



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

Employee and Faculty Handbook
2024-2025

IFS CHARGERS

Seek Knowledge, Develop Character, and Serve Others

Islamic Foundation School
300 W. Highridge Rd.
Villa Park IL 60181

This handbook supersedes and replaces all prior versions.
Effective August 1, 2024

This handbook is meant to explain in greater detail the policies/procedures that faculty and staff will be expected to adhere to while employed at IFS. It is meant to ONLY supplement all employment contracts and/or agreements between each employee and the Islamic Foundation School (“IFS”). This handbook shall NOT be interpreted to limit and/or amend any obligations in place by the employment contract signed and shall be interpreted to adhere to all relevant Federal and State laws that apply. This handbook is not a contract, and the Foundation may amend same at any time and for any reason it deems appropriate and may vary from the policies stated herein at any time without prior amendment to the handbook. Any amendments to this handbook shall be made in writing upon approval by the IFS administration and shall take effect upon the date that it is communicated to IFS employees. The administration reserves the right to make any necessary amendments throughout the school year. NOTE: All references to “parent” and/or “parents” in this handbook are defined to include all persons with legal custody of each child. In this handbook, the term “faculty” refers to counselors and/or employees who have any teaching responsibilities. The term “staff” refers to administrative support employees.

Any violations of these policies should be reported to an administrator.

1.1 Introduction

Section I: General School Information

- 1.2 Accreditation
- 1.3 Student Placement and Student Withdrawal
- 1.4 Academic Calendar

- 1.5 Procedure of Our Policy Process

Section II: Emergency Information and Procedures

- 2.1 General Safety Guidelines
- 2.2 Chain of Command
- 2.3 Medical Emergency Procedures
- 2.4 Emergency and Crisis Response Plan
 - a. Evacuation Guidelines
 - b. Fire Alarm/Drill Procedures
 - c. Tornado Drill Procedures
 - d. Lockdown Procedures
 - e. Dealing w/Substances and Chemicals
 - f. Art Supplies and Safety

Section III: Safety and Well Being of Employees and Students

- 3.1 School Closing Information
- 3.2 Substance Abuse Policy
- 3.3 Administration of Student Medication
- 3.4 Protocol for Students with Diabetes
- 3.5 Epi Pen Administration Protocol
- 3.6 Non-Discrimination Policy
- 3.7 Sexual Harassment Policy
- 3.8 Reporting Suspected Child Abuse/Neglect
- 3.9 Ban on Corporal Punishment
- 4.1 Instructional Materials

Section IV: School Property and Use

- 4.2 Property Rights of Faculty and Staff & Wish Lists
- 4.3 Bulletin Boards
- 4.4 Classroom Maintenance, Work Order Request Procedures
- 4.5 Usage of School Property
- 4.6 Technology Acceptable Use Policy
- 4.7 Copyright & Fair Use Guidelines
- 4.8 Private Tutoring Policy
- 4.9 Activity/Purchase Request Procedures
- 4.10 Club/Meeting Procedures
- 4.11 Fundraising Procedures

Section V: Expectations of Employment

- 5.1 Non-Instructional Expectations for all Faculty and Staff
 - a. Staff Credentials
 - b. Supervision of Students Throughout the Day

- c. Duties
- d. Work Hours
- e. Leaving Campus
- f. Personal/Professional Days
- g. Steps for Requesting a Leave of Absence
- h. Sick Days
- i. Family Medical Leave Act (FMLA)
- j. Dress Code
- k. Extra-Curricular Activities
- l. Prayer
- m. Homeroom Guidelines (MS/HS)
- n. Assembly Guidelines (ES)
- o. Pledge of Allegiance (MS/HS)
- p. IFS Email
- q. Americans with Disabilities Act (ADA)

5.2 Instructional Expectations for Faculty Members

- a. Instruction & Communication Requirements
- b. Curricular Planning Requirements
- c. Grading Guidelines
- d. Grading Scales
- e. Attendance Reporting Procedure
- f. Parent/Teacher Communication
- g. Student Confidentiality

5.3 Enforcement of Student Policies

- a. Student Passes
- b. Student Cell Phone and Electronic Device Use Policy
- c. Academic Integrity
- d. Enforcing the Discipline Policy
- e. Student Tardiness
- f. Recording Class Attendance
- g. Student Attendance Policy
- h. Student Uniform Policy

Section VI: Evaluation Process for All Faculty and Staff

- 6.1 Evaluation Process for Faculty
- 6.2 Evaluation Process for Teacher's Aides
- 6.3 Evaluation Process for Support Staff
- 6.4 Progressive Intervention

7.1 Employee Discount Policy

Section VII: Employee Benefits

- 7.2 Health Benefits
- 7.3 Subsidies for Furthering Education
- 7.4 Mileage Reimbursement
- 7.5 Background check
- 7.6 Health & Safety
- 7.7 Work Related Expense Reimbursement
- 7.8 Nursing Mothers in Workplace Act
- 7.9 IL Human Rights Act
- 7.10 Military Service Leave Law
- 7.11 Age Discrimination Age Law
- 7.12 Bereavement Leave

1.1 Introduction

The mission of IFS is to develop contributors to society by fostering Islamic knowledge and identity. Our qualified instructors facilitate rigorous college-preparatory, secular and religious curricula, and extra-curricular activities in an environment in accordance with the highest degree of excellence as prescribed in the Quran and Sunnah. Islamic Foundation School is committed to scholarship, character, and service.

At Islamic Foundation School:

- Thoughtful discourse fosters the development of the mind
- Instruction and activity promote healthy action
- Daily interactions nurture integrity, empathy, and kindness

School Vision

The Islamic Foundation School seeks to graduate young people whose physical, intellectual, and spiritual capacities and potentials are nurtured. As students increase in maturity and responsibility, knowledge in scope and content progressively increases.

Motto and Values

Motto: *Seek Knowledge, Develop Character, Serve Others*

Values: Scholarship, Character, Service

Philosophy

The social and political significance of education engages practitioners, policy makers, and citizens in conversations of the preparedness of students for a complex world. Intensified government involvement in educational institutions and increasing standardization of curricula add to the conflict of deciding purpose and defining success.

The seeking of knowledge is a purpose that exists within Islam that encourages the strengthening of one's individuality for the realization of a spiritual, intellectual, social and emotional potential. Through varied and challenging experiences, the individual understands and develops a consciousness of the complex identity within the human reality. Such freedoms are opportunities to awaken and cultivate the intellectual trust that God has bestowed, a trust that encourages a critical and questioning attitude humbled by the moral ideal of submission.

The Islamic Foundation School works to foster environments conducive to facilitating the development of this noble human purpose. We are passionate in our belief of individual potentials, and recognize the spiritual, intellectual, social and emotional maturity necessitated through active effort and struggle. With

trust and respect, children are guided and supported to safely explore their natural curiosities and creativities. Sensitivities to such inclinations encourage the sharing of ideas, and an appreciation of differences in the formation of knowledge.

With both the pedagogical and epistemological perspectives of constructivism we believe that the appropriation of meaningful knowledge requires student participation. This supports a reflexive understanding that narrows the separation between learning and knowledge. It is not believed to be mechanistic in nature where a student acts as a receiver of a source of knowledge. Instead, we understand the teacher to be a guide in an environment of authentic learning, and the child a constructor of knowledge based on meaning and relevance.

With a curriculum rooted in intrinsic motivation, increased student engagement stimulates richer and more critical dialogue needed to build ownership and passion for mastery. In the classroom, this confluence requires a heightened awareness of our consistent receptiveness to expressions of individuality. Through such an environment, we believe each child is afforded an opportunity to learn, and is instilled with the confidence to continue to seek the knowledge needed to realize their potential.

1.2 Accreditation

Islamic Foundation School has been an accredited school since 2003 by the North Central Association (AdvancED), a national organization that works with non-public schools. IFS is also a recognized non-public school by the Illinois State Board of Education since 2003. In addition, IFS is recognized by Illinois High School Association (ISHA), Illinois Coalition of Non-Public Schools, and COGNIA.

1.3 Student Placement

- All new students will be completing a placement exam online as part of the registration process.
- **Elementary:** Islamic Foundation School fully supports and believes in the qualifications and ability of its teaching faculty. Therefore, students will be placed in class sections based on performance and behavioral data, gender, and teacher feedback, when available. Parents of students in elementary grades may appeal the placement of their child through an appeals process. The process requires parents to submit a completed appeal form to the school administration. The administrative team and teaching faculty will review all appeals prior to making final placement decisions. All new students will be required to complete an online placement exam.
- **Middle School:** New students will be required to complete placement exams in the subjects of Math, Reading and Writing to be placed at the appropriate grade level. **Previous academic and disciplinary records will also be considered when placing new students.** All new students will be required to complete an online placement exam.
- **High School:** A student's placement is determined by the number of credits they have earned. One credit is earned for each full-year course taken and completed by a student in that school year. A student must receive a passing grade to earn credit for the course at the end of each semester. All new students will be required to complete an online placement exam.
- **Hafiz Students:** Students who have recently completed their Hifz program and are returning to enroll as full-time students at IFS must meet the following criteria:
 - Student must not have been out of full-time school for greater than 3 years;
 - Student must successfully demonstrate that assigned placement is appropriate.
 - Approval of Administration
- **Sacred Link:** IFS has created a part time school and Hifz program that will enable those students to not only progress academically at their developmentally appropriate age, but to also have an

opportunity to have time to memorize the Qur'an built into their school schedule for students in 4th -8th grade.

- 1:16 teacher student ratio.
- More than three hours of Quran study time daily in school.
- Highly qualified Quran instructors with expertise in recitation.
- The program will run throughout the summer.
- See Sacred Link Program & Policy Handbook for more details

Initial placements of students will be probationary and conditioned on the student's ability to maintain at least a C average in all classes, otherwise, a placement decision may be rescinded and revised.

Student Withdrawal Process

For all student withdrawals during the current school year, the withdrawal process is completed at the school enrolled. Islamic Foundation School requires 48 hours to complete the withdrawal packet from the time you make the request. Parents must complete the withdrawal form in its entirety. This process can take longer pending the principal's approval. Upon the request, the student(s) is/are to return all textbooks, library books, athletic uniforms and/or any other school-provided supplies or equipment. Students must also be cleared of all financial responsibilities through FACTS. Failure to return school property may delay the process. The end of a quarter marking period is GOOD, the end of a semester is BETTER; however, the end of the school year or during the summer is BEST. Dates for the quarter marking periods and semester breaks can be found in the current student handbook. We recommend you call your new school prior to withdrawing your student. You will want to know if they are on a traditional semester schedule, block or trimester schedule. Transferring mid-year can be difficult for a student and our primary concern is the student does not lose credit. Students who request to leave before the end of a school year or a semester may not receive credit for courses. Please check with the school in advance.

1.4 Academic Calendar



ISLAMIC FOUNDATION SCHOOL
SCHOLARSHIP • CHARACTER • SERVICE

Islamic Foundation School - School Calendar 2024-2025 (Tentative)

August						
CTOM: Cleanliness						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						15

October						
CTOM: Respect						
S	M	T	W	TH	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

December						
CTOM: Empathy						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						14

February						
CTOM: Maturity						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						18

April						
CTOM: Integrity						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

June						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
CTOM: Responsibility						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

November						
CTOM: Kindness						
S	M	T	W	TH	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

January						
CTOM: Healthy Habits						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						19

March						
CTOM: Spirituality						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					14

May						
CTOM: Honor						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

July						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Important Dates and School Holidays

August 12: First Day Of School
May 30: Last Day of School
September 2: Labor Day
November 28-29: Fall Break
December 23 - January 3: Winter Break
January 20: Martin Luther King Day
February 17: President's Day
March 24 - April 4: Ramadan and Spring Break
May 26: Memorial Day
June 6 & 9: Eid Al Adha
July 4: Independence Day

Asynchronous Days (Teachers in Person)

September 30
November 26
March 17
May 23

Teacher In-Service (No School for students)

August 5-9
October 11
October 18: Parent Teacher Conference
November 27
December 20
February 28: DuPage Institute Day
March 21: Parent Teacher Conference (Hybrid)
April 28
June 2-4

Quarter Begins

Quarter 1: August 12
Quarter 2: October 14
Quarter 3: January 6
Quarter 4: March 17

School Events

August 8: PS-5th/6-12th Orientation
August 30: Curriculum Night
November 21: Family Reading Night
December 6: STEAM Night
January 29: School-Wide Spelling Bee
February 18-21: MXCL Week
February 26-27: School-Wide Quran Competition
April 24: College Fair
May 30: PS-KG Graduation Day
May 31: 8th and 12th Grades Graduation Day

School Exams

September 9: BOY NWEA Begins
December 16-19: Mid Term Exam Week
March 19: SAT Exam
April 22: EOY NWEA Begins
April 22: ACT Exam
May 27-30: Final Exam Week

Total number of days in school= 177
CTOM= Character Trait of the Month

Updated as of April 2024

1.5 Procedure of Our Policy Process

Islamic Foundation School adopts policies as required by law and to guide the work of the school system. The Board's process involves staff recommendations, community input and Board member discussion. The Board's process demonstrates its commitment to be transparent and open engagement of its community. The Board reviews policies annually.

