

WISE ACADEMY SCHOOL HANDBOOK

**(For Parents, Teachers,
and Students)**

SCHOOL HANDBOOK

The purpose of this handbook is to inform parents, students, teachers and teacher's assistants of the policies, procedures, and operations of WISE Academy. It presents information highlighting School policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students.

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SCHOOL VISION

Provide students with an environment where Islamic values based on the Quran and Sunnah of Prophet Muhammad (S) are taught and practiced. Follow a curriculum that helps preserve our students' Muslim identities and provide lessons and activities infused with Islamic values and morals. Help students build strong moral character based on Islamic beliefs and positive behavior.

SCHOOL TIMINGS

10:00 AM – 1:30 PM Central Standard Time

ATTENDANCE POLICY

Teachers need to be punctual. The teacher should be ready to welcome students as they arrive for class. Teachers should plan to give themselves enough time to open the classroom, gather supplies and set up before the students walk-in. It is recommended that teachers arrive at least 15 minutes prior to the start of class time.

Student Attendance:

Take class attendance in the first period, 5 minutes into the class. Any student arriving after class has been in session for 5 minutes, the student must be marked tardy.

- Class attendance will be taken during the first period, 5 minutes into class
- Attendance should be marked in the attendance folder and updated with the office
- Inform the main office of students who have been absent for 3 consecutive weeks

P - Present

A - Absent

T- Tardy

E – Excused (If communication has been submitted by the parents or the administration)

TEACHER'S ATTENDANCE

It is expected that teachers do their very best to arrive at school 30 minutes prior to their first class start time. The 30 minutes prior to class start can be used to meet with the school principal/vice-principal, other staff, prepare for teaching their lesson plan, make copies, etc. Teachers must report to the office before heading to their classrooms.

TIME-OFF

Teachers needing time-off should submit a formal request to the principal/vice-principal at least 1 week prior to the date requested off. A detailed lesson plan along with any complementary handouts/worksheets should be emailed to the school office administration. Exceptions will be made in cases of emergencies or illness with proper notification. A teacher's absence for multiple days must be coordinated with the principal/vice-principal.

ABSENCE FROM THE CLASSROOM

Students should never be left unsupervised. If a teacher must leave the classroom, the substitute teacher or teaching assistant must be present in the class to continue with the lesson plan.

LATE ARRIVALS

Teacher's arriving late do not set a positive example for students. Late arrival disrupts classroom instruction and is discouraged. If a teacher is running late, it is their responsibility to notify the principal/vice-principal so that they can find appropriate classroom coverage until the teacher arrives.

SCHOOL CANCELLATION

During inclement weather or in emergency situations, priority is the safety and welfare of WISE Academy students and staff. Decisions for school cancellations are based on many factors that include:

- The safety and well-being of students and staff
- Severity of the weather (extreme cold or excessive snow)
- Timing of the weather events
- The ability of cars to travel safely (road conditions)

When school does remain open and there are adverse weather conditions - take your time and use caution driving to ensure that you arrive to school safely. Closure decisions will only be made the night before if conditions are known for certain and warrant closure. Please check your email by 6:30 am on days when there is a possibility of school closing. This allows weather conditions to be monitored overnight to avoid unnecessary closures.

CLASSROOM ENVIRONMENT

It is the teacher's responsibility to come prepared to the classroom with required materials. This helps ensure a productive learning experience and decrease time gathering items or making copies. For lower grades with large class sizes, it is recommended that at least 2 trained adults supervise the classroom.

SCHOOL DISMISSAL

1. Students from grades 1 – 6 return to classrooms after Dhur prayer
2. Teachers remain in classroom with the students as students leave, ensure they display their badges and are organized into 2 order lines for group 1 – 30 and groups 31 – 60
3. Administration will release classrooms one by one walking out one line to their designated area while the teacher walks the other line to its designated area.
 - a. Groups 1 – 30 will congregate in the building lobby
 - b. Groups 31 – 60 will congregate in the hallway by the basement
4. Additional volunteers will be waiting to further organize the children into their sibling groups
 - a. 1 volunteer will have the walkie talkie to take down numbers as they are called out
 - b. 3 volunteers will help walk the children out as the groups are called and help keep children orderly during the dismissal process
5. Parents will line their cars up against the back side of the building and staff will direct the traffic
 - a. Parents must display their children's group number when they pull up
 - b. If the number is not displayed, parents must park and walk-in to be assisted
6. Two staff with walkie talkies in each designated area will be responsible for noting the numbers and having the assigned volunteers gather those groups and walk them to the appropriate cars
7. 1 volunteer will assist parents that have forgotten their number
 - a. Parents will be given another number and a warning the first time this occurs
8. All staff and volunteers will remain in place until all children have been safely dismissed

TEXTBOOK POLICY

Textbook policies allow for accurate inventory count and help to keep school tuition cost down.

