



*Islamic learning environment to  
achieve the highest level of  
academic excellence*

# Tarbiyah Staff Handbook



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The purpose of this Staff Handbook is to provide a clear idea of expectations of staff employed at Tarbiyah Daycare. The Handbook also sets forth guidelines and code of conducts, policies and procedures by which Tarbiyah Daycare will operate in relation to the employees at Tarbiyah.

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Tarbiyah  
Islamic School of Delaware

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## Appreciation of the Teacher from Hadith

Holy Prophet (PBUH) said that supremacy of an aalim (learned man) over an aabid (worshiper) is like that of sun over stars. And supremacy of a worshiper over others is like that of moon over stars.

"There shall be no envy but (emulate) two: the person whom Allah has given wealth and the power to spend it in the service of Truth, and the person whom Allah has granted knowledge of things and he judges by it and teaches it (to others)." (Bukhari. 3:15.)

Abu Bakar reported, I heard the Prophet (SAW) saying: "You should be a scholar, or a student, or a listener, or a lover of 'Ilm and scholars."

"The ink of a scholar is a thousand times more worthy than the blood of a person who dies defending Islam"

"He is not of one us - who does not respect the elderly, is not merciful to the youth, and does not know the rights of those who teach us."

Ahmad Ibn Hanbal narrated it as follows: "Teach and give good tidings! Make things easy, and do not make them hard!"

## Introduction

Tarbiyah School is a registered K-12 School with the Delaware Department of Education and as a non-profit organization with the State of Delaware. Tarbiyah School is also authorized by the Delaware Office of Child Care Licensing to operate a day care, prekindergarten, and before and after care programs. Tarbiyah School follows Delaware State's Common Core Standards for curriculum design in Language Arts, Science, Mathematics, Social Studies, and Health. Through Tarbiyah curriculum, our students meet and exceed Delaware's public school curriculum standards. The use of hands-on, real life, and practical activities and games are emphasized in the learning process to reinforce the core concepts of the subject areas. This maximizes the learning while making education enjoyable for the students. Developing critical thinking skills among children helps them grow intellectually and personally.

To support our curriculum we have chosen McGraw Hill Series books that have been known to provide higher goals and expectations for students in the U.S. and internationally. About 70% of the leading Islamic Schools including Tarbiyah School use McGraw Hill series for Language Arts, Mathematics, Science, and Social Studies. Students are assessed through national standardized testing at the end of the academic year. Weekly co-curricular activities and monthly field trips reinforce educational learning objectives.

Besides following Delaware Standards, Tarbiyah School focuses on developing a child's inner ability to nurture Islam as a way of life. Therefore, a strong emphasis is on providing students a balanced learning environment where they can compete with and outperform public school students and students in other Islamic Schools nationally and internationally. We offer a rigorous and well designed curriculum with spoken and written Arabic Language, and Islamic principles through Aqeedah, Quranic Tafseer, Hadith, Adab, and Seerah - lives of Prophets, Sahabahs, and great Muslim scholars and scientists.

## Vision

Inculcating character and creativity within a child for the pursuit of excellence.

## Mission Statement

We believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## Core Values

- Creative and visionary Islamic curriculum integrated with State standards course of study.
- Highly qualified teachers and staff.
- Stable and Independent establishment
- Shared development process with the stakeholders
- Focus on stakeholder communication
- Commitment to continuous improvement: Try, Measure, Tune!

## Board of Directors

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Tarbiyah School is a non-profit organization and is administered by a very dedicated Board of Directors. This board is entrusted with establishing a school environment that fosters an Islamic educational environment for young children. All Board of Directors are community members who have volunteered their time for the cause of providing children a quality Islamic environment.

Tarbiyah School's Board of Directors meets on a quarterly basis and is responsible for overall policy and directions of the school, and delegates the responsibility to the Executive Committee and School Director/Principal for all day-to-day activities. It is also responsible for establishing, maintaining, and amending the by-laws, finance, budgeting, legal issues, marketing, facility maintenance, events management and fundraising.