Each year, the administration presents a list of policies to be reviewed for the upcoming school year. These policies are then researched by the administration and staff. The administration explains the recommended amendments or alternations to policy. Staff members are available to respond to Board member questions on the proposed changes. Based upon comments received by the key stakeholders, the Board may opt to have the administration continue its review prior to taking final action. Once adopted, policies are posted in the faculty handbook.

Section II: Emergency Information and Procedures

The following guidelines were created by the DuPage County Regional District Office and made applicable to our school.

2.1 General Safety Guidelines

The following guidelines were created by the DuPage County Regional District Office and made applicable to our school.

- **Visitor's Passes** - All visitors must have a visitor's pass to enter the school building. Any person without a visitor's pass should be directed to Security or the Main Office where they can obtain a visitor's pass. If a staff member observes a person without a sticker badge or a lanyard pass, please inform the main office immediately.
- **Secure Building** - All doors outside must be locked, except the main school entrance door during school hours.
- **Locked Doors** - Non-entry doors must always be locked and are only to be used in case of emergency.
- **Report Emergencies** - Any potential threat/warning of an emergency must be communicated immediately to the Administration so that an official warning can be given and instructions can be provided for school personnel and students to follow.
- **Report Suspicious Activity** - At any time where suspicious activity is noticed, supervising teachers are to direct students to enter the building and immediately notify the administration.

- **Staff ID** - All faculty and staff must wear school issued identification when on campus during school hours.
- **Emergency Information** - All faculty, staff, and students must complete emergency information cards with current contact information. These emergency information cards will be kept in a designated location in the Attendance office.

The following list names the person in charge, followed by an order of succession in an

2.2 Chain of Command

emergency. The first person available in the chain of command shall be in charge and will report to police or fire officials.

- 1. Interim Principal Shereen, Hussain**
- 2. Assistant Principal, Lyla Abdallah**
- 3. Assistant Principal, Shabana Malik**
- 4. Security Officer**

Note that all faculty and staff are under the authority of the Board of Trustees of the Foundation, and their directives, or in the absence of a Board meeting, the directions of the Chairman of the Board of Trustees, take precedence over all other staff, faculty, or school administrator directions.

2.3 Medical Emergency Procedures

In case of a medical emergency, the faculty/staff member should immediately notify the administration and the health aide of the medical emergency and identify themselves, their location and the nature of the emergency that exists. No one without medical emergency training should move or treat the injured person, unless it is immediately necessary to prevent greater injury from occurring.

The administration will assign the **nurse/administrator** to meet and admit emergency responders and direct them to the scene of the medical emergency. Office staff must call 911 providing a location and door to report to and the nature of the emergency. Office staff should also request the necessary first response (police or paramedics). Health Aide will provide all medical records to the first responders. Office staff will notify the next of kin or emergency contact person and direct them to the appropriate location. A staff member shall accompany the injured person to the hospital, if no emergency contact person has arrived in time.

Any minor injury that is treatable or treated sufficiently by the school health aide will be documented and parents will be notified to report the incident. If the injury is a result of an accident at school, faculty and staff with the most knowledge of what occurred will fill out an accident report to be maintained in the student's permanent records and documented in RenWeb. Parents will be subsequently notified.

2.4 Emergency and Crisis Response Plan

General Evacuation Guidelines

1. Evacuation routes shall be posted in each classroom near the entrance/exit doors.
2. Teachers are expected to be familiar with the evacuation route assigned in each class that they teach. This is to ensure that any evacuation taking place is done orderly.
3. Teachers are expected to lock all doors and to take a class roster with them to ensure that all students are accounted for and have evacuated safely.
4. The proper alarm will sound, and teachers will be responsible for evacuating their students to the designated areas, depending on the type of alarm that is in place.
5. Office staff will direct all visitors, teachers and their students to the proper exits and will check all building facilities including the bathrooms, masjid, cafeteria, and library.
6. Administration will make sure all students/staff have evacuated the building and be in communication with any emergency responders at the school.

Fire Alarm/Drill Procedures

1. Each teacher should review all guidelines with students and the exits for their classroom.
2. Fire alarms will sound at the beginning of a fire drill or a real fire evacuation.
3. Classroom teachers should immediately direct students to leave personal belongings and quietly line up in a single file line to evacuate the classroom.
4. Teachers **must ensure that they have their attendance books** (rosters) with them.
5. Teachers must be the last to exit the classroom and lock the door.
6. Teachers will follow the emergency exit map posted in their respective classrooms.
7. Once outside, classes must remain with their teachers in the designated area assigned to each class.
8. Teachers will take attendance and hold up the green poster if all students are present and the orange poster if there is a missing student.
9. Students and faculty/staff members who are not in a classroom during an evacuation should follow the evacuation route and exit from the nearest exit.
10. Administrative and Office staff will direct students and teachers to exit following the proper evacuation route and check all bathrooms, all floors and classrooms.
11. Once the fire department gives an “All Clear”, staff and students will return into the building and their respective classes.

Tornado Guidelines and Drill

1. In the event of a tornado drill or tornado warning, the designated shelter for all students, staff, personnel, and visitors in the building is the student union on the ground floor of the west wing.
2. Administration will determine when an evacuation is necessary and will send a message to all classrooms and offices in the building that an evacuation is in progress.
3. The building alarm system will not be used for Tornado Warnings or Tornado Drills (*it will be reserved for Fire Drills and Evacuations*).

- If there is a power failure, office staff will be designated to notify each part of the building that an evacuation is in place and to have students proceed to the student union on the ground floor of the west wing.
- Upon notice of a tornado evacuation, all teachers are directed to escort their classes following the proper evacuation route to the ground floor of the new building and to take with them a class roster.
- Teachers must take attendance to ensure that every student has safely evacuated and is accounted for.
- Teachers should remain with their students and keep them calm and quiet.
- Office staff will ensure that all classrooms, hallways, and washrooms of all buildings have been evacuated to the ground floor and that all students and personnel are accounted for.
- Administrators will be directing students in hallways.

Tornado Procedures for Teachers:

- All middle and high school students and their teachers will always stay to the right of any hallways. Elementary students and their teachers will stay to the left of all hallways.
- **REVISED this year: The following students/teachers will proceed to the masjid banquet hall on the lower level and sit with their backs against the walls, in case of a tornado drill or a real tornado:**
 - **Students/teachers who are in the elementary hallway where the cafeteria is located.**
 - **Room 124 Pre-K students**
 - **Elementary gymnasium**
- The rest of the classes in the elementary wing will use either door numbers 10 or 20 to proceed to the student union.
- Classes in rooms 100, 101, 111, 112, 113 will proceed to door number #20 stairwell to proceed to the student union.
- Classes in rooms 102, 103, 104 and 106 will use door number 11 stairwell to proceed to the student union.
- Classes in rooms 105, 107, 108, 109, 110 and the high school gym will use door number 12 stairwell to proceed to the student union.
- Classes in rooms 204, 205, 206, 207, will use door #12 to proceed to the student union.
- Classes in rooms 208, 209, 210, 211 will use door #11 to proceed to the student union.
- Classes in rooms 200, 201, 202, 203, 212, and 213 will use door #20 to proceed to the student union.
- Classes on the lower level will **remain** in their classrooms. It is highly recommended that students sit against the wall.
- Students must be directed to proceed down the stairs carefully and slowly in a double file line
- Each teacher shall direct their class to sit with their backs against the walls.

- Upon reaching the student union or masjid lower level-teachers will take attendance and hold up the green poster if all students are present and the orange poster if there is a missing student.

Lockdown Procedure

A lockdown is the confinement of people inside secured rooms for safety measures. It is used when a serious threat exists to the campus that requires students, personnel and visitors to remain in a locked facility for safety. Examples of threats include a fugitive in the area or an intruder in a school. A lockdown may be ordered by law enforcement, the school principal or any school staff who identify a potential threat.

There are two types of lockdowns:

In a full lockdown: An announcement will be made over the intercom and repeated several times. If there's an intruder, the announcement may include a description. Teachers will pull students and visitors into their classrooms and lock the doors immediately. They will keep everyone sitting on the floor away from the door and windows. Everyone is encouraged to remain calm and quiet. Teachers should take a quick glance before turning off the lights to check if anyone is missing, just as a safety precaution, after lockdown is lifted. Everyone will remain in the room until a formal announcement is made signifying the end of the lockdown.

In a modified lockdown: Modified lock downs are used when the threat is external and not directed at the school. For example, schools may be on modified lockdown if there was a report of a fugitive in the neighborhood. Entries and school exits are restricted, but normal instructional activities continue as much as possible.

When a lockdown has been ordered, the principal or designee shall make the following announcement (below) and repeat it several times in the following manner (insert the most effective communications system(s) at the site, e.g. public-address system or bullhorn).

Notification:

Announcement will be made: “Attention Staff and students, Brother Adam is walking around with his clipboard”

In a practice lockdown drill, parents, staff, students, and police department will be notified ahead of time.

Should a principal decide on the basis of information from other schools that he or she will lock down his or her own site, he or she must notify the IFSC Chairman of that decision immediately so that all schools that are locked down will be included in subsequent communications and notified when the lockdown is lifted.

Communication:

The office staff will activate the emergency staff notification protocol to include the following: Call other district staff who need to be informed immediately of the lockdown and may need to respond, including but not limited to, senior administrators, principals and department directors.

During the Lockdown:

- All staff and students are to be in secured rooms away from windows and visual contact from the outside during the lockdown.
- Any special needs of students or access of parents to students will be addressed through the public safety incident commander.
- The principal/designee will provide frequent communications to the students and staff regarding the status of the lockdown and the need for continued cooperation.
- Rules prohibiting cell phone use during class time are to be strictly enforced.

Lifting the Lockdown:

The security officer will authorize lifting the lockdown and communicate that decision to the principal. The principal will call the affected sites to tell them to lift the lockdown or to verify that they have been instructed by a public safety officer to lift the lockdown.

Principal/designees should inform all staff notified of the initiation that the lockdown has been lifted as follows:

- If there is not a threat, principal or designee will announce, “Lockdown has now been lifted, Alhamdulillah”.

After-Event Parent Communications:

The administration will send a factual notice to parents regarding the day, time, duration and reason for the lockdown. The notice should include other information as appropriate such as lunch changes, transportation adjustments, and extra-curricular and co-curricular activity modifications. The notice also is to be posted on the school website.

Terminology:

* The public safety incident commander is a law enforcement officer or fire department official responsible for managing an emergency. He or she may or may not be on site but will be consulted continuously regarding the threat level to the students and staff. ** A public safety officer is a law enforcement officer or fire department official who is participating in the management of an emergency but may or may not be on site.

Delineation of Responsibilities:

In an emergency at a school site, public safety officers and school administrators are expected to share command responsibilities. The public safety incident commander will be responsible for decisions and directives regarding the physical safety and security of the students, staff and facility. The principal or principal's designee will be primarily responsible for decisions regarding the welfare, comfort and morale of students and staff. If the public safety incident commander is not on the school site, the principal or designee is to function as the site incident commander.

Application of Procedures:

The procedures described above are intended to be applied primarily in lockdown situations, but they may be equally applicable in other circumstances that involve threats to student or staff security but do not specifically require that students be locked in rooms. Such situations may include but are not limited to lockouts and evacuations where a threat to safety may require that students be kept out of the school

How should a lockdown be implemented?

