



Teacher's Handbook

2017-2018

Introduction
Mission & Vision
Selection Process
Definition of Roles
Guidelines & Assessments
Communication
Weekly Schedule
Behavior Policy
Student Safety
Privacy Rules
Grading & Orbund
Dismissal
Conclusion

Bismillahir Rahmannir Raheem

INTRODUCTION

Welcome new, returning teachers and associates to another year at JIS! Please take some time to read through these guidelines and regulations that come along with the responsibility of teaching. We would like to thank you very much for your decision to teach this year and pray for a successful year Insha'Allah.

MISSION & VISION

TO PROVIDE AN ISLAMIC EDUCATION AND A POSITIVE SOCIAL ENVIRONMENT TO THE STUDENTS IN ACCORDANCE WITH THE HOLY QUR'AN AND THE TEACHINGS OF THE PROPHET MUHAMMAD (PBUH) AND HIS HOLY PROGENY AHLUL BAYT (AS).

SELECTIONS OF TEACHERS, CO-TEACHERS & ASSOCIATES

1. A brother or a sister must request the Principal or a member of Administration to become a member of the JIS Teaching Staff.
2. The Resident Alim and the Principal makes the selection based on the person's knowledge of Islamic principles, experiences, commitment, ability, and willingness to comply with the JIS' rules, policies, and procedures. The candidate must also:
 - 2.1. Be at least 18 years old; or
 - 2.2. Have graduated from the JIS and also be at least 16 years old.
3. Any new teaching staff member will be assigned as a Teacher Associate for a period of at least one year i.e. four quarters.
4. After successful completion of one year of teaching, the Teacher Associate may be assigned as a Teacher or a co Teacher with the approval of the principal.

This requirement may be waived by the Resident Alim & the Principal based on the person's knowledge of Islamic principles, experiences, commitment, ability, and willingness to comply with the JIS' rules, policies, and procedures.

DEFINITION OF ROLES

TEACHER & CO TEACHER

The co teacher and the lead teacher work together in the class. If possible they can split their class in two smaller groups or work together in a tag team method. Both teachers are

expected to be present during their lesson, even if the lead teacher is teaching the class. There should be communications and awareness of each other's role between both parties.

TEACHER ASSOCIATE

An associate provides support to the lead teachers. They help conduct exams and group activities. The associate may be assigned to enter grades in Orbund, (if training is needed please consult the administrator and his team before attempting to use the Orbund online system). Associates also help in grading exams and class work.

GUIDELINES & ASSESSMENTS

TEACHERS, CO-TEACHERS & TEACHER ASSOCIATES ATTENDANCE LOGS, ABSENCES & TARDY

POLICY:

Attendance will be taken each Sunday of Teachers, Co-Teachers, & Teacher Associates by a volunteer.

Teachers & co-teachers are responsible for making prior arrangements in case of an absence to ensure proper class coverage. They are required to provide a lesson plan and homework for the lesson they will miss.

Teachers, co-teachers, & teacher associates **must** notify the respective head of department, fellow co teacher or teacher associate and copy the Principal.

Principal- Sis Zainab Khan- zainabkhan786@gmail.com- 443-812-0905

Lower School Co-Dept. Head, Sr. Zahra Razvi- zahrarazvi@gmail.com

301-728-2003

Lower School Co-Dept. Head, Sr. Arefa Husain - arefahusain1@gmail.com

240-313-0138

Upper School Co-Dept. Head, Sr. Gouhar Rizvi gfrizvi@gmail.com 571-420-3248

Upper School Co-Dept. Head, Sr. Abida Husain - abida128@yahoo.com

443-255-3070

If for any reason the teacher or co-teacher is running late they must contact administration immediately. JIS recommends each individual share each other's mobile phone number.

MEETINGS WITH ADMINISTRATION, AND WORKSHOPS:

Administration conducts regular meetings and provides workshops regarding JIS rules, policies, procedures, and programs.

Teachers, Co-Teachers and Teacher Associates must make every effort to attend these meetings and workshops. If someone is not able to attend (for whatever reason), the one who attends must communicate with the other, any issues and concerns discussed in the meeting.

A member of administration must be notified if you are not attending.