## Executive Committee

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Tarbiyah School's Executive Committee is composed of founding members from the Board of Directors and School Director/Principal. Except for the power to amend by-laws, the Executive Committee has all the authority of the Board of Directors in intervals between meetings of the Board of Directors.

## Board of Education

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Tarbiyah School's Education Board is responsible for designing and improving the innovative and unique Tarbiyah curriculum in coordination with the School Director. Their continuous feedback assures the quality of education at Tarbiyah School. The Education Board is chaired by the School Director and comprises of scholars and educational experts across the U.S. to guide and improve the curriculum.

## Unique Tarbiyah Curriculum

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All students have their own learning styles. Through the lens of Tarbiyah and multiple intelligences, we provide students with differentiated and experiential learning in different subject areas. Our aim is to nurture and facilitate a balanced curriculum by using the creative and visionary curriculum based upon Delaware's Common Core Standards and integrated with Quran, Arabic, and Islamic Principles. We emphasize the use of manipulative, hands-on, real life and practical activities and games to reinforce the core concepts of the subject areas. This is done to maximize learning while making it enjoyable for students.

Core Principles of Tarbiyah and our curriculum include:

- Spiritual Literacy (Tauheed - Oneness of God)
- Moral Literacy (Tazkiyah - Purification of the Soul)
- Intellectual Literacy (Hikmah - Wisdom)
- Physical Literacy (Istiqama - Steadfastness)
- Social Literacy (Amanah - Stewardship)
- Interpersonal Literacy (Ihsan - Pursuit of Excellence)
- Cultural Literacy (Deen - Way of Life)

Tarbiyah School curriculum provides monthly themes based on the principles of Tarbiyah. These themes are incorporated in all subject areas including Language Arts, Mathematics, Science, Social Studies, Arabic, and Islamic Principles. This unique curriculum design provides Tarbiyah an edge in quality Islamic Education in the greater Delaware Muslim community.

Based upon the themes, the field trips are carefully selected to incorporate the themes by creating meaningful learning experiences for our students, staff, and parents. Please follow the academic calendar for themes and monthly field trips.

## Privacy & Confidentiality

- Confidential Information must be kept confidential
- What is Confidential Information?
  - Employee private data, health records & condition and compensation.
  - Student and Parent private data, health records & condition.
- Confidential Information is on a Need to Know basis
  - Check with Director to verify who needs to know and if & when data can be available
  - When it is necessary to share student private data, maintain the privacy of the information at all times. Information must not be shared in an open area where other parties can overhear.

## Requirements from Office of Childcare Licensing, Dept. of Education, DE

- Follow DELACARE Regulations for Early Care and Education and School-Age Centers
- Early Childhood Teacher
  - Training in Early Childhood Education (TECE) I & II
  - 18 professional development hours yearly
- Early Childhood Assistant Teacher
  - Training in Early Childhood Education (TECE) I
  - 18 professional development hours yearly
- Any employee working part-time/less than 25 hours per week must complete 9 professional development hours yearly
- All employees who handle & manage the food distribution to students must complete 4-6 hours of annual nutrition training
- Employee file for all staff must include:
  - Application/References/Job Description
  - Qualification Application Early Care and Education Centers/Verification of Experience
  - DE First Certificate wherever applicable
  - Current Adult Health Appraisal
  - Current Tuberculosis Inoculation Verification
  - Current Federal and State Criminal Check Verification
  - Current Abuse Registry Check



- Employment History/Service Letters
- CPR Certification, First Aid and Safety/AED Certification

### Teachers' Children Enrollment

- All teachers' children must attend Tarbiyah School, except when:
  - the school has no grade availability for them, or
  - the child has special education needs such as a learning disability, development of/or maintaining an IEP (Individualized Education Plan), or any behavioral problem/condition for which the school has no resources to handle, or
  - the child has been expelled from the school.