Soft Lockdown

1. An announcement will be made as follows via the PA system: Your attention please: We are now on soft lockdown. All outside activities are canceled. Return to the building immediately. No outside activities are permitted.
2. School activities go on as usual within the building.
3. Lock all exterior doors.
4. All outside doors are locked with the exception of the front door which is monitored by a police officer or administrator. If a person requests admittance that raises suspicion, access will be denied and the appropriate police agency notified.
5. Ground floor windows shall be closed and locked.
6. The administration will consult with the Chicago Police Department and/or allied police agency and/or the School administration until the event is cancelled by an announcement. "The lockdown is now canceled. Thank you for your cooperation."
7. At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrant and in consultation with the appropriate police department and administration.
8. When the closure is lifted by the originating police agency the following announcement will be made via the PA system: "Attention Staff: The lockdown is now ended. The lockdown is now ended."

9. Communicate with parents, students and staff if appropriate

Hard Lockdown

1. An announcement will be made as follows over the intercom or an administrator announces the hard lockdown using the code announcement. All outside activities are cancelled. Return to the building immediately. Check all halls and nearby restrooms. Take any nearby students into your classroom and lock your doors.
2. When on hard lockdown, the teacher will lock classroom door, Place students against the wall, so that the intruder cannot see them looking in the door. Look for the 'Safe Corner'. (Meaning away from the door and windows seek shelter or coverage) take roll and email and/or text an administrator with any missing or additional students in their classroom.
3. Physical education classes being held in the gym should move into a locker room, gym office area locking all doors and find a safe area.
4. Any students in the cafeterias should move to the nearest classrooms.
5. Discourage personal calls and texts.
6. Communication between the teachers will be by email/text to the administration if possible.
7. Lights will be turned off and students will be seated in an area that is least visible from the hallway door. Teachers and students should remain quiet. Students and teachers may not leave the room for any reason.
8. Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.
9. Do not react to class bells or fire alarms. Announcements by the intercom system will give evacuation directions if appropriate or possible. (If an evacuation is ordered take student rolls with you.)
10. Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.
11. When the lockdown is lifted by the originating police agency and/or administration an announcement will state: "The lockdown has now ended."
12. Communicate with parents, students and staff if appropriate

Teachers:

- Take a quick glance in the hallway, grab any student nearby.
- Lock the classroom door immediately.
- Keep all students sitting on the floor, away from the door or windows.
- Advise the students that there is some type of emergency, but you are not certain what it is.
- Project a calm attitude to help students remain calm.
- Reassure students that they are safe and that you are in charge.
- Take a quick glance before turning off the lights to check if anyone is missing, just as a safety precaution.
- If there is a phone in the classroom, do not use it to call out. Lines must be kept open, unless there is an emergency in the classroom. Use your cell phone if needed.
- Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the intercom.
- When or if students are moved from the classroom, assist them in moving as quietly and quickly as possible. This is when there is a threat inside.
- Remain in the room until the principal or designee announces the end of the lockdown or a security officer arrives and lifts the lockdown.

Other Personnel:

- Look in your immediate vicinity. If you observe any unsupervised students, bring them to the nearest open room.
- If there are no students in your immediate vicinity, proceed to the nearest open room.
- Lock the door immediately after reaching the designated area.
- If you have students with you:
 - a) Keep them sitting on the floor, under tables and desks, away from the door or windows.
 - b) Advise the students that there is some type of emergency but you are not certain what it is. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
 - c) When or if students are moved out of the room, assist them in moving as quietly and quickly as possible.
 - d) If there is a phone in the room, do not use it to call out. Lines must be kept open, unless there is an emergency in the classroom.
- Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the public announcement system. Remain in the room until the principal or designee announces the end of the lockdown or a police officer arrives and lifts the lockdown.

Dealing with Substance and Chemicals

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following courses in schools:

(a) Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials;

(b) Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Such devices may be furnished for all students and teachers, and shall be furnished for all visitors to such classrooms and laboratories.

Art Supplies and Safety

No art or craft material which is a toxic substance as defined in this Act, shall be ordered or purchased by any school or school district in Illinois for use in kindergarten or grades one through 6, inclusive. No toxic substance may be purchased or ordered by a school or school district for use by students in grades 7 through 12, unless it meets the labeling standards specified in Toxic Art Supplies in Schools Act.

Section III: Safety and Well Being of Employees and Students

3.1 School Closing Information

In case of an emergency school closing or late start, all faculty, staff, and students will be notified through email via RenWeb and will also be updated on our website at www.ifsvp.org.

3.2 Substance Abuse Policy

In accordance with the Federal Drug Free Workplace Act of 1988, all employees are prohibited from abusing alcohol or drugs, committing a controlled dangerous substance offense, committing an alcohol driving offense, teaching or attending school under the influence, and working under the inappropriate influence of prescription or over-the-counter drugs or controlled dangerous substances. *Smoking on Islamic Foundation grounds is prohibited.*

3.3 Administration of Student Medication

A written request for administration by the Health Aide or for self-administration by the student of any prescription or non-prescription medication during school hours must be made by a parent or physician and submitted to the Health Office. Teachers and other staff members are not allowed to administer any medication (prescription or non-prescription) to any student.

3.4 Protocol for Students with Diabetes

Any scholars with identified disabilities or medical plans should be shared with the administration team and the front office of IFS. The administration team will meet with the family to ensure protocols can be implemented and followed.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

3.5 Epi Pen Administration Protocol

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Islamic Foundation School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

3.6 Non – Discrimination Policy

Our policy is to hire, promote, compensate, and administer all employment practices without regard to race, color, sex, age, marital status, religion, national origin, medical condition or handicap unrelated to the ability to perform a job. Harassment of employees because they are members of any of the foregoing protected groups is prohibited and will not be tolerated. IFS will take appropriate measure in response to any such incidents which are reported or come to the

attention of the administration of IFS. Every good faith effort will be taken by IFS to fulfill this policy's objectives.

3.7 Sexual Harassment Policy

Our school district strictly adheres to "Faith's Law" and has a zero-tolerance policy for any employee engaging in grooming behaviors towards students. This includes any actions intended to establish an inappropriate relationship with a student, such as excessive attention, private conversations, or online communication of a sexual nature. All staff members are obligated to report any suspected grooming or inappropriate behavior to the school administration immediately. We are committed to protecting students from sexual misconduct and require all staff to undergo background checks. Any reports made of sexual misconduct will be investigated thoroughly. Appropriate disciplinary consequences will be taken if a staff member is found in violation of these policies.

Harassment based on sex is a violation of federal and state law. Islamic Foundation School does not tolerate sexual harassment of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly.

Islamic Foundation School will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the offense will determine the corrective action, up to and including discharge or expulsion of the offender. Because IFS could be exposed to liability, any employee, administrator, or supervisor who is aware of sexual harassment and condones it, by action or inaction, may be subject to disciplinary action.

Following federal guidelines, IFS defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors. Other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment

This policy is designed to protect all members of the Islamic Foundation School community. It applies to all employees regarding their relationships among peers and to superior/subordinate relationships with students.

Reporting Procedures:

1. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.
2. IFS will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.
3. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.
4. It is the obligation and shared responsibility of all members of the school community to adhere to this policy.

3.8 Reporting Suspected Child Abuse/Neglect

As defined under the Abused and Neglected Child Reporting Act, 325 ILCS 5/1 et seq., all IFS school personnel are mandated by law to report when there exists reasonable cause to suspect that a child who is under the age of 18 and known to them in their professional capacity has been abused or neglected or is in danger of being abused or neglected, physically, sexually, or through neglect, and that a caregiver, or person in a position of trust and authority over them, committed the harm or should have taken steps to protect the child from harm.

Definitions of Abuse and Neglect

Abuse of a child occurs when a caregiver, or person with authority or trust over a child:

1. Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
2. Creates a substantial risk of physical injury to a child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. Commits, or allows to be committed, any sex offense against such child
4. Commits, or allows to be committed, an act or acts of torture upon a child;
5. Inflicts excessive corporal punishment;
6. Causes an illegal controlled substance to be sold, transferred, distributed, or given to a child.

Neglect of a child is when a child is deprived of adequate food, shelter, clothing, or necessary medical care by a parent or caregiver. Neglect can also occur when an adult fails to provide adequate supervision of a child, as when a child is left either unsupervised or in the care of someone

unable to supervise the child. A child will not be considered neglected or abused solely because the child is not attending school. Nor shall a child be considered neglected or abused because the child's parent or caregiver depends on spiritual means through prayer alone for the treatment or cure of disease.

Mandated reporters are entitled to immunity for any report of child abuse or neglect under the Act if it is made in good faith. A mandated reporter's failure to make a report may subject them to criminal prosecution, license suspension or revocation, civil liability, and employee discipline.

School Procedures Regarding Reporting

In compliance with the law, any employee that believes there is reasonable cause to make a report must give notice to the school administration before making a report to ensure that all subsequent steps can be taken to protect the parties involved and to file all proper documents required by law. In no way will the school administration prevent a mandated reporter from making a report so long as there is a good faith belief that the child has been abused or neglected or may be in danger of abuse or neglect by a caregiver or person in a position of trust or authority. All staff are required to complete an online training on for mandated reporters at: <https://www.dcfstraining.org/manrep/index.jsp>. Completion of training must be submitted to administration.

Internal Reporting Procedures

- Once a mandated reporter notices signs of suspected child abuse or if a child informs a mandated reporter of being abused, the mandated reporter must immediately document what was observed with date and time and contact the principal and/or school nurse.
- The school nurse and vice principal will evaluate their capacities to assess the signs of abuse. These assessments will be documented with date and time and should occur within the day of the original mandated reporter's report. The above parties' role is not to perform an investigation but rather evaluate the evidence presented by the mandated reporter to determine the level of threat towards the child's well-being and safety.
- All parties will confer their assessments and give their recommendation to the mandated reporter for reporting to DCFS.
- The original reporter is responsible for making the call to DCFS.
- If there are verifiable signs or testimony indicating abuse, the school has an independent reporting responsibility and should submit the form specified by DCFS and call in the information within 24 hours of discovery of the abuse. Separate reports from the school and the individual reporter are not necessary -- both can be called in at the same time, and all witnesses can be described on the form.
- The parent or other accused can be told what is reported by cc of the written report or otherwise -- this is not an ambush system, merely one in which information transfer is required. You could call them in to the school nurse's office and get their information, such as information from other medical providers on other causes, if bruises show up,

etc. Two or more persons should be present to take any witness statements, parent reactions, etc.

General Reporting Guidelines

- In deciding whether to report an incident or situation of suspected abuse to the Vice Principal, it is not required that the faculty/ staff member making the report have proof that abuse has occurred. Any uncertainty in deciding to report a suspicion should be resolved in favor of the child's safety and well-being.
- There should be no attempt by faculty/staff to question the child, as the role of investigation lies with the Department of Children and Family Services (DCFS).The child should be protected from repeated disclosures.
- If the child is injured, the teacher may initially examine and question the child to determine if the child's injuries necessitate medical examination. If medical examination is required, the staff member should escort the student to designated staff member and inform the principal of the action.
- The teacher or staff member referring to the suspected case of child abuse must not unilaterally contact the parents.
- School administration shall undertake to ensure that all employees are provided with information and training that will enable them to carry out their duty to report suspected child abuse or neglect.

Investigation

The investigation of any report of child abuse or neglect shall be undertaken by those who possess specialized experience, training, authority and discretion to determine whether suspected abuse or neglect of a child occurred. IFS may initially undertake to determine the *credibility of any "rumor"* of abuse or neglect. IFS will not conduct an independent investigation to determine if reasonable cause exists or if such abuse or neglect occurred before reporting the matter to the Illinois Department of Children and Family Services. The investigation into the accuracy of any report of child abuse or neglect shall be conducted by DCFS and, where necessary, the DuPage County State's Attorney and the local police.

IFS will only investigate a suspected case of abuse when it involves personnel of IFS, and such an investigation will not impede reporting the suspected abuse to DCFS. Otherwise, all other suspected cases will be handled and investigated **ONLY** by the appropriate law enforcement authorities and DCFS. Any questioning of students by DCFS will be done in the presence of school officials and will comply with the relevant laws that govern.

IFS will cooperate with DCFS and law enforcement in their investigation of all reports of abuse or neglect and not impede any investigation being conducted by the Department and law enforcement. Any personnel involved in a report made to DCFS or questioned by the appropriate authorities must keep such information confidential from all 3rd parties. IFS will provide the Illinois Department of Children and Family Service investigators reasonable access to the suspected victim of child abuse or neglect for conducting an interview.