CLASSROOM APPEARANCE:

1. It is the responsibility of both period teachers to decorate and have posters or quotes in the classroom.
2. Please ask administration for maps or other visuals aids for use in decorating the class room. Upper level classrooms should also have some degree of visual aides to help the teacher in their education of the lesson.

DRESS CODE:

As teachers and role models, our young students, their parents, and the greater community all need to trust us to be mature, professional, capable, and competent. Outer appearance is their first indicator of these inner characteristics.

For sisters: the attire is black Abaya or black Jacket and properly pinned scarf or wrap around (for scarves and Abaya's please go to Halalco in Virginia or Heavenly Scarves).

All Sisters are requested to observe modesty which includes Jewelry, makeup and trim nails.

For brothers: the attire is preferably white dress shirt (long sleeves), and black dress pants (Shaikhs are exempt from this policy).

ASSESSMENTS

Teachers and administration staff will be assessed twice a year for quality assurance. Teachers will be assessed by co teacher, administration, parents and students. Administration staff members will be assessed by teachers and an independent group of volunteers.

COMMUNICATION

PARENT/TEACHER CONFERENCES:

1. At the end of quarter 2 and 3 a parent/teacher conference will be held. The teachers and Co Teacher will make themselves available, unless they are conducting a class. Teachers are expected to spend at least 5-10 minutes with parents discussing their

child's behavior and progress in class and how they can improve. Please make sure to discuss if they have not completed all the required class assignments, projects and exams

2. If the teacher or co-teacher is unable to attend they are expected to notify administration as soon as possible and conduct one on one meeting with parents whose child needs attention.

Plan Ahead. Plan what you intend to say, what information you want to obtain from parents, and your concerns. Please select from the comments document (attached).

Starting the conference. Begin each conference with a positive statement about the student and thank the parents for taking time to come in.

Holding the conference. Be an active listener. Be factual-make sure you give specific examples of student's behavior whether positive or negative ("I have observed..." or "I have noticed..."). Present a well-rounded picture of strengths and weaknesses.

Ending the conference. End on a hopeful note. Refer to action steps (give parents one suggestion they can do at home to help their child). Establish a partnership, what can everyone do to meet the ultimate goal?

Conduct a follow-up. Keep all parties informed. Send emails and make phone calls to share successes and/or further concerns.

COMMUNICATION WITH PARENTS

1. Teachers are expected to send out a welcome letter to parents at the beginning of the year, and beginning of each quarter.
2. The letter should outline the class objectives, what is expected of the students and how to get in touch with the teacher and co-teacher.
3. The teacher will be provided with email addresses of the students/parents in order to maintain a bridge of communication throughout the year.
4. In the case of students who are missing assignments or failing the class, the teacher is expected to contact the parent immediately and notify them of their child's status and how to rectify the situation.
5. Send the disclaimer (attached) for gender specific classes to inform and request approval from the parents (beginning of Fiqh quarter).

COMMUNICATION WITH ADMINISTRATION

1. Teachers are expected to maintain a thread of communication with administration, particularly their respective department head.
2. The department head will send weekly reminders to their team of teachers, co-teachers and teacher associates to which they must respond by clicking the send button. The department head and the teacher work together to ensure the student's needs are met.

WEEKLY SCHEDULE

ASSEMBLY

1st period teachers and co-teachers should be present at assembly (held at 10:45 AM each Sunday) and sit with their respective class. After assembly, they will take their class down to the classroom once they have been dismissed.

BREAK

1. 1st period teachers and co-teachers will not dismiss their class until dismissal has been announced; the teachers, co-teachers or teacher associates will then escort their students upstairs for break.
2. All faculty are requested to help admin and salaah volunteers monitor during salaah dismissal.

STUDENT ATTENDANCE

1. Teacher to take attendance at beginning of class and record on Attendance/Homework Tracker.
2. Department Head or another volunteer will re-take attendance once class begins.
3. Any absences or excuses should be directed to the jis.notify@gmail.com address.
4. Students who have to leave class early should be directed to the office.
5. Teachers are not required to enter attendance in Orbund
6. Attendance issues should be directed to Sr. Muzzammil Alidina or Br. Hassan Baqar

*****Student Attendance Policy**

1. Any student who misses 2 Sundays in any quarter must be contacted via email or phone call.
2. If absences continue to occur without substantial reason, teacher must inform Department Head as well as the parents, making it clear that an attendance policy is in place.
3. If by the quarter 3, absences are still incurred then a meeting must be called with parents, teacher and administration upon which Sheikh Jalil & Principal will decide if student will be allowed to remain registered.