BOOK DISTRIBUTION

1. Beginning of school year, administration receives list of registered students
2. Books are packed in bags are labeled with student grades
3. Teachers distribute only to the students enrolled in their roster
4. If the respective student is absent, please return book bag to administration
5. Teacher need to mark out the names when books are distributed
6. To avoid mix up and smooth distribution and book count; any book request, book return, book exchange must be noted and communicated to bookkeeper
7. Students should immediately label their books with their name & grade

LOST BOOK(S)

- Each student or the student's parent is responsible for each textbook lost by the student
- For replacement cost of the books the administration.
- Payment for replacement can be made in CASH or a check to the school

BOOK LOAN

- In the event teachers may need to borrow books for substituting, WISE Academy allows

teachers to use textbooks at school only

- If the textbook is not returned, the teacher will be responsible for replacement cost
- Books cannot be taken from storage without the consent of bookkeeper or the administration
- All staff must see bookkeeper and sign out books from storage for day use
- All barrowed materials will be returned by end of school day to designated spot

FUNDRAISING

Charitable fundraising during school hours is not permitted unless otherwise approved by the principal/vice-principal.

EXPENSE REIMBURSEMENT

From time to time, teachers may incur expenses for school related supplies or materials. If expenses become reoccurring or of significant cost teachers will need to seek prior approval from the principal or vice-principal before making a purchase. Teachers may request reimbursement by completing the steps outlined in the WISE Academy Expense Reporting form.

PHOTOGRAPHY/VIDEOGRAPHY

Teachers may take Islamically appropriate photos or short videos of their classrooms occasionally to share with parents via secure email only. Teachers may not post photos/videos on social media without consent of school administration.

TEACHER COMMUNICATION

Teachers should establish good email communications with parents / students. Teachers are encouraged to keep parents up to date with their child's academic progress. The teacher must provide regular updates via school management system informing parents of class content, assignments, upcoming quizzes/exams and other activities. It is the teacher's responsibility to keep the parents abreast of student's academic performance.

GRADING

Follow the curriculum – if a teacher falls behind – they should talk to the principal/vice-principal for help. All assignments, class projects, and quizzes need to be very clear to the students and parents.

Encourage parents to check for completion and accuracy before homework is turned in to the teacher. In case of any absence, the teacher should provide makeup assignments to the student.

- DO NOT assign oral homework. Please send out homework by Tuesday of each week.
- NO Oral quizzes. All quizzes should be written - Except Surah memorization and P-KG / KG grades.

Prepare your quiz ahead of time and leave a copy in the office. Teachers should prepare a study guide for midterms and final exams ahead of time. Please update your 'Grade sheets' with the Quiz and Homework scores regularly in school software system.

Student Grade Breakdown

Subject	Wt. Percentages	Each subject has a designated grade sheet and point system to assign appropriate points	
Quranic Studies	100%	Letter Grade	Percentage
Attendance	5%	A	90%-100%
Memorization HW	50%	B	80%-89%
Quizzes/Projects	25%	C	70%-79%
Midterm & Final	20%	D	60%-69%
Islamic Studies	100%	F	0%-59%
Attendance	5%		
In-Class Work	50%		
Quizzes/Projects	25%		
Midterm & Final	20%		
Sunnah in Action	100%		
Attendance	5%		
In-Class Work	75%		
Final Project	20%		

HOMEWORK

Homework is never given to students so they can learn the material the first time around. Solid learning should be achieved before the first homework assignment is uttered. Homework is given for students to practice, reinforce, and extend what they already know. Homework is what we do to learn the content, practice the skills, and meet the standards. The routes taken to mastery will vary from student to student, but the important and honest testimony comes at the end of the learning: What has the student learned as a result of his/her participation in this class?