When following procedures for reporting suspected cases of child abuse, the safety and welfare of the student will always dictate which course of action is to be pursued. Any uncertainty should always be resolved in favor of the child's best interest.

3.7 Ban on Corporal Punishment

No person employed or designated by IFS administration as a volunteer may inflict or cause to be inflicted any injury or corporal punishment as a means of discipline or behavior modification upon a student attending IFS. The use of any force as would be reasonable and necessary under the circumstances will only be excused to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, for the purpose of self-defense, or for the protection of persons or property

Section IV: The Use of School Property

4.1 Instructional Materials

(a) Teacher Resources - All resources [i.e. manuals, teacher's editions, equipment] given to teachers for the purpose of instruction remain property of the school. Teachers will be responsible to maintain an inventory of all resources including student-issued resources [textbooks, etc.].

(b) Student Resources – IFS purchases resources [textbooks, etc.] required for class and provides them to students for the duration of each academic year. Students are required to return all non-consumable resources at the end of each academic year. Any approved additional resources that a teacher may use to supplement curriculum should be paid for by the student and maintained by the student. IFS is not responsible for any lost items.

(c) Inventory - Each teacher is required to maintain an inventory of the resources in his/her classroom and a distribution list of the textbooks assigned to each student. Each student should only be given one textbook to use throughout the year. A teacher may only supply an additional textbook to students when the student provides a receipt for payment to replace a lost textbook. At the end of the year, teachers are required to collect and inventory all resources/textbooks from students. Teachers shall provide a list of all students who have not returned textbooks or other resources. A form will be provided to teachers for this at the beginning of the year.

(d) Storage of Textbooks - At the end of the year, one classroom for each Elementary grade level and one classroom for each MS/HS content area will be designated as the location where all textbooks will be stored. A completed inventory form that documents where books are located should be submitted by each teacher along with the keys to access the books. No books should be left in any unlocked cabinets.

Desired Resources for Teachers – Any resources a teacher may want for her professional use cannot be solicited by staff members. Teachers and staff are encouraged to create a “wish list”

of resources or needs for their classes and administration will oversee the process to have resources donated through the administrative office.

4.2 Property Rights of Faculty and Staff

(a) Intellectual Property - As defined by Federal Statute, any “work created by an employee in the scope of his or her employment remains the property of the employer.” Furthermore, any written work and/or composition that is made in the scope of employment is deemed to have been authored by the employer and not the employee. Use of any work that has been copyrighted by an employee will be considered as a waiver of such a right and will act as a license to the school for use of such work.

(b) Personal property – IFS will not be liable for any property that belongs to a staff member which is brought to school to be used in the scope of an employee’s employment or for personal use. All Technological property brought by staff to be used in their employment must comply with the guidelines established by the IT Administrator.

(c) Donated Property – **Any property donated to the school will be considered property of the school and will not belong to the staff member that uses it.** All donations must be processed by the administrative office and should not be handled by staff until the donation has been processed by the school and identified as school property.

Wish Lists

Physical items

Teacher will be asked to give a list of items to Admin to approve. Once approved, they can post and publish to parents.

Monetary Funds

If a donor comes in and would like to donate funds, then those funds will be recorded and deposited in the main office. The teacher will first request pre-approval by providing the admin. with a list of items he/she would like to purchase.

Electronic/Large items

Such as laptops/ iPad, when donated this will be designated by:

Elementary - divided into upper and lower elementary

Middle/Highschool – divided into departments

*Disclaimer – All items/funds that will be donated will be school property

4.3 Bulletin Boards

Each grade level will be assigned (1 or 2) bulletin boards to be maintained by all respective teachers. Teachers must maintain the neatness of the bulletin board for the duration of their responsibility. Bulletin boards should be used to showcase student learning. The content of each bulletin board must be changed monthly to reflect the various projects/activities.

4.4 Classroom Maintenance

The school custodian will be responsible for cleaning classroom desks and floors and collecting all trash. However, each teacher is responsible for the neatness and cleanliness of every room they use during the day. Teachers sharing classrooms should take joint responsibility for the maintenance of the classroom.

Work Order Request Procedures: If an employee needs any work to be completed in their respective classroom, a work order form must be completed and submitted to the front office specialist. Please expect a 3-week period for work to be completed.

Food Consumption policy:

- **Middle School/High School** - ABSOLUTELY, no eating in the classrooms. Only students with medical conditions can eat a snack in the classroom. All students can bring water bottles. Teachers must communicate this with their students at the beginning of the school year.
- **Elementary** – Designated snack times must be assigned at the beginning of the school year by their teacher. Please make sure that all remaining food items are disposed of and the space is cleaned up after snack time.
- **Do NOT store any food items in your classrooms.** If you do have to store food for projects, etc. please make sure that it is placed in an airtight container. Metal or glass containers are the best for this. If you are using a plastic container, look for very thick containers with very tight-fitting lids.
- **Teachers** - when leaving your classrooms for the day, please check that there is no food left behind.
- **Minimize clutter in the classroom.** Mice love to nest in fabric, stacks of construction paper, and other classroom supplies. Try to store these items in airtight containers.
- **Consistently remind** students to remove any food items from their desks or lockers at the end of each day.
- **Teacher Lounges:** Staff are expected to clean up after themselves.
- **Refrigerators:** The refrigerators in the teachers' lounges, rooms 110 and 204, will be emptied every Friday. Make sure that your belongings are emptied by midday Friday.

- **Janitors** will dispose of any visible food items when they come in to clean the classrooms each day.
- **If you observe any droppings**, notify the office as soon as possible.

4.5 Usage of School Property

(a) Building usage outside business hours – Approval from school operations is required prior to any use of the school facility, including the masjid and banquet hall, outside business hours for any special school program or extra-curricular activities. The school facilities may not be used for private business at any time.

(b) Phone Use – Faculty and staff are not allowed to use cell phones during instructional time or for personal use including social media. Teachers may never take pictures or record any students in the classroom without parent and administrative preapproval (consent form). Only administration can post pictures on specific platforms with parental preapproval. Teachers may use cell phones during their lunch periods. Phone calls and other personal business should be conducted before or after school. Phone calls related to school can be made from the teachers' workrooms. The office phones are for office staff only.

NOTE: Teachers and staff are expected to stay off parent group chats, even if you have a child that attends IFS. A breach of this conflicts with the confidentiality of IFS as well as our Islamic values. Our mission is to avoid spreading or engaging in negative conversations and spreading misinformation among other staff and students at IFS. Staff who violate this will be subjected to disciplinary action.

4.6 Technology – Acceptable Use Policy

(c) Proprietary Interest - Use of any school property by faculty and staff is reserved solely for the purpose of employment and not to be used for any proprietary or commercial interest. School property includes all tangible goods, electronic data, and intangible information provided to the employee in their employment.

(d) Use of Classrooms While Another Class is in Session - Teachers should not use classrooms or remain present in a classroom while another teacher is instructing. Permission from the teacher must be obtained before accessing or using classrooms.

4.7 Copyright and Fair Use Guidelines

All use of the school's technology, equipment, network and data is limited to support the educational goals of the school or legitimate business purpose of the school. Use of the school's technology, equipment, network and data is not allowed for personal/political or commercial purposes. Each user of the school's network must sign an authorization for electronic network

access and the Technology Usage Policy Form. Because use is a privilege and not a right, failure of an employee to follow the terms of the Acceptable Use Policy may be grounds to restrict access to the network.

Type of Instructional Media	Guidelines
Video, DVD, LD <i>(for viewing)</i>	Video must be legally purchased and shown for educational or “non-profit” purposes. Copies can be made for archival purposes
Video, DVD, LD, Quick Time movies, Internet Video Clips <i>(for use in multimedia projects)</i>	The instructional media must be legally acquired and used for educational purposes. Only 10% or three minutes (whichever is less) may be used. Proper citation must be used to give due credit to copyright holder
Music <i>(for use in multimedia projects)</i>	The instructional media must be legally acquired and used for educational purposes. Only 10% or 30 seconds (whichever is less) of a composition may be used and proper citation must be used to give due credit
Computer Software	Software may be installed on multiple machines on a network and installed at home. Only one machine at a time may use the software The number of users should not exceed the number of licenses

4.8 Private Tutoring Policy

IFS employees may at no time while employed at IFS accept any form of compensation for tutoring students who he or she exercises teaching, administrative or supervisory responsibility over. In addition, IFS employees may not accept compensation for tutoring non-IFS students while on school grounds. Furthermore, any tutoring or solicitation of tutoring for a fee must not take place within school facilities or during school hours.

4.9 Request Form: Activity/Event /Purchase Procedures

The Request form will need to be completed for field trip requests, purchases, and activity planning

- *Please complete this form in its entirety and hand in to the business manager*
- *Complete the entire form at least 6 weeks prior to the trip date (otherwise request may not be approved).*

- *Once request or trip is approved, the business manager will contact the teacher*

Purchasing of any type is not allowed without prior approval.

4.10 Student Club Meeting Procedures

For each club, the supervising teacher will be required to complete club proposal form and acquire approval prior to launching the club. The teacher needs to post a roster outside his/her door on the specific club days. In addition to completing the required form, once approved, the supervising teacher must compile a club permission form for students.

- Each teacher will run a club that meets **for at least 1 semester**
- Clubs can be grouped into grade levels
 - *KG and 1st, 2nd and 3rd, 4th and 5th*
- One teacher ratio 1:12 grades KG and 1st
- One teacher ratio 1:15 grades 2nd – 5th
- First semester
 - *September 10 – December 7*
 - *Club portfolio due December 14 – include roster, weekly activities, pictures (encouraged)*
- Second semester
 - *January 14- April 12*
 - *Club portfolio due April 19 – include roster, weekly activities, pictures (encouraged)*
- Clubs will only meet on Tuesdays, Wednesdays or Thursdays
- Staff will receive an evaluation on their end of year appraisal form for their clubs
- **Teachers who run the Student Council, NHS, NJHS and Pep club are exempt from other clubs.**
- The Club Proposal Form must be completed and submitted for pre-approval.

4.11 Fundraising Procedures

Teachers and students are not allowed to fundraise for any cause/event on their own. Before any fundraising type takes place, the staff member must complete and submit the request form at least 4 weeks prior to the fundraising event date and get administration approval. If fundraising occurs for orphans or other out of school causes, Islamic Foundation is the only entity that decides where the funds will be distributed. In any approved fundraising event, the supervising teacher **must** be present to handle all money transactions. **He/she must then submit all funds to the business manager immediately before the end of the day and receive a receipt with the following information:**

- 1) Employee name
- 2) Cause that the event funds were raised for
- 3) Amount of funds raised

4) Date funds were submitted

Any teacher who holds funds and does not submit to the business manager immediately will be subjected to disciplinary action that may include termination.

Employees hired after 2011 shall hold a bachelor's degree or higher. Any individuals hired prior to 2011, and do not hold a bachelor's degree will pursue further studies to complete their degree or be sent for professional development opportunities to develop their current skills set.

Section V: Expectations of Employment

Employees hired for positions that require licensure should provide evidence as such prior to starting employment at Isla

Staff Credentials

Each year, faculty and staff must provide a current record of their professional and educational credentials to be kept on file with the administrative office. Professional credentials include all applicable teaching and professional certificates, an updated resume and/or CV.

Daily Supervision of Students

Teachers and staff are responsible for the well-being and safety of the students. This includes the IFS campus including but not limited to classrooms, playground, lunchroom, hallways and the mosque. Students are never to be left unsupervised.

Duties

Teachers will be required to monitor students at certain times of the day. There will be an assigned list of teachers and posts revised quarterly or semesterly. When a teacher is assigned a duty, it is critical that he/she arrives on time to the post location. While on duty, the faculty member will monitor and supervise students according to our school's policies and procedures. Non-Classroom duties include morning supervision, dismissal supervision, hallway, recess, lunch and prayer supervision.

***Note* ALL teachers must stand outside their classroom doors in the hallways and greet their students as they enter the classroom. Teachers will also supervise the hallways during classroom transitions. Teachers are also obligated to transition their students to and from Salah prayer; no exceptions.**

Work Hours

On regular school days, faculty members are expected to be in the school building by 7:30 a.m. and may leave at 4:00 p.m. Clocking in and clocking out are mandatory upon entering and exiting the school building (including lunch). If a teacher has a prep period 1st hour, they are still mandated to be in the school building at 7:30am. When there are specific after-school meetings or commitments such as Curriculum Night, Open House and Graduation Ceremonies, teachers must stay for that event. Each full-time faculty member is required to conduct a one-hour tutoring service once a week. Any modification to these work time expectations will be made by the administration in writing.

