



SUB BINDER

Arabic Language

Grades 6th-12th

RUBA D. QEWAR

Welcome to the Arabic Language Class

Assalamu Alaykom,

Jazakom Allah kheir for agreeing to sub for me, I appreciate your willingness to care for my students in my absence. I created this binder to give you a little background on my class and myself. Hopefully this information will help you teach the kids as I would, and will make the day go as smoothly as possible.

I have been teaching at Islamic School of Irving since January 2015. As you may be aware the students here at ISI are awesome respectful, and for the most part they love to learn. I try to treat each student with the respect that he/she deserves, and in return the students treat me with respect-I expect them to do the same for you.

I like to incorporate the 8 Keys of Excellence (Integrity, Failure Leads to Success, Speak with Good Purpose, This is It, Commitment, Ownership, Flexibility and Balance) into every lesson somehow and use these keys as teachable moments. Please hold the students to these standards throughout the day. We also talk about "Living according to the Qur'an and the Prophet Muhammad Peace and Blessings be Upon Him," which lies well to the eight keys because it's basically how to implement the 8 keys into their lives. I trust that you will cooperate with me to review and emphasize the lessons with the students.

There are several sections in the binder that contain the various pieces of information you'll need to know.

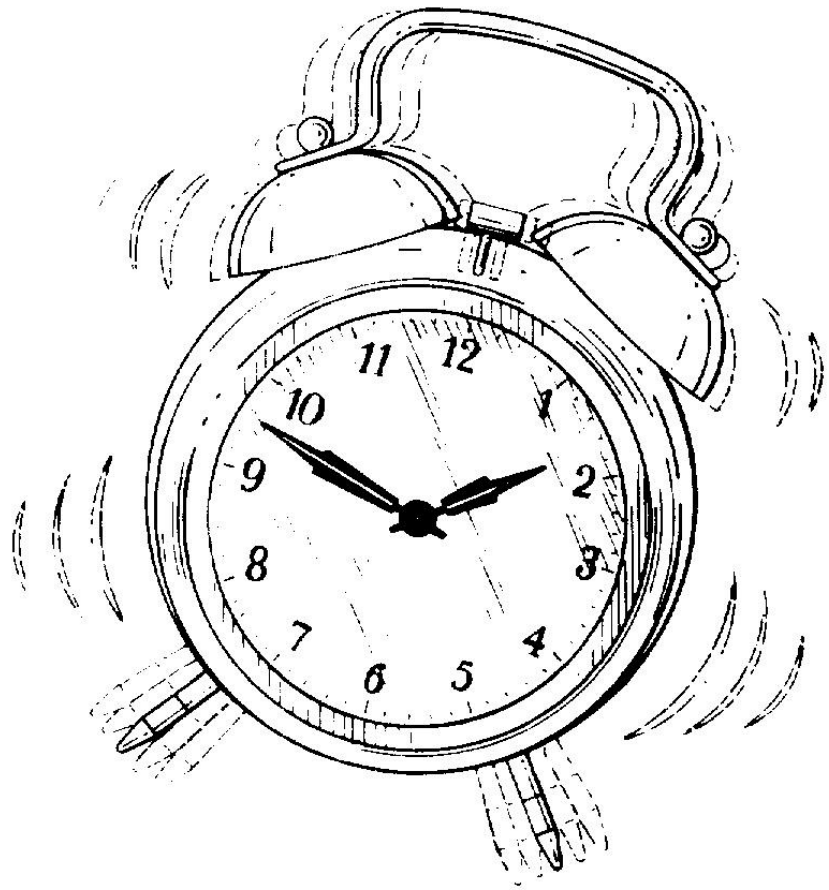
Thanks Again,

Ruba Qewar



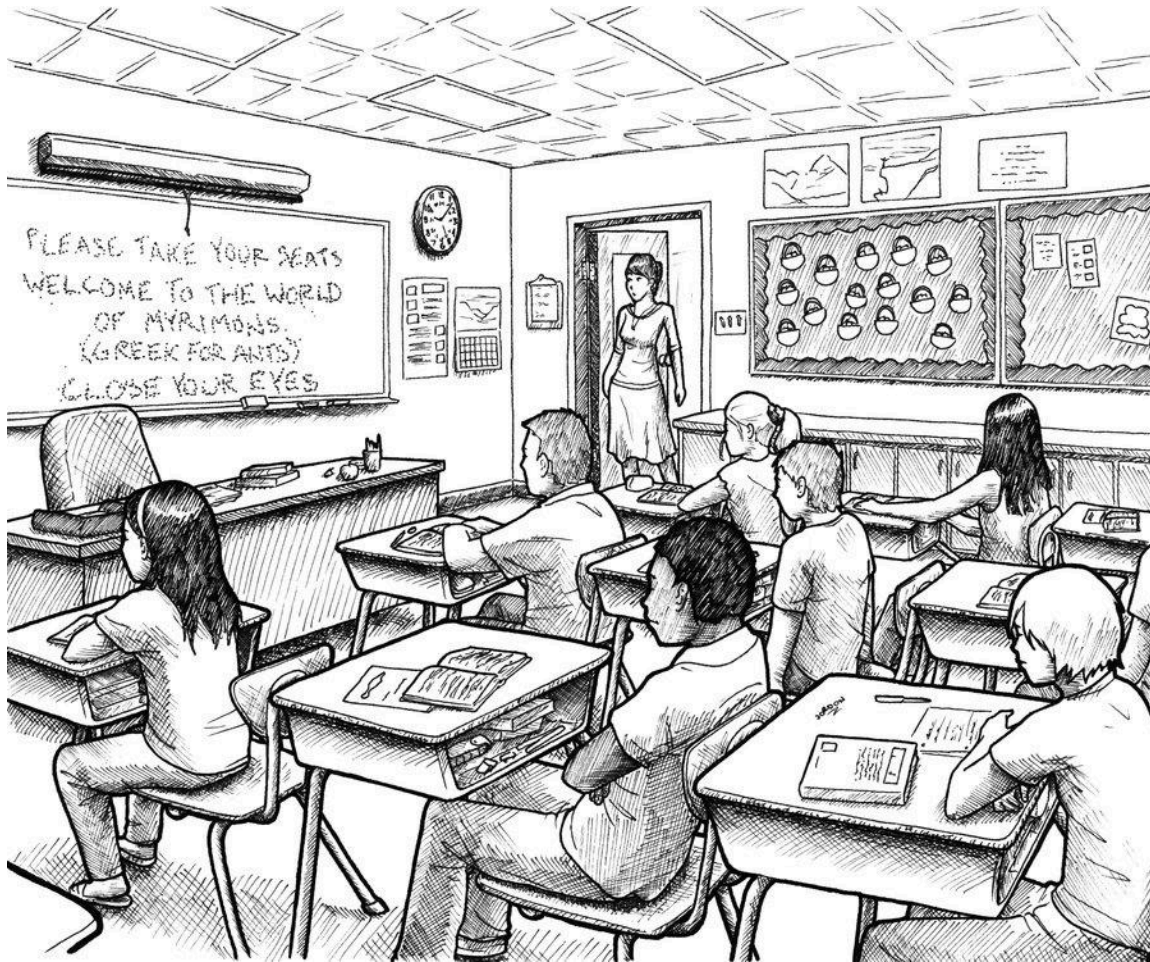


CLASS LIST



TEACHER SCHEDULE

Teacher Schedule - Provide a schedule of any duties that the teacher may have (lunch duty, hall duty). Attach a map of the school and mark the spots where they are assigned to go.



CLASS SCHEDULE/ROUTINE

Class Schedule/Routine - Include a copy of the **daily routine**. Provide information such as how attendance is taken and where it should go, how student work is collected, when students can use the restroom, how students are dismissed, etc.

