT PROCEDURES:**

Teachers are a major factor in setting the tone for a safe environment. Insha' Allah, the consistent classroom policy and school wide uniformity can ensure that minimum number of injuries occur during the school year.

Continuous monitoring of the following is a duty of every teacher:

- Running is not permitted.
- Use caution at hallway corners.
- Correct use of sharp object i.e. Scissors is taught.
- Water, food and other potential slippery agents must be kept in appropriate places. Students should not transport open cans or cups at lunch, not even for

teachers.

- Non-violent games and activities in the hall.
- Open all doors slowly.
- Strictly, No playfighting
- Teacher should repeatedly remind students of safety. In event of an injury regardless of degree, staff members are expected to act professionally and responsibly. Remember as professionals, every child deserves our attention. Students with visible injuries should be sent/taken to the office and the accident report filed immediately. Either the teacher or the office will contact parents. Teacher must update ClassDojo immediately.
- When glasses are broken in play or during activities, parents should be contacted. Teachers should fill out an accident report which can be found in the office.
- Remind students to make Du'aa for the injured and show concern by contacting their homes.

### ***STUDENT DISCIPLINE POLICY***

In order to ensure a wholesome Islamic atmosphere and an environment conducive to learning, all teachers will implement the following discipline procedure:

A) The following infractions will result in a detention:

1. Chewing gum.
2. Wearing makeup including "kohul".
3. Tardy to class.
4. Tardy to school.
5. Dress code violation: the following is considered a dress code violation:
  - a. Unbuttoned shirt or "jilbab"
  - b. Loose or unpinned scarf
  - c. Soiled or torn clothing
  - d. Wearing baseball (or other Western style) caps in class or school

\* No one is allowed in school without proper attire, no exceptions.

6. Minor classroom misbehaviour such as unrelated talking, and disregard of classroom rules, etc
7. Having and using Social Media in or outside of the school premises.

B) The following infractions will most probably result in a detention on the 1<sup>st</sup> occurrence:

1. Minor altercations with other students verbal or physical.
2. Showing disrespect to teachers verbally or with gestures.
3. Disorder and ruddiness during daily prayer as well as various school assemblies/bus ride.
4. Use of profanity.
5. Writing on furniture and damaging school property.
6. Skipping a class.
7. Indulging in or encouragement of unlawful relationships and/or activities. This may take the form of students intentionally trying to connect with the opposite sex in or outside of school.
8. Talk or write about the opposite sex (whether students from the class/school or otherwise).

Teachers or the deputy will assign detention. The teacher assigning it will inform the deputy and the student verbally about the detention. The next day the student will be receiving a detention slip from the class teacher, and detention will be served after it is given to the student. Students serving detention may be asked to do something related to the infraction they committed. ClassDojo is updated accurately.

C) The following infractions will result in one or more days of suspension.

1. Severe disrespect of an adult on school ground.
2. Defacing or damage to property on purpose.
3. Fighting with or purposely injuring other students
4. Excessive use of profanity (swearing, cursing, coarse language, foul speech, strong language, dirty words)
5. Continuous disruption of the educational process in class.
6. Lying to avoid getting a detention for a minor infraction.

The deputy or his/her designate with or without the request of a teacher can assign suspension.

D) The following infractions may result in disciplinary probation or may be ground for immediate expulsion:

1. Theft.
2. Immoral acts such as sexual promiscuity, distribution or use of pornography or profane literature, etc.
3. Gang affiliation or signs of gang activities.
4. Possession and or use of weapons including any sharp objects.

On the 2nd suspension, the student will be informed that the next infraction will result in disciplinary probation.

On the 3rd suspension, the student is officially placed on disciplinary probation. While on probation any infraction that results under normal circumstances in suspension will be ground for expulsion from the school.

### ***SCHOOL BOARD ROLE***

The BIA Board is the governing body of the school. It is responsible for setting policy, hiring, renewal of contracts of all staff members, and evaluating the deputy. Teachers may contact the school board, in writing, through the school's office or by email at: [biadirectors@gmail.com](mailto:biadirectors@gmail.com)

### ***STAFF PERSONNEL LISTING***

All school staff can be reached at the school's office. Parents may leave a message for any staff member and it will be conveyed to them as soon as possible. The school may give staff phone numbers or personal information to parent to discuss certain matter. The school will not interrupt a class to deliver a message, except in emergencies.

### ***TEACHER'S HANDBOOK REVISIONS***

BIA has the right to amend this handbook as the need arises. Teachers will be informed of amendments. A revised handbook or an insert to the handbook will be provided as needed at the beginning of each school year and will be available on the Academy's website.