All teachers are expected to attend meetings scheduled either before or after school hours. Meetings are scheduled by the school principal or assistant principal, by subjects or levels as required for a quality program at Islamic Foundation School. All teachers are expected to be present at the meetings. Any emergency that may prevent a teacher from attending must email the principal and assistant principal in advance.

Staff members' work hours are between 7:30 a.m. and 4:00 p.m. Each member must adhere to a pre-approved schedule agreed upon by their manager.

Staff & Faculty members are expected to adhere to the following guidelines:

- Signing in –
 - In the event of an employee forgetting to sign in, he/she will be allowed one excuse per quarter by emailing the substitute coordinator, asking her/him to update the clock on their behalf. Any time after that it will be counted as a tardy.
 - If the clock-in system did not catch your punch in – please email HR within the hour letting them know of the time you came in so that they can manually update.
- Tardy deduction –
 - As noted in the bottom portion of the LOA form, for every 6 tardies, ¼ of a day will be deducted from that biweekly pay. LOA days will not be substituted for this deduction.
 - Each quarter, tardies will refresh so staff have a clean slate.
- Staff Attendance Incentive – any staff member who achieves perfect attendance and punctuality in one quarter will earn a \$25 gift card. No exceptions apply to this incentive.

Leaving Campus

Faculty members can leave campus during their lunch time only if they do not exceed their 30-minute break; prep periods are not included. Any faculty that needs to leave the school campus during non-instruction times (prep-period) MUST receive preapproval from administration (principal or assistant principal only). If preapproved, teachers must clock in and clock out using the punch clock machine, in addition to signing in and out at the front office on the paper. Teachers are not allowed to combine their lunch and prep periods together outside of the building.

Any extra time will result in deductions from the teacher's paycheck. Employees are not allowed to skip lunch and/or break and leave early at the end of the day. At the beginning of the day – an employee may not take their lunch break during period one without punching in at 7:30 a.m.

Administrators, T.A.'s, and Office Staff receive a 30-minute lunch, and two 15-minute breaks.

It is expected that full-time faculty or staff members will not hold regular employment outside of IFS which might in any way interfere with the performance of their duties at IFS, nor are employees to engage in activities which could be construed as conflicting with the interests of IFS. Preparation periods, the time before classes begin and after they end, are to be dedicated towards on-site preparation for classroom instruction and other school-related activities. Any other use of these times should be done with the prior approval of the administration.

Personal and Professional Days

Each employee, at the discretion of the principal, has **seven (7)** personal leave days per contract year. All faculty and staff are required to fill out an absence form and give a minimum of two days advanced notice to the administrative office for approval as soon as he/she knows that a day off will be used.

The following are the LOA paycheck deductions for time absent:

15 to 60 minutes	$\frac{1}{8}$ of the employee's allotted LOA days or salary
61 to 120 minutes	$\frac{1}{4}$ of the employee's allotted LOA days or salary
121 to 240 minutes	$\frac{1}{2}$ of the employee's allotted LOA days or salary
241 minutes or more	1-day employee's allotted LOA days or salary

If teachers are not present and do not obtain an excused absence, it will be documented in the yearly evaluation.

For Faculty staff, blackout dates will count as missing 2 days. These include final exam days, commencement ceremonies, parent-teacher conference days, in-service days, curriculum nights, open houses, the day before or after winter and spring break, or any other day deemed by the principal as mandatory to attend.

For Staff, blackout dates will count as missing 2 days. These include registration events, in-service days, or any day deemed by the manager as mandatory to attend.

Personal leave days may not be used during the first two (2) or last two (2) weeks of the school year, institute/PD days, during exam times, or other teacher non-attendance day as provided on the official school calendar. Black-Out dates are as follows:

August 12 to August 23 (First 2 weeks of school)

September 6 to September 10 (NWEA)

October 18 (PTC)

December 16 to December 19 (Midterm Exams)

December 20 (day before winter break)

January 6 (day back from winter break)

March 19 (SAT)

March 21 (PTC & day before Ramadan/Eid break)

April 7 (day back from Ramadan/Eid break)

April 22 (ACT and NWEA)

May 19 to May 30 (Last 2 weeks of school & Final Exams)

Professional Days taken will not count against personal days but must be approved in advance by the Administration.

Field Trips – Teachers who sponsor field trips will not be allowed to take a personal day on the day of the field trip. If an emergency occurs where the sponsoring teacher cannot attend the field trip, it will be the teacher’s duty to make alternate arrangements for the field trip. Teachers are responsible for ensuring that the field trip guidelines (see Student Handbook) are met.

Requesting Leave of Absence

The following steps are to be taken when requesting a leave of absence:

1. Please submit **LOA** form at least 2 days prior to the requested date.
2. In the event of an emergency or an urgent same day leave request, approval must be obtained from the Administration with a notification to the Substitute Coordinator.
3. If absent due to being sick, **LOA** form must be completed upon returning to work.
4. If Faculty or Staff choose to take a day off to accompany their own child on a field trip, a **LOA** form and approval must be obtained, and will be counted towards personal day.

Sick Days

All faculty and staff are required to notify the Administrative Office as soon as possible to allow time to arrange for a substitute as soon as it’s known that a substitute will be needed. **Teachers must provide emergency plans for five (5) or more consecutive days to the administrative office.** The school will require a physician's statement attesting that the employee was absent due to illness if the employee is absent: five or more consecutive work days; seven or more non-consecutive work days; a series of work days that appear to occur in a pattern, such as a series of Monday and/or Friday absences, before and after holidays; or informing the school the morning or night before the day they are going to be absent.

The respective managers may deny a request based upon availability of substitute teachers and/or other scheduling considerations.

FMLA -Family Medical Leave of Absence

Any unpaid leave that complies with FMLA, including but not limited to maternity leave, must be made at least 30 days (about 4 and a half weeks) in advance. All necessary paperwork must be completed with Human Resources and approval obtained before leave starts. When federal or other agencies specify a form for use in family or medical leave or other notices, Human Resources can provide the same for you to fill in.

Dress Code

Female Faculty and Staff – All female employees are required to wear loose fitting professional attire that appropriately covers the body. Clothing should not be tight around the chest, hips and rear. If a female staff member is wearing a shirt and pants, the shirt must reach the length of the knees and the pants must be loose. The clothes should be loose all around; shirts should be full-sleeves and long and trousers/pants/skirts should be long and loose-fitting. Clothes cannot be transparent or have holes or cuts. When employees wear jilbab/abaya, pants or skirts underneath should be professional (no shorts, capris, ripped cuffs or pajamas) so no skin can be seen.

Muslim female faculty and staff are also required to wear a non-transparent headscarf (hijab) that will cover hair, neck, ears and chest and be pinned nicely. Clothes/Hijab should be ironed and free of holes or tears and worn professionally and neatly. Female staff members are not to wear excessive or dramatic makeup, perfume, and/or jewelry. Staff members are not allowed to wear flip-flops, slippers, high heels, hoodies or jeans.

Male Faculty and Staff – All male employees are required to wear loose fitting professional attire that appropriately covers the body, and shoes that cover the feet (including toes). Male staff members are asked **not** to wear any jewelry, flip-flops, slippers, T-shirts, or jeans.

Extra-Curricular Activities

Every teacher is required to sponsor at least one school club and committee for at least one semester.

Prayer

Prayer (Salah) service is a part of the instructional day, and all faculty members are required to attend. Any faculty excused from prayer will be responsible for supervising students who are excused from prayer. If a staff member has a prep-period during salah time, that teacher must walk their students to salah, and pick up their students from salah. Students cannot walk to prayer alone or unsupervised at any time; this includes upper classmen in high school.

Supervision of students excused from prayer will be in a designated room in the school building.

MS & HS Homeroom Guidelines

Homeroom teachers will have their rooms open and ready for students by 7:55 a.m. Once homeroom begins at 8:00 a.m. teachers are required to ensure that:

- Attendance is entered into RenWeb by 8:15 am.
- Students are seated.
- Students are in proper school uniform.

- Students are reciting morning supplication.
- Students are attentively listening to announcements.
- Announcements are written on the board for late comers.
- Students do not leave the classroom before the bell.
- Students recite the pledge of allegiance (see morning guidelines below).

Elementary Assembly Guidelines

The following are guidelines for teachers regarding morning assembly:

- Teachers' assistants will be in the elementary gym by 7:45 a.m.
- They will direct students to line up in the designated class area.
- Students must remove their backpacks and place them to the side and line up in a straight line.
- All teachers must be in assembly by 8 a.m.
- The QAIS department will conduct the assembly.

Assemblies will consist of:

- Morning Supplications
- Important Announcements and short talks
- Pledge of Allegiance
- Morning Exercise

During Assembly, teachers should walk along the side of their respective classes to make sure:

- Students are in proper uniform
- Students are standing in a straight line
- Students are participating in the assembly
- Teachers should not be talking during the assembly but be actively engaged in monitoring the students.

Students should be dismissed one class at a time. Teachers should make sure to follow the hallway guidelines once dismissed.

Pledge of Allegiance

IFS will also provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance. Students have the right to choose not to recite the pledge, and teachers will not force any student to stand up for it or recite it. A student will be exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses so or if the student's parent chooses to have the student not participate. In any case, the teacher must ensure that all students are silent throughout the Pledge recitation.

IFS Email

Teachers are expected to check their email periodically throughout the day during non-instruction times to be aware of announcements, meetings, or other information that may be communicated. There is no expectation of privacy regarding IFS email accounts, and they should only be used in the scope of a faculty or staff member's employment. Any problems with technology are the teacher's responsibility to report to the IT Administrator.

Americans with Disabilities Act

The Foundation will consider reasonable requests for accommodation under the Americans with Disabilities Act. Please apply to Human Resources if you need such accommodation. The process would be as below:

In response to the interaction with the employee requesting accommodation, agreement to all requests is not required. Immediate investigation and ongoing accommodation are required. Reasonable accommodations do not include:

- Eliminating or reallocating an essential function of a job.
- Lowering production standards of quality or quantity.
- Providing items for general daily living not specific to the requirements of the job for individuals with disabilities,
- such as prosthetic limbs or wheelchairs. However, it may be a reasonable accommodation to provide items required for
- undertaking tasks specific to the job.
- Promoting the individual with a disability.

The employer will:

- Document in writing its receipt of the request for accommodation, providing a copy to the individual and retaining a copy for the employer's records. This allows the employer to show that it took the request seriously and responded promptly.
- Determine whether the individual seeking accommodation is a qualified individual with a disability. This appears to be the case, given the doctor's opinion provided you.
- Ask the individual for information about the extent of the impairment, including notes from doctors or other health care providers, and request medical testing relevant to the accommodation at issue
- Confer with the individual to discuss accommodation alternatives, which includes listening to the individual's preference and the option to suggest alternatives. This could include communication to the individual of your suggestions of reduced work requirements for a period and of reduced requirements at a lower salary if there is no recovery, but this should not be communicated as a final decision. Instead, the employee's reaction should be sought, and if he or she does not agree, then another accommodation may be suggested, until agreement is made.
- Document in writing the discussion about the accommodation and the final determination about how the accommodation request is resolved. The employer should provide a copy to the individual and retain a copy for its records.

Instruction and Communications Requirements

Content Expert -The teacher should have a strong command over the subject that he/she is assigned to teach and continue to expand their content knowledge and skills by pursuing informal and formal continuing education opportunities.

Classroom Instruction - The primary role of the teacher is to be the director of learning. The teacher must plan, implement, and evaluate programs that facilitate learning.

Contributing Member of Staff - The responsibilities of a teacher are broader and more inclusive than teaching a specific subject or grade level. As a member of the school community, the teacher should share the responsibilities of accomplishing the objectives and school priorities including but not limited to cooperating with other staff members toward that end.

Promoting Positive Parent and Community Relationships - Teachers are expected to maintain positive and consistent communication (email, phone calls, google classroom, class dojo, planners, weekly newsletters, etc.) with the parents, as outlined in the Teacher-Parent Communication section. The teacher should recognize that a student's emotional development directly affects his/her academic growth.

