

ISLAMIC SCHOOL OF PORTLAND
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Investing in the Future of Islam

TEACHER'S HANDBOOK

2007/2008 SCHOOL YEAR

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PHILOSOPHY OF THE ISLAMIC SCHOOL OF PORTLAND

From its inception, ISP 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 ISP curriculum seeks to achieve, to educate our kids in both the religious and the natural sciences and arts.

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

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

ISP 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 Allah peace 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 21st 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 studies
- 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 the Islamic School of Portland. These policies and procedures may be modified, amended or eliminated by the Islamic School of Portland. 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 the Islamic School of Portland.

Nothing in this manual is intended to nor shall it conflict with the teachings of the Quran and the Sunnah, Federal, Oregon State and/or local law. Any statement in this document that is found to contradict the teachings of the Quran and Sunnah, Federal, Oregon, or local 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, color, sex, age, national origin, or handicap in accordance with applicable law, it is the policy of the Islamic School of Portland 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, color, sex, age, national origin, handicap or protected status.

EMPLOYMENT CONTRACTS

1. All teachers of the Islamic School of Portland shall have a contract that has been approved by the board of directors.
2. All contracts shall be for one school year only, unless specifically altered by the board of directors.
3. Teachers shall notify the Principal in writing by May 1st as to their intent to return for the following year.
4. Teachers shall be notified by July 30th, 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.

SALARY

Salary will be paid on monthly installments by the 5th of each month based on principal or administrator reported worked hours.

SALARY CRITERIA

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

- Degrees and certifications (pay increase per year)
- Previous year evaluation for returning teachers
- Years of experience with ISP
- Years of experience not with ISP

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

SICK DAYS

Since teachers are working on hourly bases, teachers are not paid for sick days.

JURY DUTY

Teachers who are selected for jury duty will be given an unpaid leave to serve on jury duty for as long as it is necessary.

MATERNITY LEAVE

Teachers are entitled to unpaid maternity leave as required by the law. Proper arrangements are expected 3 months in advance with the principal, indicating the intention of the teacher to take maternity leave.

PERSONAL DAYS AND HOLIDAYS

All teachers are allowed two non-paid personal days a year. Requests for personal days need to be arranged with the Principal in advance if possible.

Teachers are not paid for the designated school holidays. Only teacher's assigned "working for school" tasks by the principal during holiday will be paid, in such circumstances the principal –in writing- is expected to outline clear objective, define work assignment and set clear expectations. Days announced as "No School" are not paid and are designated in the school calendar.

TERMINATION OF EMPLOYMENT

An employee shall notify the Principal in writing if he/she is unable to fulfill the terms of contract at least thirty (15) days for non-teaching staff and sixty (30) days for teaching staff in advance of the resignation date. When the resignation takes effect, the contract shall be dissolved. ISP will pay for all hours worked and approved by the principal.

Employment at ISP is at will, and may be terminated with or without an explanation. A notice of termination will be delivered 15 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 ISP. 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. ISP reserves the right to terminate employees at will.

TEACHING DUTIES

SCHOOL CURRICULUM

The curriculum scope and sequence developed or set by the ISP board and principal 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 in a five to seven year cycle. Teachers are asked to teach each subject with three 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 principal who will make the final decision on the best way to avoid the inappropriate section of the book.
4. Teachers are expected to stick to the subject being taught, No off subject topics 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 could be asked.
5. Questioned regarding Islamic ruling and Ahkam of Islam should be referred to a knowledgeable person like the Imam of the Masjed. If the question was in an Islamic study session and relate to the subject the teacher can answer the question. However, teacher should not be involved in discussion of controversial issues that have multiple opinions in the Islamic Shariia.

Recommendations or revisions of the curriculum should be submitted to the principal 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 principal. The school will reimburse the teacher up to a maximum of \$ 200.00 of the cost of the activity. The day of the seminar will be counted as a regular workday for the teacher. The principal may request that a teacher attend a workshop or seminar if needed.

TEACHERS SIGN IN

All teachers are to sign in at the office by 8:00 a.m. Class instruction starts at 8:05 a.m. sharp.

Being punctual teaches students the value of education and school in general. Teacher tardiness can be ground disciplinary action including termination of employment.