CLASS SCHEDULE/ROUTINE

DAILY ROUTINE:

1. Taking attendance after five minutes the class starts.
2. Collecting the Homework.
3. Doing the assignment (worksheets, group discussion, comprehension, etc.)

All information and paper collected must be placed in the “Sub Folder” then returned to the office.

Pro-Tips:

- All students (with no exceptions) are expected to be on time and prepared.
 - Pencils must be sharpened before the class starts!
 - Using the restrooms must be done before the class starts.
 - In case of coming late, the teacher will give five minutes grace-time at the beginning of the class in order for all the students to arrive and get ready.
 - School uniform must be worn during the Arabic Language class time (anyone not wearing the school uniform may be sent to the office to change).
 - Textbooks and Arabic binders must be present during the whole class period. Leaving the textbook or binder outside the class may cause points deduction from participation grade.
 - In case of arriving after 5 minutes of the class time, late student must present a tardy slip from the previous teacher/office and will be excused. Not excused tardy will be 10 points deduction for every ten minutes delay.
 - If entering the classroom late, it is expected that the student knocks on the door and ask for permission to enter.
- Students are not allowed to work on their homework in the class. It must be done before class period (unless the teacher allows it).
- Students are expected to be polite and be respectful to others.
- Please note all works are due on time and any late work submitted after the due date, without a valid excuse, will get points deducted!
- All the work students do in class or outside of class are expected to be saved in an organized fashion in the Arabic binder.
- No Electronic Devices – Cell phones are simply not allowed out in class *without teacher’s permission*. Violation leads to the phone being taken up. This rule also includes ipods, mp3 players, gaming devices or any other electronic device. Having a cell phone out during an exam will result in an automatic zero.

DUTY DESCRIPTIONS

AM Drive-Through Drop Off Lane 7:30 – 7:45

Assist in opening car doors for parents and watch traffic as pedestrians cross. Also hold doors open for younger students and greet parents.

PM Drive-Through Pick Up Lane 3:15 – 3:35

*Take a composition notebook and marker to the duty.

Students who are routinely picked up in the Drive-Through Lane will have a card prepared with their name and grade/section. Homeroom teachers, please poll your parents to find out which students are being picked up in the drive through lane. Parents are being requested to keep the card in their car and to give it to the student runners (Student Safety Patrol) to go pick up their children. Student runners will take the card to pick up the child in the building. When they return with the child, they should give the card back to the parent. If a parent does not have their card, then the supervising teacher should have the parent write the name and grade/section of the student to give to the student runner. If a parent has not received a card, please write down the name and grade/section of the child and give it the office so that a card can be prepared to give to the parent. Please be sure to check for the card the next day.

Dismissal Duty

Secondary teacher will be assigned to hall and door duties. Elementary teachers are to stay with their classes.

Hall duty teacher must clear the hallways of all students.

After last period, all students must exit the building or go to assigned activity areas (after-school activities).

Please make certain that students are not held after school without proper notification to the parents.

Door duty teachers must keep student moving and clear the main entrance areas of any students.

Late Pick Up 3:35 – 3:45

- At the beginning of your week of duty, obtain the Late Pick Up notebook from the office. Keep the notebook for the week of your duty. Return it on Friday afternoon to the front office.
- At 3:35 pm, any students not picked up by parents should be taken to the designated late pick-up area. Start a new page for every day. Write the date at the top of the page. Write the names of the students in the Late Pick Up notebook along with their Grade and Section – for example 2A, 3B etc. When parents arrive to pick up their children, have them sign the notebook. (Starting a new page for every day will assist us in documenting charges for late pick up.)
- If you have a phone available, call parents of the late students reminding them of the 3:15 dismissal time.
- At 3:45, bring any remaining secondary students to the school office.
- The homeroom teacher will be notified of a student who is consistently picked up late in the afternoons. Homeroom teachers should make contact with parents to conference with them concerning pickup up their child on time.