### Leave of Absence: Vacation/ Sick time, Errands, Holidays

- Up to 5 vacation days/sick time off (equivalent to 45 hours) will be accrued at the rate of 1 day (9 hours) for every 1 month of work. Example: Teacher who starts working on 8/21/17 will accrue:
  - 1st day of vacation day/ sick time by end of September
  - 2<sup>nd</sup> day by end of October
  - 3<sup>rd</sup> day by end of November
  - 4<sup>th</sup> day by end of December
  - 5<sup>th</sup> day by end of January
- Teachers can run errands outside of school and daycare during break time
  - You can run occasional errands during your break, given that it doesn't cause problems and issues and it doesn't interfere with operations, or become a habit. Make sure to inform the director if you are leaving the premises or if your break will take longer than the allotted time.
- Teachers who are sick or have a sick child and must leave school should notify the Director to ensure a substitute is available & assigned to the classroom.

### Cell Phone Use

- **ABSOLUTELY NO cell phone use** in classrooms, playgrounds, lunch room, aftercare, or anywhere you are supervising children. This includes time spent helping struggling students, planning with other teachers, making copies or grading.
  - Limit calls to your break time and preferably in the Teachers' Lounge
  - Keep cell phones off or on vibrate during instruction time and supervising children
  - If you need to be reached for important & emergency situations, the Director can be contacted and she can retrieve you from the classroom to take those calls.
- If a cell phone is seen in a teacher's hands when the teacher is not on his/her designated half hour lunch break, the teacher will be immediately put on probation.
  - Failure to comply with this policy may result in reevaluation of salary (i.e. no compensation during school holidays) or termination of contract.

### Meetings

- All teacher meetings are mandatory. Attendance will be taken at all meetings.

- Absent teachers will be immediately put on probation.
  - Failure to comply with this policy may result in revaluation of salary (i.e. no compensation during school holidays) or termination of contract.
- No closed door meetings, discussions, or halaqas can be conducted among teachers except if the discussion is about academics, about students with concerned teachers only, planning lessons, supporting the grading of student work, event planning, and the like thereof.
- Teacher policies, procedures, discussion of mandatory teacher meeting, and board matters will not be discussed. If a teacher has any concerns, those concerns can be brought to the attention of an administrator.

## Student Development Plans

- Teachers are required to submit development plans ever three months to the Director for all children ages 0-5 years
- Teachers are required to develop an improvement plan in writing for each struggling child in consultation with the parent. This plan must include:
  - areas of improvement
  - time allotted for the child to receive extra academic support (times and days)
  - how the need will be met
  - meeting times with parents and administrator.
- All plans must be submitted ever three months to the Director.
- There must be scheduled meetings with the parent every month to review progress of the child and any changes that need to be made to the plan. Referral to Title I services or evaluations may be made.
- If improvements are not seen, the child may need special services and get evaluated. This process is parent initiated and administrator must be informed immediately with proper proof and documentation of the needs.

## School Policy Reminders

### Safety & Security

- Keep all exterior doors closed. This includes the main front door, all exterior doors in the daycare, the playground door and the back entrance closest to the Masjid/Mosque.
  - Fire drills will be occur once a month.
  - Teachers read & understand the procedures in the Tarbiyah School Fire & Emergency Evacuation Plan.
  - Teachers should demonstrate to children what to do in the case of a fire or emergency to ensure children are prepared for a drill or an actual emergency.

### Attendance & Leave of Absence

- School hours for Teachers are 8:00 AM to 5:00 PM, with exceptions for our Daycare and After-Care Teachers. If you need to leave early, please request permission from Director.
- Daycare, before/after care hours are 7 AM - 6 PM
- Remember to Clock-in when you arrive and Clock-out before you leave.

- Do not share your password with anyone.
- Call (302-533-8114) if you are sick and cannot come to work or if you need an emergency leave of absence.

## Breakfast & Lunch & Snack Time

- If you are giving breakfast to a student, please check with the cafeteria staff.
  - All breakfasts given out need to be counted and recorded by cafeteria staff
  - Seconds are allowed if needed
- All grades have a designated time for snack. Escort your students to and from the lunch room or our students may eat in the classroom.
- Make sure that your students leave the lunch room clean after use – tables, chairs, floor, wash any used lunchroom utensils and sink area.