*****BEHAVIOR POLICY**

As there has been a few cases of poor behavior by a few students a new behavior policy has been implemented in order to, hold students accountable for their actions in the classroom. Behavior will be marked in all 4 Quarters using the criteria below. Each quarter worth 9 points. (0 point- needs improvement, 0.5 points- Satisfactory, 1 point- Excellent)

Respects Personal & School Property
Exhibits Self Control during class, recess and salaat time
Stays on task
Respects teachers
Listens & Follows Directions
Complies with Uniform policy

Behavior Scale

Respects personal and school property - 1 point
Exhibits self control during class, recess and salaat time - 2 points
Listens and follows directions and respects teacher - 2 points
Stays on task - 2 points
Complies with uniform policy - 2 points

STUDENT SAFETY

1. Student Safety is of the utmost importance for all students at JIS.
2. Teachers and volunteers are requested to keep an eye on all students at all times.
3. If you witness an incident- it **must** be reported immediately and an incident report filed with administration. All details of the incident must be included. Administration to notify the parents, if needed.
4. Students need to feel safe at school. If students are being bullied it must be addressed immediately and dealt with.

PRIVACY RULES

1. Student and parent information to be kept private, unless needed by administration.
2. Student pictures must be taken only if permission is given.
3. Student email and personal information not to be shared without parent consent.

GRADING & ORBUND

ORBUND ONLINE SYSTEM

1. Teachers or co-teacher are expected to enter student grades **weekly** before the following Sunday.
2. Timely entry is crucial for the status of the student to be identified and for the parent to keep up to date with their child's progress.
3. Teachers must maintain their own written records and enter grades in the Attendance/Homework Tracker in case any information is lost. The department head will routinely check the Orbund entries and notify teachers of missing entries or failing students.
4. Teachers and co-teachers who are new must get training on how to use Orbund from either the Administrator or the Assist.Administrator.
5. Teachers to stay after school at end of the quarter, after exams, to enter all grades into Orbund. They will show their gradebook to Administrator or Assist.Administrator and leave upon completion.

FAILING STUDENTS

1. Students who are failing the quarter should be identified and parents should be notified (copy of email to dept. head and principal) before the quarter ends.
2. Every effort should be made to try and help the student catch up and learn the material or turn in missing assignments/classwork, exams or projects.
3. *Assign failing student make up work (can be found in Orbund)*

PROJECTS

1. JIS requires that a project be submitted before the semester ends.
2. Two school wide projects will be done in either quarter 1, 2, or 3
3. Students who are present for the school wide projects will receive 20 points in each of the subjects (Diniyat and Quran)
4. Two school wide projects will also be done in quarter 4
5. It is the teacher's responsibility to coordinate the project process within their classroom and follow instructions of the project leaders.

HOMEWORK

1. JIS requires students to have 7 homeworks each Quarter, excluding Q4.
2. Teacher needs to give 10 minutes at the end of class for completion of homework
3. Each homework or assignment is worth 3 points for a total of 21 points.
4. They can be crosswords, fill in the blanks, notecards, simple Q & A, vocabulary quiz, multiple choice, etc.
5. Some quizzes that were created last year may be found on Orbund and used, under the repository link, under teacher resources.
6. All newly created homework must be e-mailed to the department head and cc'ed to the administrator or Assist. Administrator.

PRACTICAL

1. A practical or oral exam will be conducted in Quran every quarter at the end of the 7 lessons, except in Q4.
2. A practical or oral exam will be conducted in Diniyat (Fiqh) only in quarter 3 at the end of the 7 lessons.
3. This is an opportunity for the student to highlight in a practical way what they have learned. The teacher may simply ask oral questions, or ask the student to show how something is done, show the practical steps of an action, etc.
4. Practical exam is worth 10 points in quarters 1 and 2. It is worth 20 points in quarter 3.
5. Previous copies of practical exams can be found on Orbund.
6. If the teacher chooses to create their own or edit a previous one, the new practical must be emailed to the department head as well as to Administration, in order to maintain a growing database of exams.