Lunch Duty

- On-duty teachers are responsible for arriving on time for assigned lunch period.
- Manage students during lunch (behavior problems will be documented and/or referred to principal according to established guidelines).
- Encourage good table manners
- Circulate throughout the lunch areas
- Communicates with students and other school staff in a positive and professional manner utilizing appropriate interpersonal skills.
- Assists with the cleanliness of the lunch area, making sure student pick up after themselves.
- Dismisses classes in an orderly manner at the scheduled time.

Lunch Detention Supervisor

The supervisor is to monitor all students who have received a lunch detention; students are to be seated at a separate table and must follow the lunch detention rules. The supervisor is responsible for all students assigned to serve the detention.

***Classroom Lunch Duty**

In addition to the responsibilities above, supervise students as they clean up after themselves – pick-up trash, wipe down desks and pick up large debris from floor. Encourage bathroom runs.

Wudu & Salah Duty

Teachers assigned to wudu area are required to supervise and monitor students. Students are to be quiet and quick about using the bathroom/wudu area.

All elementary, middle, and high school teachers are required to supervise their students during salat. Teachers must utilize an organized behavior management system to maintain behavior during prayer.

All MS/HS Teachers: Passing Period Duty

Teachers need to stand at the door to greet the students entering your class and count students tardy if they enter after the period begins. Please help students move along to their next period.

Don't allow students to wander the hallways, prolong drinking at the fountain, or over socialize with friends.

Make sure the boys and girls are not mingling. Do not allow students to leave to the washroom at the beginning of a class unless it is needed.

Detention

- Do not allow students to enter the detention room after 3:40 (exception of fall Asr timing when it coincides with dismissal).
- Please maintain silence during the entire detention period.
- Do not allow students to leave the room for any reason.
- Be sure to take the signed slips from students and check the attendance sheet. Please submit both to the Dean's office.

- The entire period must be utilized for the instruction of a lesson.
- Student may do homework assignment or other duty such as reading.
- No cell phone use is allowed at all, for any reason.

After School Activities, Programs & Clubs

- After school activities will begin no earlier than 3:30.
- Activity/program director of each after school activity must ensure that all students are supervised and accounted for.
- Take attendance and notify parents when a student is not present.
- Rosters with important information should be provided by activity/program director (name, parent name, phone number, etc.)
- KG – 5th grade students must be picked up from dismissal area and accompanied to assigned activity classroom/area.
- Activity/program director must stay with students until all have been picked up. Parents must be called in cases of lateness.
- Notification of after school activities CANCELLATIONS must be done in a timely manner, not on the same day except in cases of extreme emergencies.
- It is the responsibility of the teacher attendants and activity supervisor to contact parent of cancellations.
- Do not send students to the office to call parents. *Keep in mind that the office is closed at 4:15.

Playground Safety Rules

PLAYGROUND SAFETY

Playing on the playground is an enjoyable childhood activity. Playgrounds provide your child with a chance to get exercise while engaging with her peers. As a teacher, it is your job to make sure the playground you take your child to is safe. According to Kids Health, about 220,000 children are treated in emergency rooms each year for playground injuries. Inspect playground equipment for potential hazards, and give your child specific playground safety rules so she can enjoy her play time.

The Slide

Your child should go down the slide feet first in a sitting position, According to Kids Health. Going down head first on the back or the stomach can result in injury. Teach your child to wait until the bottom of the slide is clear of other kids, and to go down one at a time. Your child should not push other children down the slide or allow anyone to push him down. Healthy Children adds that you should show your child how to test the slide to make sure it is not too hot.

The Swings

Kids Health reports that swings contribute the highest number of childhood injuries on moving playground equipment. Using swings correctly can help reduce the chance your child will get hurt. Teach your child to sit on the swing rather than standing or kneeling. Tell your child to hold onto the chains of the swing tightly, using both hands. Kids should not jump off of the swing while it is moving. Children should swing one at a time and walk around moving swings so they do not get kicked, adds Healthy Children.