RE-DOING WORK

The following policies are in place to outline the process for students to participate in assessment/activity retakes:

- Teacher coordinates either formal or informal retake with students individually to determine changes in proficiency level or Student makes formal request to teacher for retake assessment
- Teacher approves request if evidence supports student has tried to prepare for assessment
- Teacher proctors retake exam at a set date and time
- Teacher communicates a parent notification of re-take provided

LATE WORK

- It is per the teacher’s discretion to accept/reject student late work.
- If the student was absent and unaware of an assignment, he/she should be given the opportunity to turn in late work for full credit
- A teacher may determine to reduce or deduct points on a late assignment

DISCIPLINE POLICY

WISE Academy disciplinary actions are meant to create a positive classroom environment. These begin with the teacher taking proactive steps throughout the day to for teachers to build rapport with students all the way through corrective measures, as deemed appropriate. Therefore, this policy will cover both proactive and reactive measures involved with classroom discipline.

Teachers:

- 1) Be prepared for class each week.
- 2) Establish clear and accomplishable expectations per lesson.
- 3) Communicate rules and expectations to their students periodically throughout the day.
- 4) Deliver praise to students when they are engaged, following the rules, and doing good work.
- 5) Use a multi-modal, creative approach to teaching concepts.
- 6) Stay engaged with students every moment during class time.
- 7) Use language that connects with their students.
- 8) Make reasonable accommodations for students appropriate per context.
- 9) Keep students on track. If they start getting off-task, try to redirect and shape behavior.
- 10) Ask for help by reaching out to the Principal/ Vice Principal if inappropriate behavior persists in their classroom despite employing the above classroom management strategies.
- 11) If disciplinary action is required, respond in a calm, merciful manner and follow protocol.

Students:

- 1) Listen to the teacher.
- 2) Respect their elders and classmates.
- 3) Give it their best!

The following behavior will result in some form of disciplinary action:

- 1) Physical aggression: Biting, hitting, pushing, scratching, throwing objects at others
- 2) Verbal aggression: Yelling, threatening, screaming, using foul language.
- 3) Property destruction: Intentionally damaging classroom material, ripping, writing on classroom walls, bulletin boards, showcased classroom projects

Disciplinary measures:

- 1) Redirection: The classroom teacher will first try to redirect students to their work using a calm, yet firm approach. S/he will employ shaping procedures, finding opportunities to reinforce appropriate behavior until students are back on track.
- 2) Classroom Arrangement: The classroom teacher will move students to different areas of the classroom if they are instigating one another.
- 3) Warning: A verbal warning will be issued by the classroom teacher instructing the student that one more incident will result in a visit with the principal.
- 4) Visit with Principal: After this initial warning, the student may be sent to the office for a conversation with the principal. The principal will then make the judgment whether the parents of the student needs to be informed on the spot or if a message or phone call home is in order.
- 5) If the inappropriate behavior persists, the teacher and principal will collaborate with the Discipline Team to determine an individualized plan with specific proactive and reactive

procedures to help the student succeed in the classroom. A behavior plan for the student will consist of periodic classroom observations, data collection on antecedents and consequences of the inappropriate behavior, function-based interventions, and additional teacher training.

- 6) All visits to the Principal's office will be added to the student's records and will be evaluated to make any future decisions regarding the student's placement at WISE Academy.

CELL PHONES

Students are not permitted to use cell phones while at school unless given permission by the teacher. Teachers will confiscate cell phones after a verbal warning has been issued. The student can receive the cell phone at the end of the day. If there is a repeated occurrence with the same student then, the cell phone is confiscated and returned to the parent who is notified of the situation.

FOOD AND DRINKS

Food and snacks are provided to School faculty as a courtesy for their service. All faculty taking advantage of complimentary food and snacks should be mindful of the following: Food and drinks are to be served **ONLY** in kitchen or lounge. Food and drinks are **NOT** allowed in prayer hall, library, or classrooms. Food should not be consumed in front of the children.

- Snack inventory is managed by school volunteers bi-weekly
- Administration should be informed when 1 week of snacks remain so they can be replenished

INCIDENT/ISSUE REPORT

All in class and outdoor accidents/incidents needs to be reported to administration and documented.

ACKNOWLEDGMENT AND RECEIPT

I have received a copy of the Teacher's Handbook. The teacher's Handbook contains important information about WISE Academy. Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Principal has the ability to adopt any revisions to the policies in this handbook. I have read the handbook in its entirety, and I understand that I may ask any questions concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Teacher Signature

Parent Signature

Print Name

Date

Print Name

Date