## Classroom Teacher

- Daycare/Before-Aftercare Teachers
  - Sign-in when you come in on the daily attendance form
  - Parents must write the time and sign-in
  - Observe the student and mark the attendance on the daily attendance form with correct date
  - Make sure to keep the daily attendance form clipboard with you at all times and take it with you if you are transitioning from one classroom to another, going outside, or on a field trip
    - If you observe the students to be sick or has been abused, report immediately. In case of illness, please explain the policy to the parent as outlined in the student handbook and provide the symptom letter. If the child has any illness that can be contagious, please let the parent know of the daycare policy for it.
  - File the daily attendance forms in the binder weekly
  - Maintain the Teacher-Student Ratio as outlined by the licensing office at all times.
- Preschool and K-8 School Teachers
  - Make sure that students are wearing **only Tarbiyah uniforms** and jackets or sweaters. No hats are allowed inside the school building. If they are found wearing non-Tarbiyah jackets and sweaters, or hats, they will receive a lunch detention with their homeroom teacher.
  - Mark attendance promptly every day, it is needed for many state programs.
  - Be present with your class at Assembly and Dismissal times and direct them to class after assembly, and for parent pick-up and aftercare at dismissal.
  - Dismissal can be chaotic – please make sure you are present to direct the children.
- Windows should be closed and locked at all times if there is no air conditioning unit in the window. It is a safety hazard if windows are opened.
- Blinds must be down at the end of the day.
- Turn off lights, fan, air conditioning unit when the room is not in use.
- If you have any unwanted items in your class, take them to the office.
  - Do not use the library and closets, teacher's room and closets, utility closet, or masjid closets to stuff things.

- Before you leave, vacuum and clean-up your classroom.

## Bathroom Etiquette

- Remind boys and girls the bathroom should be left clean after use. Use of too much toilet paper is clogging the toilets in both boys' and girls' bathrooms.
- Muslims must be clean and should keep their environment clean as well. Cleanliness is half of our faith.

## Bulletin Boards

- Must contain weekly lesson plans
- Must contain curriculum relevant information that the students are currently learning and student work.
- Update outside and inside bulletin boards with the following as ideas:
  - Vocabulary words
  - Math/Science Chapter
  - Social Studies Lesson
  - English weekly vocabulary
  - Arabic lesson vocabulary
  - Student work/Projects/Writing
  - Islamic content such as a Hadith or Quranic verse from your lesson plan.

## Lesson Planning & Grading

- All lesson plans for the following week are due on Friday at 8 AM. Online student management system must be updated on Friday at 8 AM as well.
  - Not sending lesson plans and updating online system by Friday at 8 AM will result in the teacher immediately being put on probation.
    - Failure to comply with this policy may result in revaluation of salary (i.e. no compensation during school holidays) or termination of contract.
- Lesson Plan should include supplies needed for each lesson.
  - Supplies not available in the school may be purchased out-of-pocket with prior approval from Director and the cost reimbursed to the Teacher.
  - The reimbursement will be processed only if the materials in the Lesson Plans were pre-approved.
- All copying should be done during planning period time.
  - Do not leave children unsupervised or use assembly time for copying. Plan your printing for weekly assessments.
- Grading must be done within three days of the test and grades must be posted on ALMA.
- For Friday tests, grades must be completed and updated in ALMA by Tuesday.
- All tests must be maintained in the student's folder. On a case by case basis, if a parent is requesting tests, you may send the test(s) with the child (please consult with the Director first).
- All tests must be returned to the parents every Trimester during the Parent Teacher Conference. For struggling students, return tests & exams when you meet with the parent.
- Trimester Report Cards must be complete 3 days after Trimester Exams.