Climbing Equipment

There are many different types of climbing equipment, and teaching your child some basic rules can help keep him safe on any playground. Teach your child to wait until all other children are off the climbing structure to go up or down, recommends Kids Health. Make sure your child knows to climb up and down using both hands and feet, and not to jump from the equipment to the ground. Your child should know not push other children on climbing structures as well.

Read more: <http://www.livestrong.com/article/213390-list-of-safety-rules-for-the-playground/#ixzz2cccJmRN>

SO, what does it mean for us, the teachers?

Active Supervision! Teachers need to walk around and monitor students at all times.

Be attentive! Sorry, no use of cell phones unless you are calling about an emergency situation.

Teach and enforce the playground rules. If you have other rules to share, please do.

PLAYGROUND RULES

- Slide DOWN on your bottoms only, feet first.
- 1 person on the slide at a time & wait until others have moved.
- Hang from monkey bars; do not sit on top.
- 1 person on the swing, sitting only.
- Wait for the swing to stop before getting off.
- DO NOT JUMP OFF OF ANY EQUIPMENT.
- If someone is hurt, tell an adult immediately.
- Watch where you are running.



CLASSROOM DISCIPLINE PLAN

Classroom Discipline Plan - Provide your classroom behavior plan. Inform substitutes to follow your plan and leave you a detailed note if any student has misbehaved.

School Policies- Include a copy of the school behavior plan, what to do in case of an early dismissal, playground rules, lunch room rules, tardy procedure, computer usage and rules, etc. **Seating Chart** - Provide a copy of the class seating chart clearly labeled with each student's name and any important information about each child.

DISCIPLINE AND BEHAVIOR POLICY

Code of Conduct

The Prophet (P.B.U.H.) said:

“Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about”
narrated by MUSLIM

Rationale

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.

Each student shall uphold the Islamic School of Irving Honor Code:

- Positive
- Prompt
- Respectful
- Responsible

It is the responsibility of every student and parent to have read and be aware of ISI’s behavior expectations. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.*

Discipline/Behavior

Middle and High School (6th through 12th Grades)

Application of Policy:

The Discipline Policy applies under the following situations:

- Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at ISI.
- During regular school hours.
- On the school bus or other transportation sanctioned by the school.
- During school sponsored events.
- When going to and from school.

- During events and activities associated with the school.
- With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process. It applies also if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

Discipline Committee:

At the beginning of each academic year a discipline committee is formed under the guidance of the Principal. The discipline committee comprises 4 to 7 teachers including the Principal. The discipline committee convenes on infractions for which referrals are submitted.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

STUDENTS:

Two warnings before an action is taken to correct the misbehavior

An explanation of how to correct the misbehavior

A lighter penalty before a heavier one is applied

A notification of the violation

An opportunity to present his/her side of the story to the appropriate school personnel.

PARENTS:

A written notification of the violation and the consequences decided by the school.

A request to meet with the Principal to discuss the discipline problem.

The Rights & Responsibilities of Students

STUDENTS HAVE THE RIGHT TO:

- A quality education
- Education without undue interruption, disruption, fear, or inhibition.
- Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student.

- A copy of the discipline policy.
- Receive respect from school personnel and other students.
- Due process procedures according to school policies.
- Participate in school functions and extra-curricular activities.
- Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Put forth their best effort to meet classroom expectations.
- Conduct themselves in such a manner as to promote a positive educational environment.
- Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree.
- Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process.
- Read and abide by the school rules.
- Show respect for other students, school personnel, and school property.
- Read and understand their due process rights.
- NOT use school online services for illegal, inappropriate, or obscene purposes.

Procedure

The school teachers and administrators will use the discipline action form shown below. Teachers will have to go through this form step by step before any action is taken.