EXAMS

1. Written exams are to be given at the end of each quarter, except Q4. Teachers may choose to use the exams stored in Orbund.
2. Written exams are worth 30 points in quarter 1, and 2 in both subjects and 50 points in quarter 3 for both subjects
3. Once logged in Orbund, go to the repository under Reference, there are links for previous exams by quarter, level & subject.

4. If a teacher chooses to create their own exam or edit a previously made exam they **must** email a copy to department head with a cc'ed to administrator or Assist.Administrator.

GRADING

Please see the attached grading scale.

DISMISSAL

DISMISSAL

The 2nd period teacher must not dismiss any students until their respective level has been called. They will then proceed to escort their students to the dismissal area and make sure there are no students left behind.

STUDENT DISMISSAL FOR SALAAT AND AFTER SCHOOL

1. Students should be in a single line and brought up by the teacher from their classrooms for the lunch break for both lower and upper levels.
2. Teacher should leave the hall after the students are seated for lunch.
3. Second period teachers have to keep the students in their rooms until their level for dismissal is announced. The students will either have to sit back in their seats or stand quietly in their rooms and wait to hear for their dismissal.
4. After the ziarath, levels will be called for dismissal. For example, Levels 1, 2, and 3 will be dismissed. Then 2 or 3 minutes later, levels 4 and 5 will be dismissed. Then 2 or 3 minutes later, levels 6-8 are dismissed and so forth.
5. This structured process of dismissal will avoid big crowds by the exit door and reduce chaos while find shoes.
6. Please cooperate and help us in bringing and maintaining discipline at Jaferia Islamic School at all times.

USE OF PROJECTORS

There are projectors available in the office. If teachers need the use of the projector they are expected to email the department head and the Administrator at least 2 weeks prior.

CONCLUSION

We very much thank you for volunteering this year at JIS. We could not run the school without your selfless dedication and service to our students. We ask that you be patient, considerate, energetic, enthusiastic, responsible, on time, and engaged in your role as a teacher, co teacher or associate. If you at any point want to provide your feedback to the administration please do not hesitate to contact us. Administration and our dedicated teachers and associates are a team which cannot run without the other.

IMPORTANT ADMINISTRATIVE CONTACT EMAIL & PHONE NUMBERS:

Principal- Sr. Zainab Khan- mhk786@aol.com – 443-812-0905

Vice Principal - Sis Naseem Makhnoja-naseem.maknoja@gmail.com- 703-340-0786

Senior Administrator - Br. Sarfaraz Hasni - hasnisarfaraz70@gmail.com 631-617-4181

Assistant Administrator- Sr. Tehseen Sabir – tsabir786@gmail.com – 301-395-9159

Supervisor -Sr. Masoomah Shirazee –masoomah786@gmail.com-443-632-5632

Assistant Supervisor - Sr. Farwa Naqvi- farwa65@gmail.com-301-879-8222

Assistant Supervisor - Sr. Nargis Ali- raju_ali@comcast.net 240-515-4313

Lower School Co-Dept. Head- Sr. Zahra Razvi – zahrarazvi@gmail.com – 301-728-2003

Lower School Co-Dept. - Arefa Husain - arefahusain1@gmail.com 240-313-0138

Upper School Co-Dept. Head- Sr. Gouhar Rizvi - gfrizvi@gmail.com- 571-420-3248

Upper School Co-Dept. Head - Sr. Abida Husain - abida128@yahoo.com 443-255-3070

Dir. of Operations-Br. Zafar Hasan – zafarhasan72@gmail.com - 410-812-3348

IMPORTANT DOCUMENTS ATTACHED:

A) Bulough Disclaimer for Parents ✓ Pg 14

B) Grading Scale 2017-2018 ✓ Pg 15

C) New Traffic Pattern ✓ Pg 16, 17

D) JIS Daily Time Schedule ✓ Pg 18, 19

E) JIS Events Calendar ✓ Pg 20, 21

F) Teacher's Schedule ✓ Pg 22

G) Orbund Grade book Entry ✓ (attached with email - will print with guide)

H) Acceptance Form ✓ (attached with email - will print with guide (to be added in the beginning))

I) Teacher Comments document

Disclaimer for Gender specific class

Dear Parent,

As-salamu-Alaikum,

This class is specially focused on children who have or are close to attaining the age of Islamic responsibility (Buloogh).