### **Grading Scale**

- Pre-K
  - 20% Class work
  - 25% Tests/Assessments
  - 10% Behavior
  - 10% Participation
  - 35% Trimester Exam/Unit Test
- Grade KG-8
  - 25% Class work/Weekly Tests
  - 20% Homework
  - 10% Behavior
  - 10% Participation
  - 35% Trimester Exam/Unit Test

### **Homework and class work**

- All questions must be copied and answered in the notebook including quick checks, end of story questions, writing prompt etc.
- Do not give students homework for a concept that was not taught in school.
- Check homework and class work in notebooks and workbooks the same day (if not in a reasonable time) to provide feedback to the child.

### **Recommended Guidelines:**

- K and Grade 1 must receive weekly homework packets
- Daily Math homework (grades 2-8) can be a minimum of half the problems (even or odd) from homework book and 3-4 problem solving questions from the problem solving book
- Grades 4-8:
  - Give enough time for project based assignments with proper rubric, purpose/goal, and deadline. Check with Director if you need assistance.
  - Limit Science and Social studies homework
  - Combine Social Studies with English homework if need be
  - English: Giving a maximum of 2 pages daily is acceptable. In case of essays or longer assignments, give children two - three days to complete.

### **Uniforms for Teachers**

- Teachers must wear their designated uniforms daily
- Teachers should not wear over garments and jerseys that almost cover the whole abaya
- Wacky Wednesdays are for students only

### **Personal Hygiene**

Tarbiyah School and Daycare employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails (¼ inch long or less).

## Hand Washing

Staff members must wash their hands at the following times:

- Upon arriving at the center
- After each diaper change
- After helping a child use the toilet
- After wiping a nose, coming into contact with saliva or any other bodily fluid
- Before preparing meals
- Before and after meal times
- Before and after using the sensory table
- After removing gloves
- After using the restroom
- After returning to the center from a break
- After coming indoors from the playground

\*\*Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

## Contract Details

### Scholarships for Teachers' Children

- If you don't qualify for POC and have to pay for childcare, following are the *Benefit and Scholarships for Teacher's children who are eligible based on parent's income & expenses*:
  - Day Care Fees per child
    - Infant: \$220/week
    - Toddler: \$200/week
    - *Benefit: \$400/month/child deducted on pre-tax basis*
  - Tuition for Pre-Kindergarten per child
    - Pre-K3, Pre-K4 = \$450/month
    - *Benefit: \$225/month/child deducted on pre-tax basis*



- Tuition for Kindergarten to Middle School
  - K-Grade 8: \$350/month for 1st child, \$300/month for every additional child
  - *Scholarship for 1st child is based on parent's income & expenses*
  - *Scholarship for every additional child: \$175/month/child deducted on pre-tax basis*
- Supplemental Insurance:
 

Aflac is a secondary insurance that covers a full range of benefits. Once you are enrolled and benefits are established, an Aflac associate will inform the school of the benefits that you have required. The amount of each benefit is deducted from the employee's paycheck per pay period.

## Books & Testing Fees

- Fees are \$500 one-time per child (Fee for full-time school, not applicable to daycare or before-aftercare program)
  - *Teacher's Benefit: \$250 one-time per child*
  - If unpaid by January 1<sup>st</sup> 2018, the Books & Testing Fees will be deducted from the paycheck every pay period until paid in full.

## Code of Conduct

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintains high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

[https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011\\_09202013update.pdf](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf)

## Substance Abuse

The daycare has implemented a drug testing program in compliance with local, state and federal laws. Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant Director or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

## Tobacco Use

Cigarettes and smokeless tobacco products are prohibited on Tarbiyah premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Tarbiyah vehicles or in personal vehicles being used for the transportation of Tarbiyah children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking, before returning to work.