- Write down all the necessary information such as teacher's name, student's name, etc.
- Write down the misbehavior
- Explain to the student the misbehavior and the Islamic way of correcting it.
- Give the student a warning and let him or her sign that he received his or her first warning.
- If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign that he or she received his or her second warning.
- If the student repeats the misbehavior again, take any of the actions indicated on the form such as standing the rest of the period, loss of recess time, etc.
- If the student continues to misbehave refer him or her to the Principal's office.
- The Principal will discuss the problem with the student and decides the necessary action, which may result in suspension depending on the level of the violation made. Tables 1, 2, and 3 explain the violations and the consequences of each one.
- A copy of the discipline form will be sent to the student's parents and a request to meet with parents if needed.

- Once the teacher takes an action, a copy of the discipline form will be sent by the
- school office to the student’s parents. A copy will be kept in the student’s file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the Principal’s office.
- The form that reaches the Principal office will stay in the student’s file.

Level I Infractions:

Conduct that impedes orderly Operations of Classroom or School

Level I

Behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level I behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the Principal through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances, where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically mentioned in this list, is still subject to disciplinary action.

Table 1: Level I Violations

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral, or detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Same as in number 1
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher	Same as in number 1

4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Same as in number 1
5. Violating classroom rules	Not following the classroom rules	Same as in number 1
6. Electronic and other communication devices	No student shall use, display, or possess any electronic devices without approval on school property	Detention and conference with Principal. Parents will be asked to pick up device. Consent offenses- Suspension. Device will be confiscated and given to parents
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardies are recorded in attendance folder, verbal reprimand, detention given every third tardy.

Level II Infractions: Illegal and/or Serious Conduct

A student charged with a Level II violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically mentioned in this list, is still subject to disciplinary action.

Table 2: Level II Violations

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 RD OFFENSE
8. Academic misconduct	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	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension

9 Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or communication	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
11. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Restitution, detention, or 1-day suspension,	Restitution, 12 days suspension,	Restitution 2-3 days suspension,
13. Misuse of equipment	students using school online services for illegal, inappropriate, or obscene purposes	Detention, or 1day suspension,	1-2 days suspension,	1-10 days suspension
14. Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	detention,1day suspension	1-2 days suspension	2-3 days suspension
15. Loitering	Being present in or about a school under one or more of the following circumstances:1. after a reasonable request to leave 2.without a legitimate reason for being there 3. without proper authorization or permission from anyone authorized to grant permission 4. after refusing to identify oneself.	detention,1 day suspension	1-2 days in school suspension	2-3 days suspension

16. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	1 day detention, suspension,	1-2 days suspension,	2-3 days suspension, police notified
17. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedures, skipping classes or school	1 day suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	1-2 days suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	2-3 days suspension
18. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 day suspension,	1-2 days suspension,	2-3 days suspension
19. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Detention, conference with the Principal, written warning, parents notified	1-2 days suspension,	2-3 days suspension
20. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day suspension, Detention and conference with Dean. Parents will be asked to pick up device	1-2 days Suspension. Device will be confiscated until the end of the school year	2-3 days Suspension. Device will be confiscated until the end of the school year

Note: Any student charged with a subsequent level II infraction can be referred to the Principal for expulsion.

Level III Infractions: Conduct that is Serious or Illegal and is Potentially Life or Health Threatening.

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level III violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school Principal and/or legal action. Students expelled from school due to level III infraction may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically mentioned in this list, is still subject to disciplinary action.

Table 3: Level III Violations

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 RD OFFENSE
21. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension, Police notified	3-5 days suspension, recommended for expulsion	open suspension, recommend for expulsion
22. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Recommended for expulsion, Police notified	N/A	N/A
23. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
24. Bomb Threats or False 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.	Expulsion, Police notified	N/A	N/A
25. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without	3-14 days suspension,	N/A	N/A

	authority to do so, including a non-school days.	recommended for expulsion, Police notified		
26. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	recommended for expulsion, Police notified	N/A	N/A
27. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
28. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, recommended for expulsion	N/A	N/A
29. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A	N/A
30. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
31. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion	N/A	N/A

32. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
33. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances	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 intoxicant on school property or at school functions or events	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
34. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
35. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	recommended for expulsion, Police notified	N/A	N/A

36. Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward 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	3-14 days suspension, recommended for expulsion	N/A	N/A
37. Gender fraternization Promiscuous behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamic immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion	N/A	N/A

All suspensions will be recorded on student transcripts.