As part of this curriculum we have scheduled a separate session for boys and girls discussing issues such as physical, psychological changes during buloogh and Islamic law pertaining to those changes.

Please indicate below if you give permission for your child to attend these gender specific class.

Thank you.

1.Name of the level Teacher : Sister _____

2.Name of the level Teacher: Brother _____

I allow my child (Name: _____) to attend special fiqh session.

I don't allow my child (Name: _____) to attend special fiqh session.

Parent's Name: _____

Signature: _____

Date: _____

Grading Scale:

Pre-K No Grades

Lower & Upper School Grading for Each Quarter

QUARTER AND SUBJECT	HOMEWORK (7)	PROJECT	PRACTICAL	EXAM	BEHAVIOR	BONUS
Q1 Tareekh	21 points	school wide 20 points	NONE	30 points	9 points	2 points
Q1 Quran	21 points	school wide 20 points	10 points	20 points	9 points	2 points
Q2 Aqaid	21 points	school wide 20 points	NONE	30 points	9 points	2 points
Q2 Quran	21 points	school wide 20 points	10 points	20 points	9 points	2 points
Q3 Fiqh	21 points	NONE	20 points	30 points	9 points	2 points
Q3 Quran	21 points	NONE	20 points	30 points	9 points	2 points

Total 100 Points Per Quarter including attendance

The New Traffic Pattern

MORNING DROP OFF:

1. *Drivers dropping students off must follow the following instructions :*
 - a. *Proceed to the parking lot in the back of Idara (no drop-off, parking or standing in the front parking lot will be allowed)*
 - b. *If leaving after drop off then please proceed to the drop-off point in the back parking lot and after drop-off exit the parking lot following the traffic flow, as directed by the traffic volunteers*
 - c. *If not leaving after drop-off then please park in the parking space first and then take the kids to the school following directions of the traffic volunteers*
 - d. *No parking, standing or drop-off in the front parking lot or on the drive way (exit lanes) to the back parking lot will be allowed*
 - e. *Faculty and staff, drive straight to back of the Idara and park in the designated area.*
2. *Students should arrive by 10:30 AM, and directly head to the assembly entering through the back door of the Idara.*

DISMISSAL PICK UP:

1. *Students exiting through the back doors must go straight to their cars and be seated.*
2. *Students and parents must obey traffic volunteers while going to their cars to leave Idara.*
3. *For smaller kids safety, parents should receive their kids at the Idara back entrance or at the end of the path leading to the back parking lot and take their kids to their parked ca.*
4. *All students whose ride has not arrived by the time traffic start exiting the back parking lot will go upstairs in the main hall foyer to wait for their pickup.*
5. *Drivers picking up students must follow the following instructions:*
 - a. *Please follow traffic volunteers instructions to park and exit the Idara after pickup to ensure safety and orderly flow of traffic*
 - b. *No standing or pickup in the front parking lot or on the drive way (exit lanes) to the back parking lot*
 - c. *All parents should arrive before 2:30pm and park in the back parking lot and wait for student(s) until dismissal of school*
 - d. *Traffic volunteers will determine when it is safe to start the flow of traffic to leave the back parking lot after the dismissal and drivers are*

- requested to please cooperate and be patient while leaving Idara in a safe and orderly way.*
- e. Once the traffic starts exiting the back parking lot, no cars will be allowed to enter the back parking lot and pick up kids until flow of exiting traffic ends*
 - f. Cars arriving after the traffic starts exiting Idara will have to park in the front parking lot and wait in their cars until all the outgoing traffic from the back parking lot has departed. After that, the students waiting in the front foyer will be able to proceed to their cars parked in the front parking lot and leave Idara.*

PLEASE MAINTAIN A SLOW SPEED AND OBEY
ALL STOP SIGNS ON SCHOOL PROPERTY
NO CELL PHONES WHILE DRIVING

JIS Daily Time Schedule:

JIS Daily Time Schedule

(Schedule until daylight saving time ends November 5, 2017 @2:00AM)