TEACHER SIGN OUT

Classes are dismissed at 2:30 p.m. Teachers must walk and supervise their students to the staff member responsible for watching the students until their parents arrive. Teachers are expected to sign-out on the provided sheet.

FACULTY MEETINGS

All teachers are required to attend meetings either during or after school hours. All meetings are to be scheduled by the school principal or assistant principal for the entire staff, by subject, or grade level as required for a quality program at ISP. Teacher who cannot attend needs to request in writing to be excused by the principal 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 misses or being late to staff meeting will be notified in writing and will be tracked on teachers attendance chart.

PRIMARY (HOMEROOM) TEACHER DUTIES

The principal is to assign every class a primary teacher who will be responsible for collecting student records, recording attendance, and apply absence and students policies.

GRIEVANCE PROCEDURE (AMONG STAFF & ADMINISTRATION)

The school expects the staff relationship among each other and with the administration to be based on the Islamic principals 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 principal to discuss the matter and to arrive to an acceptable resolution. A written statement of the problem and a written response from the principal 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

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

Teachers will manifest by precept and example the highest Islamic virtue and personal decorum. Staff is to serve as Muslim role models both in and out of school to students, to parents, and fellow faculty members in judgment, respect, and Islamic living.

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.

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.

Back biting, slandering, spreading rumors, 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. Yelling at coworkers, students, or community members
2. Regular tardiness for Salah
3. Dressing out of dress code
4. Gossip, Back-biting and slander of other teachers, board members, staff members or students.
5. Failing to honor 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.
6. Missing mandatory staff or other work related meetings
7. 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
8. Any action or inaction that compromises the physical security of ISP, (e.g. failing to report a stranger walking around the school, leaving doors open, etc.)

9. Leaving work area or classes unattended, or general negligence of work duties.
10. Leaving their own children (or those they are responsible for) unattended.
11. Disobeying supervisors.
12. Using the property/equipment of ISP for personal use without authorization
13. Abusing privileges given by ISP (phone, Internet, kitchen facilities, etc.)
14. Leaving desks or work areas (including school vehicles) unkempt, unclean, or unorganized. Leaving office or classroom windows open, faucets or lights on, and general negligence of ISP resources

INTEGRATION OF ISLAMIC KNOWLEDGE AND CULTURE

All teachers are expected to integrate Islamic Principles with their teaching in Language Arts, Science, History, Social Studies, Math, Art, Physical Education and any other subject taught at ISP 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. Attire is to be loose fitting and modest. Teachers are to adhere to this attire at all school times. Make up, perfume or excessive amounts of jewelry to the school.

Professional attire for male teachers consists of Loose-fitting clothes; jeans, sweatpants, cargo pants, or other clothes of this type are not to be worn (unless required by the position-i.e. PE teacher).

LESSON PLANS

YEARLY PLANS:

1. Teachers are to prepare a general yearly plan for each subject taught.
2. The yearly plan must be submitted to the Principal during the Orientation Period.
3. The plan should include a personal mission statement and objective for the year.
4. Approximate time periods for major units should be projected.

WEEKLY LESSON PLANS:

1. Weekly lesson plans must be completed by each Tuesday (7:30 AM) for the following week.
2. Weekly lesson plans should include each day's educational objectives and assignments.
3. The lesson plan will then be three-hole punched and filed in the appropriate binder in the office.

DAY-TO-DAY SUBSTITUTES

SUBSTITUTE FOLDER:

1. Each teacher should keep a substitute handbook folder with the school administrator or Vice-Principal. 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 can not follow the daily plan
 - F. Duties that the teacher covers
2. Substitute folders should be updated monthly. If folder is used, the folder must be updated immediately.
 3. Teacher should discuss any dissatisfaction with the substitutes work with the Principal or the Vice-Principal.
 4. A note or expression of appreciation can be given to a substitute who has done a good job with your class.
 5. Substitute plans should provide at least three days of coverage material.
 6. Teachers should make every effort to notify the principal no later than 7:00 a.m. of his/her inability to attend class. For personal leave of absence, teachers must submit a written request to the principal 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. All attendance records are to be kept by the Homeroom teacher. This information is extremely important (it is a legal document), hence accurate records must be kept and placed on the report cards every marking period.
2. Absence Sheets should be submitted to the office by 9:00 AM. The school office will make daily calls to homes about absent students
3. Teachers are not to accept any student into their class unless they show admission note from the office.