Curricular Planning Requirements

- **Introductory Letter** - At the beginning of the school year, each teacher is responsible for writing and sending a letter of introduction to parents. This letter should include student expectations - goals for the year, parent-teacher communication, behavioral expectations, classroom discipline policy, and any special activities or considerations. The letter may include such things as educational background, teaching experience, etc.
- **Course Syllabus**- All teachers are expected to distribute a course syllabus to their students. The document should communicate the following items:
 - Course Title
 - Room and Period
 - Teacher Name & Contact Information (extension, email, website address)
 - Course Description
 - Required and Optional Texts
 - Required Materials
 - Behavioral Expectations in accordance with discipline policy
 - Grading Policies and Procedure
 - Grading Scale
 - Reference to the Academic Integrity Policy
 - Annual Plan/Calendar

While it is expected of teachers to make and communicate their annual plans at the beginning of the year, it is possible that they may not be able to fully adhere to those plans for various factors. In the case when it becomes essential to make major adjustments to the syllabus, it will be the teacher's responsibility to submit a written explanation to the principal explaining the circumstances of the requested adjustments.

- **Lesson Plans** - Instructional activities should be planned in advance with clear learning objectives and outcomes. All teachers must produce and submit their lesson plans every **Friday, by 4:00pm. These are to be uploaded in RenWeb.**
- **Collaboration with Other Teachers** – Teachers should collaborate with other staff members including teacher assistants, paras, and grade level teachers about relevant information related to students who they both teach and should coordinate testing and homework schedules so as not to conflict.
- **Professional Learning Communities (PLC)** - All teachers must meet during their PLC with their department heads (MS/HS). The department head will determine the agenda for the PLC and submit minutes to the vice principal. Topics covered during these meetings will be subject specific including (but not limited to):
 - Curriculum Mapping
 - Horizontal / Vertical Articulation
 - Text Evaluation / Selection
 - Alignment with State Standards
 - Integration of Technology
 - Assessment
 - Grading
 - Summer Reading
- **Integrating Technology into the Classroom** - All teaching faculty are expected to align their curriculum and lesson plans with the National Educational Technology Standards. At the beginning of the school year, each individual teacher will create specific goals regarding the integration of technology into their content area. Throughout the year, teachers will meet with the IT Administrator for training sessions to meet the goals stated in the action plan.
- **Website Information** - Teachers are responsible for updating their website with the following:
 - An Introduction about themselves that focuses on their educational and professional background
 - Information about the courses they teach and the other roles they may have: such as sponsors of clubs and activities, and coaches of teams
 - A syllabus for each class that they teach
 - Contact information and office hours
 - Information about assignments and assessments
 - Supplemental resources
 - **Grades must be updated and sent to parents through RenWeb on a weekly basis (KG-12)**
- **IFS website Information** (www.ifsyp.org)
- **Content Area Faculty Meeting Minutes** - Faculty will be expected to meet when requested by their vice principal during a common planning or lunch period. The vice principal will determine the agenda for the meetings. Topics covered during these meetings will be subject specific including (but not limited to):

- Curriculum Mapping
 - Horizontal / Vertical Articulation
 - Text Evaluation / Selection
 - Alignment with State Standards
 - Integration of Technology
 - Assessment
 - Grading
 - Summer Reading
- **Classroom Activities requiring Administrative Approval** - Teachers can organize certain activities or use certain media so long as they abide by the curriculum guidelines of the respective classes. The appropriate forms will outline the specific procedures necessary to organize such activities and must be submitted to the administrative office at least 2 weeks prior to the planned event for approval. The use of such activities/media should be listed in unit plans and correlate with the class's instructional program. The following is a list of activities that are included in this process:
 - Classroom celebrations (attached to a goal)
 - **Fundraising**
 - Any other activity involving collection of money from students/parents

Curricular Planning Requirements

(c) Grading Guidelines – A teacher is responsible for grading and evaluating students. Teachers must post grades on RenWeb at least once a week no later than 4:00 pm on Friday.

- **Criteria** - Teachers will adopt very clear criteria for student evaluation. The criteria will be clearly defined and outlined in the teachers' course syllabi and expectations of the student and parent. Each teacher is responsible for communicating the criteria to the student and parent at the start of each school year. Any changes to the grading criteria established at the beginning of the year must be approved by the administration prior to being implemented.
- **Feedback** - All homework assignments, quizzes, projects, papers and exams must be graded, and feedback must be given to students and parents in a timely manner. All grades should be updated and posted to RenWeb within 3-5 business days maximum.
- **Peer Grading – Exams and projects are the teacher's responsibility.** Teachers have discretion to use peer grading to grade minor homework assignments. Grades received by students should not be read out loud in class. Before entering any grades into the grade book, it is the teacher's responsibility to review grades to ensure accurate evaluation.
- **Grade Changes** – It is the teacher's duty to ensure that grades on a child's report card are accurately reflected and aligned with their grades in RenWeb before it is sent out to parents. Teachers are responsible to review/correct any inaccurate grades prior to report card printing dates set by the Registrar. All grades become final when they have been assigned and reported to the Registrar. A faculty member may use the grade change request form, report a correction of a final grade to the registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. A grade may not be changed because of re-evaluation, re-examination, or the submission of additional work

after the term ends. Any grade that has been reported which is later discovered as inaccurate must be authorized by the teacher and approved by the administration before being changed and must be supported by sufficient evidence that a clerical mistake was made.

- **Missed Work from Absences-** Students who have excused absences will be given additional time to make up missed work as would be appropriate under the circumstances. If it's not possible for the work to be made up, it is up to the teacher's discretion to determine if the missed work can be exempted from the student's grade. Students who have unexcused absences (HS only) will be given an opportunity to make up for the missed work for partial credit only. The attendance coordinator will be responsible for determining whether an absence was excused or not and will provide such information for teachers to access.
- **Make-up Tests** – Students who have an excused absence (a medical note must accompany student) will be able to make up the test missed when appropriate. Teachers are responsible for providing a time and place for students to make-up tests. Teachers should return graded make-up tests in a timely fashion so that students can benefit from the feedback well in time for the next test. Students who have an unexcused absence will be able to make up missed tests for partial credit only.
- **Incompletes** - Teachers may give a grade of “I” (Incomplete) to students with excessive excused absences which allows the student up to two weeks after the end of the semester to complete all missing work. By teachers entering a grade other than an “I”, the student will not be allowed to make up any missed work because of excused absences. Failure for a student to make up missing work within the allotted time will result in a failing grade.

Grading Scales

Early Elementary (PS-2nd)

Standards Based Report Cards

IFS provides a standards-based report card for Pre-School through 2. The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards learning outcomes in a timely, accurate, fair, and specific manner. Standards based grading accurately communicates student achievement to students, parents, and educators. The influence of work habits on student learning is reported separately from the academics.

Early Elementary Standards Based Grading Scale (PS – 2 nd)	
Standard	
O = Outstanding	Excellent/Advanced Quality
P = Proficient	Very Good/Meets Quality Expectations
S = Developing	Satisfactory Meeting Expectations

NI = Needs Improvement	Not meeting grade level expectations
U - Unsatisfactory	Below grade level expectation
N/A	Not applicable

Elementary (Grades 3-5)

3 rd to 5 th Grading School		
Grade	Score Range	
A+	97% and above	
A	93	96
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	73
D+	67	69
D	63	66
D-	60	62
F	0	59

Middle School and High School Grade Scale

Middle School and High School Scale			
Grade	Score Range		HS Grade Point School
A+	97% and above		4.0
A	93	96	4.0

A-	90	92	4.0
B+	87	89	3.0
B	83	86	3.0
B-	80	82	3.0
C+	77	79	2.0
C	73	76	2.0
C-	70	73	2.0
D+	67	69	1.0
D	63	66	1.0
D-	60	62	1.0
F	0	59	0.0

Attendance Reporting Procedure

The attendance records for each student are legal records that must be an accurate reflection of a child's presence in school. For these reasons, reporting attendance is a mandatory daily requirement for every teacher. Middle and high school teachers are required to take attendance at the beginning of each period on Renweb. If Renweb is down for any reason, the office must be notified.

Parent Teacher Conferences

Teachers are expected to communicate regularly with their students' parents on the progress of each child they teach. The purpose of such communication is to encourage cooperation with parents as well as provide awareness on how each child is doing in school. The following is a list of communication tools that each teacher will be responsible for using and maintaining throughout the school year. Specific issues that may arise which fall outside the usual context of student progress or that involve other issues that may require sensitivity should be discussed with administration prior to parents to evaluate the proper means to communicate

such sensitive information. The following is a sample of such issues: health concerns, special education needs, violence, safety, psychological and/or mental concerns. These issues are also to be dealt with in the strictest confidence as many of these issues have laws governing how information is communicated. Please refer to administration for any questions regarding these guidelines.

The following is a list of communication tools that teachers will be expected to use:

- **IFS website www.ifsyp.org**– Each teacher will have their own page to post specific information such as: classroom policies and procedures, homework, tests, projects, announcements, schedules, supply lists. Information on how to post information to the school website will be provided by the IT Administrator
- **Parent-Communication log** – Teachers should document all communications with parents regarding their child in RenWeb (this will be under the “Parent Teacher Conferences” tab) **Ex: Click on PTC Tab, add a conference, select type of communication, select subject, click conduct, and then enter description of infraction/observation and then save!**
- **Email** – Teachers may communicate any non–privileged information in accordance with FERPA guidelines with parents and IFS school community.

Student Confidentiality

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request a school correct their record, which they believe is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in student handbook, or newspaper article) is left to the discretion of each school.

- **Email Use** – Faculty and staff should not use email to communicate any information about a particular student that identifies the student and gives any specific information regarding the following: grades, academic evaluation, medical conditions, disciplinary actions, or any other information that may be protected or privileged. Email should be reserved for providing only generic or general information to the recipient or should not identify students by full name.
- **Teacher Cell Phone Use** – Teachers are not allowed to use their cell phone while in class during instruction nor in any faculty meetings or workshops, including for social media purposes. If there is an emergency during instruction, it is expected that the staff member calls for assistance with supervision of students and then steps out appropriately to take the call and come back.
- **“ONLY MY CHILD”** –When discussing with a parent an issue or incident that involves more than one student, faculty or staff may not mention or make known any other student that was involved in the issue/incident and may not discuss the issue with the parents as a group. Instead, each parent must be addressed in confidence. Similarly, faculty and staff are not to discuss the progress of any of their students in the presence of anyone other than that child’s parents.

Student Passes

5.3 Enforcement of Student Policies

All teachers and staff are required to provide students with a pass when they leave class unescorted by a teacher during class-time.

Student Cell Phone Policy

➤ **Cell Phone and Electronic Device Policy**

- Cell phones or electronic devices (iPads, laptops, and iPods) may NOT be used unless the student is given permission to do so for educational purposes only.
- Cell phones will not be allowed in the classroom, unless the teacher requests this beforehand. Cell phones are to remain in students' lockers. Therefore, it is the responsibility of the student to lock his/her locker.
- Cell phone use is **not** permitted in the hallways, prayer area, cafeteria or washrooms during school hours.
- The use of videotaping functions is not permitted at any time, unless a teacher gives permission and it is done under a teacher's supervision.
- The use of social media is prohibited and will result in disciplinary action.
- The speaker function and blue tooth technology are never permitted.

➤ **Cell Phone and Electronic Device Violation Consequences:**

- IFS has implemented a no-cellphone/electronic device policy to ensure the safety and success of all scholars. Students are not permitted to use or have cell phones or electronic devices visible during school hours from 8 am to 3:30 pm (including lunch breaks and passing periods).
- **First Offense:** If a student is seen with a cell phone or electronic device, it will be confiscated and held in the school's main office. A parent will be permitted to pick it up from the main office the next school day.
- **Second Offense:** If a student is seen with a cell phone or electronic device the second time, it will be confiscated and held in the main office for a period of week. A parent will be permitted to pick it up from the main office one week later.
- If a scholar cannot adhere to the cell phone policy, IFS has the right to carry out additional disciplinary consequences, which can lead to removal from the school.

Academic Integrity

Islamic Foundation School is committed to providing an atmosphere in which the Islamic values of truth, integrity, personal accountability, and respect for the rights of others are modeled. For these reasons, IFS has established an Honor Code between the teachers/administration and each student. This code outlines the expectations of both students and teachers in establishing and maintaining the highest standards in academic work and exemplifying the highest level of conduct by each individual in the school. This code should be signed by all students to affirm their commitment to uphold these standards.