## Guidelines on School Hours

- Daycare, Before and After Care Hours: 7:00 AM to 6:00 PM
  - Teachers approved for Purchase of Care can use the before and after facility. However, regular before/after care rules must be followed.
- Special Events: School-organized special events are part of school hours. These include:
  - PTA Meetings, Eid Festivals, Major Community Events (e.g., Fundraising), Panel Discussions, Open Houses, Game Nights, Periodic Student Activities.
  - Balance work and family: Use the break to eat your lunch, relax and recollect
  - You can run occasional errands during your break, given that it doesn't cause problems and issues and it doesn't interfere with operations, or become a habit. Make sure to inform the director if you are leaving the premises or if your break will take longer than the allotted time.
- Students need your undivided attention all the time, even when they are sleeping. No personal calls, running errands, or unnecessary talk, etc. during the time you are with the students unless it is an emergency. Inform of an emergency immediately if you have to leave the premises or make a phone call
- Teachers will have 30 minutes for break for every 7.5 hours of work. You may use your cell phone
- Teachers are expected to supervise students in and out of the classroom including:
  - Arrival in the morning
  - Dismissal in the afternoon



- Lunch time
- Playground
- Field Trips
- Salaat preparation (wudu, line-up and return to classroom)

### Release of Children:

To protect the safety of the children in our care, it is critical that children only be released to authorized individuals as listed by the families in their enrollment packet and any subsequent updates.

A list of authorized pick-up persons will be available to classroom staff.

- If a staff person does not recognize the person picking up:
  - Ask for identification. Record information and retain written documentation of ID for at least 24 hours.
  - Make a copy of the id or driver license
  - Call the parent to confirm the pick-up person
  - Compare the person's name with the list of authorized pick up people. If the person is on the list of authorized pickups, have the person sign the in/out sheet. If not on the list, **do not** release the child. Ask the person to go to the front desk and speak to an administrator.
- If a staff person recognizes the person as authorized to pick up the child, have the person sign the in/out sheet.
- To have someone pick up a child who is not an authorized to pick up, the parent must provide written permission (written is preferred and can be faxed or emailed) It will also be necessary for the parent to provide the person's name and description. Upon arrival, this person must present picture id and a photocopy, scan or digital picture must be made.
- If the person arriving to pick up the child appears to be intoxicated, under the influence of a controlled substance or otherwise incapable of bringing the child home safely, contact the office and ask for the assistance of the Director. Do not release the child to that person
- NON-CUSTODIAL PARENTS: Unless the daycare has a copy of a valid court order barring a non-custodial parent from contact with his/her child, the daycare cannot refuse a parent. If the daycare has a court order stating that a non-custodial parent is not allowed contact with the child and the non-custodial attempts to take the child, inform the Director and call 911 immediately and report the situation. If a family wishes to add or delete people authorized to pick up their child, they must provide the daycare this information in person and in writing to the office. The change will be noted in our files and the staff will be notified.

## Attendance at Special Events

- You and the students make up the school. At special events, if you are missing, it is as if a part of the school is missing.
- When people come to see the school, they don't come to see the building. They come to meet you, their child's Teacher (case in point: PTA meetings, fundraisers).
- It also keeps you part of the process and the school benefits from your presence, experience and wisdom.

## Preparation & Performance Review

- Teachers must maintain weekly Lessons Plans and include supplies needed for each lesson.
  - Supplies not available in the school may be purchased out-of-pocket with prior approval from Director and the cost reimbursed to the Teacher.
  - The reimbursement will be processed only if the materials in the Lesson Plans were pre-approved.
- Evaluations will be based on performance areas such as instructional planning, instruction, behavioral management and professional responsibilities.

## Tardiness

- Arrival after the time stipulated in the contract or unexcused absence will result in a written warning from the Director.
  - A copy of the written warning will be provided to the Teacher and a copy will be kept for the school records.
- Two (2) written warnings will result in immediate evaluation of employment and salary.
  - The Director will schedule the evaluation with the Teacher and the HR Committee.

## Absence

- Teachers will accrue 5 days for vacation or sick time with pay.
  - By end of the school year, Teachers can earn \$25 for every unused vacation / sick day.
- With advanced notice, the Director can arrange for substitution in your classroom / subject area.
  - Notification of Planned Vacation: Email Director ([director@tarbiyahschool.org](mailto:director@tarbiyahschool.org)) at least 1 week in advance.