GRADE BOOK

1. Grade books are to include grades on tests, homework, projects, participation and effort, and any relevant notes. It should reflect a variety of grades per subject.
1. Breakdown of grades should be available to be presented to the Principal 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 Principal.

EARLY DISMISSAL

Students may not leave the classroom for early dismissal without a call from the principal office. Early dismissed students have to stop by the principal office to be signed out by the person picking them up.

COPY MACHINE USE

1. Duplicating of materials is 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 students 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. Under no circumstances should copies be made from the textbooks or any copywrite protected materials.
6. Copies should be made during planning periods or before and after school. Teachers should not 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 principal 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 principal.
3. Turn in all teacher manuals and instructional material to the school principal.
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.
7. 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 principal office (TVs, overhead projector, etc.).
8. The school principal 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.

SICK STUDENTS AND GIVING PRESCRIPTION MEDICATIONS

Students who appear to be sick should be sent to the office to contact their parents and sent home. Due to the liability issues, the school staff is not allowed to give medication to students.

OTHER TEACHER DUTIES

Both before and after school, ISP staff supervises the safe arrival and departure of students. Arrival supervision duty is from 7:45 A.M. to 8:05 A.M. Departure supervision duty is from 2:30 P.M. to 2:40 P.M. 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

All teachers not on duty should greet their students at the doorway of the classroom. This hallway visibility will ensure quiet, orderly entry of the entire school population. Teachers must be in their classroom no later than 7:55 a.m.

AFTERNOON DUTY

Students are to be dismissed and either leave with parents, designated carpool rides, or report to the designated area by 2:35 p.m. Students whose siblings have after school business with a teacher, or detention should be picked up after school as usual. Prolonged supervision cannot be provided. No student should be allowed to remain in the building after 2:35 p.m.

PLEASE NOTE

1. Students are not to stay outside the building waiting for parents.
2. Students of late parents are to report to the office so their parents may be contacted.
3. Students are not to go back and forth to the Masjed area.
4. Students are not to occupy themselves in the hall or classroom unless participating in pre-planned or pre-arranged programs where a teacher is present.
5. Students are to sit in a designated area until picked up by their guardian.

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 8:05 A.M. 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 of more than 15min on consecutive days student will be suspended for one day.

The principal will penalize students who miss three classes in the same week due to tardiness or absence.

VISITORS

ISP welcomes parental visits. In general, parents will have a clear objective in mind behind these visits which generally falls into helping to improve the performance/behavior 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 ISP 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 class per year

- Visiting parent to contact the principal at least two days in advance to request the visit. Principal will decide on date based on class activities.
- All visitors must report to the administration office to obtain a visitor's pass from the principal.
- Visiting parent will keep confidentiality of other students and class teacher after leaving the class
- No interruption to class or talking to the teacher is allowed during the visit
- No siblings 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 principal 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 ISP 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

Volunteer helpers are greatly valued and appreciated at ISP. 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 principal 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 Principal (working with her staff) will keep track of volunteer required tasks
- The Principal or 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 you know some one 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 ISP 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. No class should pass periods of time with social and busy work. 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 may praise their students in a 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.

HOMEWORK POLICY

ISP homework policy is to ensure that work done at home is an extension of the lesson and work taught in class. Each student will be doing a variety of written and unwritten homework. Primary grades 1-3 should have total of 1 hours of written work or reading assignments daily and about 4 hours in the weekend with some exceptions.

Intermediate and upper grades should have from 2 hours to 3 hours of written work or reading assignments daily and 5-6 hours in the weekends with some exceptions.

Teachers are expected to write homework assignment in the homework notebook for K-2nd grade students. For the rest of grades, teachers should write homework assignment on the board for students to copy from.

Please encourage parents to assist the children and help them 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 requests extra homework assignments teacher should work with parent to ensure adequate work is assigned.

TEXTBOOKS

All student textbooks are the property of the student, except the original Arabic books those are the property of ISP. Proper treatment is expected. Damaged or lost book can be replaced at the expense of the parents. Textbooks may be left in the class cabinet during school days if they are not required to complete homework. Teacher should remind students to take home books for homework. If Arabic books are the property of the school, students are required to keep them clean and return them to the school by the end of the school year.