Detention

Detentions are given for level I infractions, and some minor level II infractions. A referral for a detention is written by the teacher who then passes the written referral to the Discipline Committee Coordinator. Upon meeting with the Principal, the Discipline Committee makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve an afternoon detention from 3:15 to 3:45 p.m. on Tuesdays and Thursdays. A student will be allowed only three detentions. His fourth referral to the Principal's office will result in suspension.

Suspension

The Principal and Discipline Committee will make the decision if the suspension is to be "In School Suspension (ISS)," or "Out-of-School Suspension (OSS)." For the duration of the OSS, a student is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements.

A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level-3 infraction. ISS are held during the school day from 8:30 a.m. to 3:30 p.m. Students are responsible for securing assignments from their teachers and will receive credit for the work completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation.

Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school the next year. If a student is suspended until the end of the year, the Principal then makes the final decision to readmit the students or not for the following school year.

Parents will receive notice at least 24 hours in advance of any assigned after school or before school detention or suspension including in-school suspensions. Parents may not receive notice in advance of lunch detentions or recess detentions that are served the same day as an offense but will receive notice within 24 hours that the consequence was served.

Any parent not receiving notice of an assigned detention or suspension may request notice from the personnel who assigned the consequence. Grievance Procedure

Parents may, in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school Board of Directors. The Board of Directors will review the grievance and will respond in writing.

Expulsion Procedures

Students may be referred to the Principal for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the Principal for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The Principal will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the Principal or the school board.
4. The Principal will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made on light of the grievance procedure described above.
6. The decision of the school is final.

Students on open suspensions may not return to school without a decision from the Principal. They may not be on school premises or participate in any school activity or function including field trips or after school events.

Use of Personal Electronic Devices at School

No electronic devices are permissible unless used as a part of a class or project and are approved by an instructor. The device will be confiscated and given to the parent or guardian at the end of the school day. If the device is confiscated thereafter, the school may keep it to the end of the

school year and given back to the parent only. School personnel will confiscate any electronic device that they see or is brought to their attention regardless of parent's authorization. If a parent wishes to contact his/her child during school hours it must be done through the office.



EMERGENCY PROCEDURES/ FIRE DRILLS

Emergency Procedures/Fire Drills - Include a copy of the school's emergency procedures. Highlight escapes routes and exit doors in case of an emergency the substitute will know exactly where to take the children.