Time	Event
09:45 - 10:00	School Begins with Assembly
10:05 - 11:00	First Period
11:30 - 11:45	Pizza Time
11:45 - 12:05	Recess Time
12:10 - 01:05	Second Period
01:15 - 01:20	Adhan
01:25 - 01:30	Dhuhr Salaat
01:3 - 01:40	Asr Salaat
01:1:40 - 01:45	Ziarath & Dismissal

(Schedule until daylight saving time begins March 11, 2018 @ 2:00AM)

Time	Event
09:45 - 10:00	School Begins Assembly
10:05 - 11:00	First Period
11:30 - 11:45	Pizza Time
11:45 - 12:00	Recess Time
12:05 - 12:10	Adhan
12:10 - 12:20	Dhuhr Salaat
12:25 - 12:30	Asr Salaat
12:40 - 12:50	Salaat Dismissal
12:50 - 01:40	Second Period
01:40 - 01:45	Ziarath & Dismissal

JIS Compressed Schedule: The day JIS has compressed schedule, classes are held 35 minutes each period.**

CALENDAR 2017-2018 OF EVENTS

QUARTER # 1	LESSON # TAREEKH	EVENTS	MEETINGS
Aug 19, 2017	Registration	Parent Registration	11 A.M.-1 P.M.
Aug 20, 2017	Registration	PTSA and Teachers Orientation	10:30 A.M.-12:30 P.M.
Aug 27	Lesson 1		
Sep 3	<i>No School</i>	Labor Day	
Sep 10	2 & 3	Eid-e-Ghadeer	1 st Admin meeting (10:30-11:10) 1 st Teachers meeting (11:15-11:45)
Sep 17	4 & 5	PTSA Bake sale	
Sept 24 – Nov 26	<i>No School</i>	Muharram	
Oct 8	JIS Majlis-Project	Time: 10 A.M.-11:30 A.M.	
Dec 3	6		2 nd Admin meeting (10:30-11:10)
Dec 10	7 and Review		
Dec 17	Exam &(Practical #1 Quran Only)	In class selection for Quran competition	EXTENDED SCHOOL HOURS for teachers
QUARTER # 2	LESSON # AQAIID	EVENTS	MEETINGS
Jan 7, 2018	1	Make up exam & Quran Screening	3 rd Admin meeting (10:30-11:10) 2 nd Teachers meeting (11:15-11:45)
Jan 14	2	PTSA appreciation Breakfast	Report cards & Parent Teacher Conference
Jan 21	3 School Wide Project- Ziarath		
Jan 28	4	Quran Final Contest	
Feb 4	5 & 6		
Feb 11	7 and Review		4 th Admin meeting (10:30-11:10)

Feb 18	Exam & (Practicals for Quran only) #2	Geography bee enrollment	EXTENDED SCHOOL HOURS for teachers
--------	---	--------------------------	------------------------------------

QUARTER # 3	LESSON # FIQH	EVENTS	MEETINGS
Feb 25, 2018	1	Make up exam	
Mar 4	2		5 th Admin meeting (10:30-11:10) 3 rd Teachers meeting (11:15-11:45)
Mar 11	3	PTSA Parent appreciation breakfast	Report cards & Parent Teacher Conference
Mar 18	4	Geography Bee Screening	
Mar 25	5		
Apr 1	No School	Easter	Spring Break
Apr 8	6	Geography Bee Contest	6 th Admin meeting (10:30-11:10)
Apr 15	7 and Review		
Apr 22	Exam & (Practical for both subjects) #3	PTSA Teacher Appreciation Lunch	EXTENDED SCHOOL HOURS for teachers

QUARTER# 4	LESSON # AKHLAQ	SCHOOL PROJECTS	MEETINGS
Apr 29, 2018	lesson 1 & 2 Summarise	Make up exam	FUN DAY
May 6	lesson 3 Project #1	Hunger Van	7 th Admin meeting (10:30-11:10) 4 th Teachers meeting (11:15-11:45)
May 13	lesson 4 & 5 Summarise	Parents Day	
May 20	lesson 6 Project# 2	Quran & Science	Ramadhan 5th (4 PM – 7 PM)
May 27	<i>No school</i>		Memorial day weekend
Jun 3	No School		Ramadhan 19th (4PM – 7 PM)
Jun 10	lesson 7 Make Up for all Quarters		Ramadhan 26 (4PM – 7 PM)