SALAT (PRAYER)

Teachers (with no religious excuse) need attending the Salat along with the students. Students (except for boy's classes) are not to go to the washrooms for Wudo unattended. Every teacher must be in the Salat everyday, unless if teacher is assigned to observe students. No one should use this time for any other purpose.

In addition, all students should also remain in the prayer hall unless the principal grants special permission.

Teachers must supervise students at all times during Salat. All girls and young boys age 7 and below are to pray in the women prayer hall. All remaining boys are to use the masulah for praying. Students should sit down in rows immediately and they are not to carry on unnecessary conversations.

Students should behave in an Islamic fashion. Teachers should actively supervise the students during Salat.

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.

MAINTENANCE REQUESTS

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

PURCHASING AND ORDERING PROCEDURE

Written request must be submitted and approved by the principal in writing before any order is placed. The treasurer will reimburse a teacher only when a written approval from the principal and receipts are presented.

MATERIALS AND INVENTORY

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

FIELD TRIPS PROCEDURE

1. Submit to the principal 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. Parent chaperones are required usually in the ratio of 1 to 5 up to 6' grade, and depends on the requirement of the place you are visiting.
4. After administrative approval of the trip request 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. 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 principal. Complete the daily attendance procedure.
7. Teachers should not take class student to any offsite trip without written approval from principal and parents.

GUEST SPEAKERS

Classrooms often benefit from the expertise of guests. Anytime a teacher is contemplating the idea of a guest speaker the principal should be consulted. When a teacher chose to invite a guest, permission should be requested in writing and approved by the principal. Included in the request is the name of the guest, area of expertise, grade and 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 principal'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 candies).

HALL WAYS

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

WASHROOMS

When students K-6 as a class are taken to the washroom at designated times, the teacher should be present. Students are to line up and supervision is expected.

It is important to prevent having both sexes in the washroom at same time. Teachers and principal is expected to implement such policy.

POSTING SIGNS AND NOTICES

The principal must approve all notices and signs before posting on walls, doors outside of the classroom. Federal and state employment posters are posted in the principal's office.

PASSING OUT FLYERS AND VERBAL ANNOUNCEMENTS

The principal 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.

PETS

The only way pets will be allowed in school is with prior principal permission. ISP pets will be limited to fish or plants, no other type of visiting pet will be allowed

MOVIES AND VIDEOS

The policy on material to be used in the classroom as part of the curriculum or part of extra curricular 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 Shariah.
2. Principal must approve any materials shown in the classroom; teacher should notify principal before showing any videos to students.
3. The material must not contain any foul language.

TEACHERS' EVALUATION

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

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 the profession of Islamic teaching as a whole, and
 - 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 opportunity to see and sign the evaluation conclusion.
4. The Principal shall have the responsibility of developing, organizing and implementing a program of evaluating the instructional process as one means to insure quality control of instruction.
5. The Principal shall be responsible for the evaluation of all staff.

EVALUATION PROCEDURE:

1. The Principal shall develop a plan whereby teachers who have taught less than three years shall be observed a minimum of three times each year. Teachers with more than three years experience at ISP School shall be observed a minimum of twice each year.
2. In preparation for the Teacher-Principal conference, the teacher may be requested to prepare a self evaluation of overall strengths and weaknesses.
3. The Principal shall submit a report regarding employee evaluation to the school board in April.
4. The Principal 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 Principal or the recommendation of the ISP board, teachers shall be given the opportunity for evaluating their performance and the performance of the school.

STUDENTS SUPERVISION AND EVALUATION

REPORT CARDS

Students receive a report card every term (3 terms in a year). Principal is expected to secure grades from all staff members. It is the responsibility of the teacher who had the students at the end of the quarter 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 principal at the designated deadline.

Students who are below grade level in reading or math should not receive a "100" grade. A "100" grade can be reflected in the effort column only. Students with limited English ability are treated in the same manner.

PARENT/TEACHER CONFERENCES

Principal sets the parent/teacher conferences. The purpose is to discuss students' 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 parents.

Part-time teachers should arrange with the principal for 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 principal 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 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.
- 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 principal has to approve the change.

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

MONTHLY PROGRESS REPORTS

Monthly progress reports must be given to all students. Parents do expect to hear when things are not going smoothly and they do expect you to follow up in matters of incomplete work or poor work.

The school calendar indicates the dates for reports to be sent home. Reports must be given to students on the assigned dates. Progress reports of students with failing grades should be given to office to be mailed home.