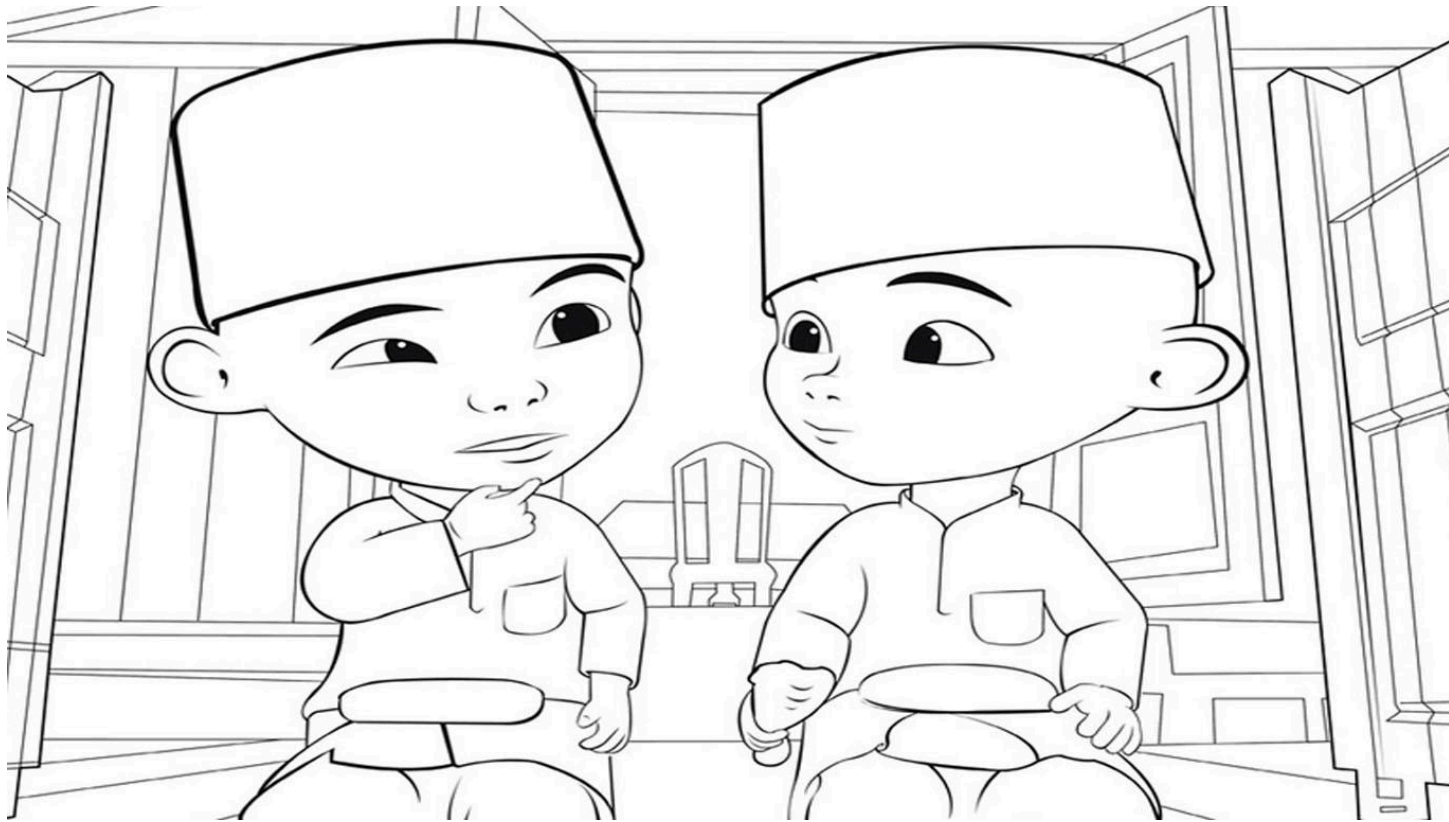
Important Student Information - Provide a list of students' food allergies, medical information (such as medicine) and any other special needs.



TIME FILLERS & ACTIVITIES

Time Fillers - Select a few **five-minute activities** in case the substitute has a few extra minutes to spare.

Emergency Lesson Plans - Select at least a week's amount of **emergency lessons** in case you are not able to complete a lesson for them. Include extra worksheets and review sheets with enough copied for the whole class.



COLLEAGUES CONTACT INFORMATION

Colleagues Contact Information- Include a list of names and numbers of the surrounding classroom teachers and faculty.

Colleagues Contact Information:

Teacher Name	Phone Number	Email
Br. M.	<i>confidential</i>	superintendent@islamicschoolofirving.org
Sr. Elora	<i>confidential</i>	Elora.Bashir@islamicschoolofirving.org
Sr. Mona	<i>confidential</i>	Mona.Halaby@islamicschoolofirving.org
Sr. Saousan	<i>confidential</i>	saousan.samman@islamicschoolofirving.org



NOTE FROM THE SUB

A Note from the Sub - Provide a worksheet for the substitute to fill out at the end of the day.