1. The Honor Code is an undertaking of the students, individually and collectively, where:
 - a. Students will not give or receive any unauthorized aid for any assessment;

Enforcing the Discipline Policy

Islamic Foundation School is not only a place to teach, learn and build academic skills, but also a place to exemplify the best behavior and conduct ever witnessed by humanity through the teachings and practice of Prophet Muhammad (Allah bless him and grant him peace). With this target in mind, IFS has established a code of conduct that is based on the following important factors to ensure appropriate means to enforce and maintain a nurturing and safe environment for all stakeholders in the school. In doing so, IFS has established a progressive intervention approach that maintains appropriate conduct of students and deters violations of the Discipline Policy. The components that make this process effective include:

1. Gathering sufficient information
2. Involvement of all those groups with a vested interest
3. Clearly defined policies
4. Communication of what policies exist in the school
5. Consistent enforcement

Teachers are required to be familiar with the Discipline Policy and are expected to enforce it effectively and to communicate with Tarbiyah Director the overall progress of student conduct. Teachers are also required to maintain a log of interventions that have occurred for each student and to share such records with the administration. Any and all infractions must be documented in RenWeb. Chart of behaviors/consequences follow:

Behavior	Description	<u>Range of Consequences</u> - All behaviors will result in Parent/Guardian Contact/Conference
Any violation of local, state or federal law		Detention, suspension, expulsion, report to authorities
Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Suspension, expulsion, report to authorities
Breaking, entering, taking, or possessing the school's or another's property without permission.	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authority to do so. includes being an accomplice to and sale, intent to sell or deliver stolen property.	Suspension, expulsion, report to authorities
Bullying/Cyberbullying/Harassment/Intimidation/Hazing (i.e. subjecting others to pranks or humiliating ordeals)	Engaging in verbal, physical, emotional and/or threatening acts of bullying; online or otherwise, examples may include teasing and mocking.	Warning, detention, suspension, expulsion, report to authorities

Cafeteria violation	Throwing food or other items in an inappropriate manner	Teacher contact Parent/Guardian, warning, detention, suspension
<p>Cell Phone/Electronic Device Violation: Display, activation, or use of cell phones, pagers or other electronic devices, such as, but not limited to, cameras, iPods and DVD players and the like during the school day, without administrative and teacher permission. Cell phones and other electronic devices are NOT allowed in the classroom without teacher permission.</p> <p>In all circumstances, without teacher permission - electronic device will be turned in to the Administration and parents will be immediately notified: If used during an assessment/assignment, student will receive a zero on the assessment/assignment</p>	<ul style="list-style-type: none"> ■ 1st Offense: Student will receive positive redirection and a verbal warning. ■ 2nd Offense: The phone will be taken by the teacher and given back at the end of the class period. ■ 3rd Offense: The phone will be taken for the entire school day. Parent/guardian will be notified and must pick up the cell phone at the end of the day. ■ 4th Offense: Parent/Guardian will be notified. The student cannot bring their cell phone to school and may result in disciplinary action. ■ Note: If a staff member on duty (outside of class) observes a student using an electronic device, he/she will take the device and hand it in to the Administrator along with a completed disciplinary referral form. 	
Defacing of school property - writing on desks, walls, chairs. Defacing, damaging, misusing, or tampering with the school's or another's property/ includes being an accomplice to (including computers, the network)	Damage\destruction of property\vandalism: Causing, attempting to cause, or threatening to cause damage to school or private property; causing minor damage or defacing school or private property	Warning, detention, suspension, zero credit, community service, payment for damages, report to authorities
Disorderly conduct		Warning, detention, suspension, expulsion
Disrespect to others	Using any language deemed to be disrespectful or offensive, any form of cursive, regardless of how it is spoken, including hand or bodily gestures	Teacher contact Parent/Guardian, warning, detention, suspension, Parent/Guardian conference
Disruption in class	singing, making noises, not following directions, etc.	Teacher contact Parent/Guardian, warning, detention, suspension,

		Parent/Guardian conference, expulsion
Drugs (possession of/use of/sale of), alcohol	This is possession of intoxicants, inhalants, smoking materials or controlled substances. This includes and is not limited to vaping, instruments, paraphernalia. Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs-controlled substances of any kind, or alcoholic beverages, or other intoxicants on school property or at school functions or events	Suspension, expulsion
False 911 or False Reporting	False 911 Alarms: Making a knowingly false statement regarding the possession or location of explosive or incendiary materials; activating the fire alarm system or making false "911" calls.	Suspension, expulsion
Fighting; Direct or Indirect involvement in a fight	This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.	Detention, suspension, expulsion
Forgery/altering documents	Altering official documents: Forging, falsifying, or unauthorized alteration of a document	Parent contacted by teacher; conference held; detention; suspension; recommendation for expulsion
Gambling	Participating in or the organizing games of chance to gain money or other items i.e. Playing cards	Warning, detention, suspension, expulsion
Hallway Pass Violation	Being out of class without a proper hall pass; misuse of hall pass	Warning, detention, suspension.
Intimidation	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	Suspension, expulsion
Improper use of school equipment	Improper use of school property, technology, cell phones, etc.	Detention, suspension, expulsion

Inappropriate language, gestures	Using any form of cursing, no matter what language spoken in, including hand or bodily gestures	Parent Contact by Teacher; conference held; detention; 1-3 day suspension
Insubordination	Refusing to comply, either verbally or non-verbally, with a reasonable request or directive. Failure to follow directions, non-compliance with the reasonable request of a staff member, disrespect toward a staff member	Parent Contact by Teacher, Warning, detention, suspension, expulsion
Lewd/obscene acts/ Obscenities	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward any person, student, school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others through any means of communication	Suspension, expulsion
Lying or trying to deceive school personnel	Giving or providing intentionally untrue or misleading information or communication	Warning, detention, suspension
Parking lot/vehicle violation	Driving recklessly on school parking lot premises.	Warning, privilege taken away, detention, suspension
Plagiarism (homework, class work, tests, quizzes, projects, etc.)	The act of using someone else's words or ideas as if they were one's own. It is also plagiarism to change a few words and give no credit to the author. Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	1 st – 3 rd offense = Zero credit, 4 th onward = zero credit + suspension. Excessive infractions may result in an expulsion.
Possession of a dangerous instrument/device, weapon	Possession or concealment of weapon or dangerous instrument	Suspension, expulsion, notifying authorities
Profanity/vulgarity	Using profanity, vulgar, inappropriate or abusive language or any form of inappropriate expression including name calling and gestures.	Warning, detention, suspension
Soliciting funds, selling products without permission, bribes		Detention, suspension

<p>Tardy - Per class period, will start over each quarter.</p>	<ul style="list-style-type: none"> • 1 – 3 tardies: The student will receive a warning. The teacher will mark the student as tardy • 4 – 5 tardies: Parent Conference with Administration • 6 or more tardies: Student will be subjected to disciplinary action <p>NOTE: Students with perfect attendance (no tardies or absences) will be given the privilege of enjoying a celebration (pizza party, playing outdoors, additional gym time etc.) with their peers, teachers, and administration quarterly.</p>	
<p>Theft/Stealing</p>	<p>Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property</p>	<p>Detention, suspension, expulsion, report to authorities</p>
<p>Threats to anyone or any institution</p>	<p>Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct</p>	<p>Detention, suspension, expulsion, report to authorities</p>
<p>Loitering, Throwing objects, damage of property</p>	<p>Throwing objects on school grounds or vehicles (e.g., snowballs, rocks, or other objects)</p>	<p>Detention, suspension</p>
<p>Tobacco possession/use of/sale of</p>	<p>Using, selling, purchasing, distributing, possessing or attempting to possess substances, distributing any tobacco on school property or at school functions or events</p>	<p>Suspension, expulsion, reporting to authorities</p>
<p>Truancy, (more than 10 minutes)</p>	<p>Being absent from school without authorization; failure to follow proper attendance check-in, check-out and absence procedures; skipping classes or school</p>	<p>Detention, suspension</p>
<p>Uniform Policy Violation</p>	<p>Removed from class, sent home, zero credit, detention, suspension, rectifying the violation, purchasing a new uniform article.</p> <p>Note: Additional consequences may be administered for frequent uniform violations</p>	
<p>Vandalism</p>	<p>Destroying, damaging, or defacing school or private property in a willful or malicious manner</p>	<p>Warning, Parent/Guardian conference, detention, community service, payment</p>

		for damages depending on the severity. Report to authorities
--	--	--

Student Tardy Policy

A tardy is a student not inside the classroom when the tardy bell begins to ring. A tardy student walking into the classroom displays disrespect to both the teacher and fellow classmates. The tardy student causes disruption that cannot be reversed once entering the classroom. Teachers/staff are the only ones that can legitimize a tardy for a student. The enforcement of consequences for tardiness is up to the individual teacher. Each teacher will clearly spell out the following tardy policy for his/her classes in the course syllabus and ensure that each student understands the tardy policy/procedure.

Teachers will record each tardy onto Renweb each period, each day, within the first 5 minutes of class.

- 1 – 3 tardies: The student will receive a warning. The teacher will mark the student as tardy
- 4 – 5 tardies: Parent Conference with Administration
- 6 or more tardies: Student will be subjected to disciplinary action

NOTE: Students with perfect attendance (no tardies or absences) will be given the privilege of enjoying a celebration (pizza party, playing outdoors, additional gym time etc.) with their peers, teachers, and administration quarterly.

- NOTE: If the student arrives 20 or more minutes late to a specific period, he/she will be marked absent.

Truancy

Truancy is defined as any unexcused absence from an entire class period or major portion thereof or from an entire school day. Students who are truant will not be allowed to make up work missed from that time period and further disciplinary action may be applied. Teachers will not admit a student into class without a pass if they are 10 or more minutes tardy. They will be directed to the main office.

Student Attendance Policy

Introduction:

A key ingredient for ensuring success in school is helping children — at the beginning of their academic careers — get into the habit of attending school every day. While going to school regularly will not by itself ensure that children learn, missing extended periods of school, especially when children are acquiring the basic academic skills that lead to becoming proficient readers, certainly puts a child at risk. Under Illinois law, parents of all minors are required to ensure that their children attend school every day that school is in session. This is a requirement of all public schools and all private schools that are recognized by the Illinois State Board of Education. For these reasons, IFS requires that all parents comply with the following attendance guidelines in order to ensure that students' needs to be in school are met. As a convenience to parents, the school calendar is available on the school website and through the school office.

A legitimate absence must be reported by leaving a message on **630-941-8800 ext. 1019** by the student's legal guardian within a 24-hour time period. Otherwise, the absence will be counted as unexcused.

For planned extended absences, more than 2 days, the Parent/Guardian must complete an Absence Request Approval Form prior to the planned days off.

Excused Absences: (equals one absence per occasion)

- Student illness - school may request a medical note from a physician – outside of the family
- Family emergency in the home (flood, fire, etc.)
- Death or critical illness in the family
- Response to a legal process
- College visit (juniors and seniors only)
- A prearranged absence deemed “excused” by Administration
- A verified visit to the Guidance Office to meet with a college representative (seniors only)

Unexcused absences (anything not included above) will result in the student losing partial academic credit for the classes missed. Partial credit will be given for academic work collected on those days, including tests and quizzes and exams will be rescheduled

A signed medical note from a physician or legal guardian must accompany student for exam to be rescheduled. A phone call from the parent/guardian may not be sufficient, especially in cases where there is an observed pattern. Final discretion will be left to the Administration in determining excused versus unexcused absences.

Elementary:

When a student is absent for an unexcused reason, they can earn partial credit for missed classwork, homework, or assessments. The student will be responsible for learning the material independently. Parents must request the material from the teacher.

Middle/High School:

When a student is absent for an unexcused reason, they can earn partial credit for missed classwork, homework, or assessments. The student will be responsible for learning the material independently to prepare for their semester exam.

Students may sign out early for the following reasons:

- Parent or Doctor's Note - Students should bring an official appointment card from the doctor's office or a note that has been written and signed by the parent. The note needs to have the student's name, the date, the time the student needs to be released, the reason for leaving early, and a phone number where we can contact the parent.
- Student has an emergency or extenuating situation - student should report to the office where the administration will confer with the student and then contact a parent or guardian if the student needs to sign out.
- Student becomes sick or injured - student should report to the nurse's office where a parent or guardian will be contacted by personnel and arrangements made to allow the student to sign out.

