

Code of Conduct: Teachers/Staff/TA

I. Dress code

At the Islamic School of MOMIN, teachers and staff must adhere strictly to the Islamic dress code. Please ensure proper attire is followed.

Students will be carefully observing the clothing, behavior and mannerisms of staff members. We request that you ensure you are able to comply with these rules and we ask all existing teachers to continue to evaluate their "hijab" on a regular basis so that we are all consistently delivering the same visual message to our students.

II. Cellphones

Do not use your cellphone or electronic devices in the classroom for personal use. If there is an urgent call, excuse yourself from your class. Please go to a quiet area away from students. For the students, we are enforcing a zero tolerance policy with cellphones; iPods etc. so we must be examples ourselves and follow the rules accordingly.

III. Absences/Tardiness

Absences, especially at short notice, should be avoided because it leaves students feeling unsettled and loses valuable lesson time. A record of teachers/TA attendance will be kept and maintained in the office. If you are unable to be present for at least 75% of the calendar days then you should take on another role at ISM. Please ensure that you are at ISM at least 5-10 minutes before you are due to teach your class. This sets an example to the students about the importance of good timekeeping.

Teachers who plan to be absent from class need to notify their TA/liaisons (in person or by email) at least 3 days in advance. TAs should be available to substitute with an appropriate lesson plan. If a TA is not available to sub, please inform your TA/liaison.

IV. ISM House Rules: ISM is a NO Bully zone

These rules apply to both students and staff at ISM. Do not leave children in your classroom unattended. Comfort and care for your students with respect. If you are concerned about a student, please inform the office admin directly.

Do not use physical punishment or chastisement in any form for discipline purposes. Unintentional bullying (sarcasm, bad faith, and isolation, giving the cold shoulder, belittling, setting unreasonable deadlines and backbiting) can have adverse effects on a child. Please refrain from all these things when interacting with students. Do not show favoritism. Try to refer to the ISM house rules to redirect students in their behavior.

Strictly follow the Anti Bully policy provided in your hand book.

V. Accountability

Teachers and TAs must attend training sessions whenever offered and abide by the guidelines of effective classroom management and discipline.

Classes MAY NOT be dismissed early at the end of the day, for safety reasons. If the lesson for that day is completed, please give students an alternative, appropriate classroom activity. They should not be allowed to play outside unsupervised.

If rewards must be given during classes, please avail the MOMIN bucks system or follow the stamps provided with passports and simply find ways to praise them verbally. Use words of encouragement and commendation.

There is a zero-tolerance policy for the use of profanity by a student or a teacher. Any use of profanity by a student will result in ISS (In School Suspension for 2 weeks).

For any escalations or issues related to Students please inform ISM Principle

VI. Concluding remarks

For all of your efforts the only appropriate reward will be from Allah (SWT) and may He reward each one of you and your families abundantly in both worlds, for the time you are sacrificing in furthering the cause of Islam. Thank you for all the hard work which you undoubtedly undertake over the course of the academic year.