TESTING PROGRAM

In the spring students in grades 1-8 are given the California Achievement Test of Basic Skills. The examination is administered by an independent organization. Timing is essential to accurate testing, so is care that students are given in class practice before the test. The school

principal will hold a meeting for all the concerned staff members prior to the test to go over preparation procedures.

GRADE RECORDS

All teachers are expected to appropriately evaluate daily 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 principal.
- 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.
- Students are to keep their graded papers with them, and should not be collected back by the teacher.
- No less than 3 tests per quarter should be submitted to the principal after they are graded.
- Homework must be given back to students graded within two days after collection.
- The homework assignment should be thoughtful and relevant to the material taught. No busy work.

Grades of daily assignments, quizzes, tests and homework must be recorded in a well-organized grade book. It can be called for at anytime and should be indicative of the grades given on report card.

Teachers should plan to use the following percentages for grading.

Homework/Projects	Quizzes	Tests	Effort & Participation
25%	35%	30%	10%

Students should not be penalized for misbehavior with grades. A participation grade is the only portion that may be affected by classroom behavior.

HONOR THE STUDENT ACHIEVEMENT

1st grade through 8th grade honor list categories:

1. Principal List: Straight 100's
2. Honor List: The report card grades should be between 100-95.

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 honor students exhibiting, to a marked degree, qualities such as:

- Effort at improvement
- Value of the month
- Courtesy and cooperation
- Islamic behaviors and manners

Many time 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 honor 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. Also, it is possible that no student is picked in a given month. 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 principal, 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. Principal is at liberty to be present if he/she decided his/her presence is needed.

A parent may be asked to come to school because of a child's outstanding scholarship, talent, poor work, or misbehavior.

Most frequently, a parent is asked to come to school for disciplinary reason. The meeting is used to determine the possible sources of a behavior 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 principal and parent, the teacher and parent, or all of these persons. The student may or may not be present. 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 her class.

Checklist for an effective meeting:

1. Privacy is essential.
2. Begin with something positive.
3. Be specific in describing the student's behavior.

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 behavior and treat causes rather than symptoms.
9. Conduct the meeting at a time and place where all participants are at ease and unhurried.
10. The teacher or principal 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 principal. Generally, this should be done no later than January. A committee of the principal, assistant principal, 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 used 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 buzzer.
5. Do not allow students the use of EMERGENCY EXITS.

It is expected of each teacher to implement this policy calmly and as routine as possible.

FIRE DRILLS:

Students will leave in lines under direct supervision. Silence is to be maintained. All classes are to exit according to their assigned plan.

1. All personnel and guests must evacuate the building.
2. Teachers must carry their attendance books out of the building.
3. Teachers should notify all students, teachers and nearby classes to proceed out of the building.

4. Close the doors.
5. Each teacher will assemble; count students in his/her class and remain with students observing silence.
6. Inform principal 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 principal 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 principal. 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 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.
- Non-violent games and activities in the hall.
- Open all doors slowly.
- 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 Muslims, every child deserves our attention. Students with visible injuries should be sent to the office and the accident report filed immediately. Either the teacher or the office will contact parents.

- When glasses are broken in play or during activities, parents should be contacted. Teachers should fill out an accident report.
- When student leave or are later absent as a result of a school injury, please inform others. Remind students to say a Dua and show concern by contacting the home.

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 on the 3rd occurrence:

1. Chewing gum.
2. Wearing make up 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 caps in class

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

6. Minor classroom misbehavior such as unrelated talking, and disregard of classroom rules, etc

B) The following infractions will result in a detention on the 1st 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.
4. Use of profanity.
5. Writing on furniture and damaging school; property.
6. Skipping a class

Teachers or the principal will assign detention. The teacher assigning it will inform the principal 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.

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

3. Fighting with other students
4. Excessive use of profanity
5. Continuous disruption of the educational process in class.
6. Lying to avoid getting a detention for a minor infraction.

The assistant principal, the principal, 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 ISP 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 principal. Teachers may contact the school board, in writing, through the school's office or by email at: info@ispdx.org or by mail at:

Islamic School of Portland Attention: School Board P.O. Box 19895 Portland, Oregon, 97280
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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 does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in emergencies.

TEACHER'S HANDBOOK REVISIONS

ISP 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.