If the parent needs to sign out the student for any other reason, they must come into the school building to sign their child out. The school will not allow a student to leave the school building without a parent/guardian signature. If the student has their own car, he/she may leave by signing out at the main office. They must provide a note from the parent/guardian beforehand stating that the student will be signing out. They will not be allowed to sign back into school unless they provide a reason for their leaving the school - physician note, college visit, etc. The school's absence policy will still apply.

Make-Up Exams

Any student who has an excused absence will be responsible to arrange for all make-up work to be completed and all make-up tests to be taken within 1 week of the absence, or as the teacher sees appropriate. All make-up exams need to be scheduled outside of the instructional day or as school procedures will allow. Regarding semester exams, if students are absent (excused) during the scheduled semester exam times, a \$50 fee will be incurred for each exam.

School Uniform

In addition to first period uniform checks, all teachers have a duty to ensure that students are in uniform each day. In doing so, teachers should advise students of what the uniform policy is and inform individual students when they are in violation of uniform policy. MS/HS Teachers should not allow any students in violation of the uniform policy to attend class. Rather, the teacher must re-direct that student to the main office. If a student is in class and is in violation of the uniform policy, the supervising teacher will be held accountable, and this will be reflected in his/her evaluation.

Section VI: Evaluation Process for All Faculty and Staff

6.1 Evaluation Process for Faculty

Classroom visits will be made on a regular basis to provide necessary feedback on work being performed and successful accomplishment of professional expectations. It will also be a chance for faculty to be addressed and appropriate support given.

Purpose of Teacher Evaluation

- To assess a teachers' contribution and performance to meet educational objectives
- To Provide Administration with collective information to evaluate the overall quality of education offered at the school and identify areas of improvement
- To serve as a basis to support and direct professional development of teachers
- To identify exceptional educational practices and share best practices with others
- To serve as a measure of satisfactory or unsatisfactory teachers' performance and will serve as the basis for the teacher's continuity at the school

Teaching Faculty Expectations

- Demonstrate expert knowledge of the content area
- Develop educational plans that contain valid learning objectives and relevant instructional activities.
- Communicate instructional objectives and introduce appropriate classroom activities.
- Periodically assess student understanding of course, unit, and lesson objectives and re-teach material as needed.
- Provide a safe, well managed, and orderly learning environment.

- Create the learning conditions that positively influence student self-discipline and motivation.
- Work willingly with immediate supervisors, colleagues, and appropriate others to develop, refine and promote a high quality curricular and instructional program.
- Develop and maintain a code of professional ethics that models appropriate behavior in the school and community.
- Abide by school policies and implement all administrative directives.

Evaluation Process

The teacher's ***goal-setting*** sheet: This will be completed **once a year** by the teacher and submitted to their line manager.

**This goal setting tool asks staff to complete this form based on their ongoing growth and development needs as a staff member at IFS. It guides them through defining goals as SMART goals. When teachers return for August in-service, it will be due.

Goals Reflection

During the last six weeks of the school year and prior to check-out at the end of the academic year, teachers will submit a written reflection of their goals and have a brief meeting with their supervisor.

Formal evaluations: A formal evaluation tool will be developed to assess staff as well. This evaluation will last **one full class period**. It will be completed **once a semester**.

** It includes a pre-conference guide and post-reflection conference.

**The actual rubric covers the domains in a comprehensive manner and gives a final quantitative score out of 100.

Mid-year and **end-of-year** evaluations: This evaluation will be completed **twice a year** (January and May). This will encompass the mission vision statement.

This tool includes the following:

1. Incorporates both mission/vision philosophy and their key responsibilities
2. Same tool used for mid-year and end of year
3. Includes self-assessment by staff member
4. Numeric quantitative score
5. Only 17 attributes or indicators to complete by the evaluator

Data Sources for Teacher Evaluation

- Direct observation
- Individual conferences

- Review of curricular materials
- Parent, student, or colleagues' feedback
- Administration feedback
- Student learning outcomes
- Classroom appearance/maintenance
- Portfolio
- Teacher's adherence to school policies and procedures
- Documentation of professional growth & development
- Standardized test results (including but not limited to: PSAT/SAT scores, NWEA scores, ACT scores,)

Retention

Employee retention will be based on performance evaluations and school needs. These decisions will be communicated to the teacher verbally and in writing before the school year ends.

Probation

Teachers placed on probation or on an improvement plan for the current academic year will attend periodic meetings with their direct supervisor and administrator to review and discuss their performance. An official communication of the probationary guidelines and timeline will be provided in writing at the meeting. If a teacher does not meet the criteria outlined in the official communication by the end of the current academic year, he/she will not be retained for the next academic school year.

6.1 Evaluation Process for Faculty

Classroom visits will be made on a regular basis to provide necessary feedback on work being performed and successful accomplishment of professional expectations. It will also be a chance for faculty to be addressed and appropriate support given.

6.2 Evaluation Process for Teachers' Aides & Support Staff

Teacher's aide evaluations will be conducted twice a year collaboratively by the teacher and the assigned assistant principal. Aides will be evaluated on a variety of factors including effectiveness in supporting teacher's instructional goals and ability to work well with students.

Support staff will be evaluated on a quarterly or semester basis by administration in order to provide necessary feedback on work being performed and successful accomplishment of professional expectations and goals. Evaluations will also be an opportunity for staff needs to be addressed and appropriate support to be identified and provided.

In holding employees of IFS to the expectations of employment and maximum success of students,

6.3 Progressive Intervention

IFS focuses on using a progressive intervention approach to handle concerns that may arise throughout the year. The progressive intervention involves a series of methods where intervention can work to correct or improve the identified problem. Such interventions will remain confidential and will only be handled by the Administration.

The following is a list of interventions that may be utilized and documented by administration to improve or correct issues that may come up. These interventions are to remain confidential between the parties involved and will only be used as an internal record by the School Administration.

Verbal Discussion/Warning – Conversation regarding the concern that has been raised with Principal and/or Assistant Principal accompanied by a follow-up email to employee and HR

Written Reprimand – Formal written statement outlining the disapproval of the acts and/or failures to act by the employee and discussion of corrective measures to be implemented **results from conduct that:**

- Repeat offense of behavior
- Continuously falls below expectations with insufficient corrective measures being taken
- Seriously disrupts the school environment and educational process

Written Warning – Formal disciplinary statement outlining that failure to implement corrective measures may be grounds for termination **results from conduct that:**

- Fails to be corrected
- Grossly disrupts the school environment and educational process

Termination - Decision to terminate employment **results from conduct that:**

- Is in breach of the employment contract;
- Is egregious and/or illegal
- Continuously fails to be corrected
- Continuously grossly disrupts the school environment and education process.

7.1 Employee Discount Policy

Section VII: Employee Benefits

Islamic Foundation offers tuition discounts to full-time employees who wish to enroll their children in the Islamic Foundation School (IFS). This document describes the policies associated with employee discounts and is effective starting the academic year 2024-2025 and supersedes all

other policies and practices. IFS and the Board of Trustees of Islamic Foundation review this policy on an annual basis and reserve the right to make modifications as they deem appropriate. The Employee Discount Policy is designed to attract and retain talent while balancing the fiscal budget for IFS. This benefit allows IFS to provide discounted registration and tuition fees to the dependents of Islamic Foundation employees subject to the conditions described below:

- Employees must work a minimum of 40 hours per week during the school academic year.
- Tuition and Registration fees will be based on the 2024-25 IFS Tuition Agreement.
- Employees will receive the lowest registration fee published in the 2024-25 Tuition Agreement.
- Employees will receive a 50% discount on tuition fees published in the 2024-25 Tuition Agreement.
- Discounts will apply starting the 1st of the month after employment begins at Islamic Foundation.
- No refunds will be given for fees paid in full when parent was not an employee of Islamic Foundation.
- Discounts will cease when an employee is no longer employed by Islamic Foundation.
- Discounts will be available only for employees' legal dependents.
- Spouses employed at IFS will not be eligible for dual benefits.
- Employees receiving discounts will have an account created under his or her name and will be held responsible for all payments on the account.
- Spouses or ex-spouses of employees are not eligible.
- Discounts will be applied to the employees' legal dependents only. For employees divorced or separated, the discount determination will be based on the terms of the court order in place. In such cases, IFS will establish separate financial accounts depending on the responsibility defined in the court order. IFS reserves the right to charge a nominal administrative fee to establish more than one financial account for a student.
- Employees are responsible for informing IFS if their marital status changes at any time during the academic year.

7.2 Health Benefits

IFS offers all full-time employees the option for health, dental, and vision care. Employees pay 25% share of the health care monthly premium, IFS will pay the remaining 75% of the monthly premium. Employees have the option for dental care coverage of which they pay 50% of the monthly premium. Additionally, employees have the option to include their spouse and children in their coverage at full cost of the employee. IFS offers vision care to all full-time employees at no cost to the employee.

Disability Benefits: IFS does not offer any short term or long term disability benefits.

7.3 Subsidies for Further Education

Employee will be entitled to \$800 reimbursement for tuition expenses incurred in pursuing an advanced degree (Master's Degree or a Doctoral Degree) each academic year. Unused funds may not be carried over from one academic year to the next. All requests for funds must have prior approval by the Principal. Reimbursement requests must be submitted no later than May 31st with required evidence of satisfactory completion of coursework. Employer will process reimbursements no later than June 30th. Employer reserves the right to discontinue this benefit at the beginning of each academic year with notice.

7.4 Mileage Reimbursement

Employees, when requested by Manager for official Islamic Foundation School business, will use their own transportation and will be entitled to reimbursement of mileage. Employees must have prior admin approval before using their own transportation and charges. To receive reimbursement, employees should fill out a form stating the number of miles to and from their travel.

7.5 Background Check

All offers of employment at Islamic Foundation are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

- **Criminal History:** includes review of criminal convictions and probation. Islamic Foundation School will not knowingly employ an individual who has been convicted for committing attempted first-degree murder or for committing or attempting to commit a Class X felony or any one or more of the offenses enumerated in the 105 ILCS 5/21-23 (a). However, the following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
 - Sex offender check

Procedure

Final candidates must complete a background check by going to the Villa Park police department and getting fingerprinting done. Human Resources will then receive the results from this fingerprinting and review the data received.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the Vice Chairman of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for at least five years.

If the Foundation uses databases for information which may be considered relative to your employment, it will provide you a consumer rights notice in accord with federal law.

7.6 Health & Safety

All employees are required to provide the following documentations from their physician:

- Evidence that one is physically capable of performing the job duties underlined in the job description
- Document confirming employee is free from all communicable diseases
- Evidence of Tuberculosis test being administered, and negative results being displayed.

7.7 Work Related Expense Reimbursement

Effective Jan. 1, 2019, the Illinois Wage Payment and Collection Act (IWPCA) requires employers to reimburse employees for “all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer.” 820 ILCS 115/9.5(a). “Necessary expenditures” are defined as “all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.” Such expenses include all types of business-related expenses, including work-related mileage; personal cell phones, internet, and/or office equipment for employees who work from home or out of the office; and costs associated with required all work-related travel, including conferences and training. The law does not provide for reimbursement for any losses due to an employee’s own negligence, loss due to normal wear and tear, and theft, unless the theft was attributable to the employer’s negligence.

7.8 Nursing Mothers In the Workplace Act

In accordance with Illinois law, the (designated room) may be used by any staff nursing mothers for nursing or lactation. If schedule adjustments are needed to allow for same, they will, if reasonable, be accommodated. Please make such requests to Human Resources.

7.9 IL Human Rights Act

The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

7.10 Federal Military Service Leave

The Foundation will comply with state and federal military service leave laws.

7.11 Age Discrimination in Employment Act

The Foundation will comply with all requirements of the Age Discrimination in Employment Act and will not discriminate in hiring, review, promotion, discipline, or discharge based on age. If you have a complaint about such possible treatment, please make same to (designate staffer for same, or to the Foundation Board of Trustees, if the report receipt staffer is involved in same.

7.12 Bereavement Leave

Full-time employees are eligible immediately upon hire for two paid days for the death of an immediate family member. Members of the immediate family include spouses, civil union partners, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Requests for bereavement leave should be made to human resources as soon as possible. Our organization reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.