- Notification of Sick or Emergency Absence: Call Director (302-533-8114) by 6:00 AM, leave a message or send a text.

### Protocol for reporting a Tarbiyah staff member for suspicion of neglect or abuse:

Any suspected abuse or neglect of a child by an employee or volunteer of the Tarbiyah must be immediately reported to the Director. Tarbiyah will immediately report the suspected abuse or neglect as required by Law, and take remedial action to protect children from harm. In the event a Tarbiyah staff member is alleged to have perpetrated an incident of child abuse or neglect, that person shall

1. Have no direct contact with any child
2. Be reassigned to other duties that do not involve contact with children
3. Be placed on Administrative Leave by the Director and/or Tarbiyah Human Resources liaison, until the investigation of the incident has been completed.

Tarbiyah will take disciplinary action, up to and including termination of employment as required by Delacare Rules #138-140 and by Law, against any staff member who commits an act of child abuse or neglect.

In addition, should abuse or neglect be substantiated, Tarbiyah will take long term corrective action to eliminate factors that may have caused, contributed to, or otherwise resulted in a continuing risk of abuse or neglect to children if the abuse or neglect occurred at the Center by a Tarbiyah staff member.

### Termination

- A teacher may be discharged by the school board anytime for any good cause.
- Good cause includes but is not limited to:
  - Inadequacy of teaching
  - Misconduct
  - Neglect of duties
  - Physical or mental incapacity
  - Actions involving moral turpitude, examples are: *false representation/fraud, arson, blackmail, extortion, forgery, malicious destruction of property, robbery, theft*
  - Violation of Tarbiyah's policies (detailed in the Faculty Handbook)
  - Un-Islamic behavior: najwa, backbiting, anger

### Termination Process

Involuntary termination does not necessarily require prior verbal or written disciplinary action. Tarbiyah, in accordance with Delaware law, is an "at-will" employer and may terminate the employment relationship at any

time with or without cause and without notice. This policy is to be used as a guide for employees, but is not inclusive of all possible Personnel Policies, reasons or causes for termination from employment.

1. The teacher would receive a first written warning from the Director.
2. If there is no improvement and the misconduct happens again, the teacher will receive a 2nd warning from HR Committee Chair.
3. If appropriate changes are not observed and the teacher persists on not following rules, termination will be the last resort.
  - The decision to terminate services of an employee will be made by the majority vote in a school board meeting where HR Committee Chair and Director/Principal must agree that the termination is in the best interest of students, employees, contractors and other school affiliates.

### Appeal Process

1. The teacher may appeal the termination in writing within 10 business days to the Board President.
  - Email to Board President, [president@tarbiyahschool.org](mailto:president@tarbiyahschool.org)
2. The Board will review the appeal and must reach an agreement: re-confirm the termination or rehire the teacher within 10 business day of the appeal.

### Sexual Harassment

We firmly prohibit sexual harassment of any staff member by any other staff member, supervisor, or third party. While sexual harassment cannot be defined emphatically it includes pictures, jokes, teasing, touching, or sexually related advancements and comments. Sexual harassment will not be tolerated under any circumstances. It is an infringement on personal rights. Any staff member who feels he or she is a victim of sexual harassment should immediately report such actions to the Director. The incident will be investigated and addressed immediately.

### Suggestions & Grievances

- Tarbiyah School has an open door communication policy:
  - Teachers are strongly encouraged to make suggestions on improving policies and school management.
  - Any comments / suggestions / complaints can be made in writing to the following contacts for record-keeping and for review with the Executive Board:

- Email Director at [director@tarbiyahschool.org](mailto:director@tarbiyahschool.org) regarding immediate issues, benefits & classroom management.
  - Email HR at [humanresource@tarbiyahschool.org](mailto:humanresource@tarbiyahschool.org) regarding salary, teacher policies and procedures.
  - Email Finance at [finance@tarbiyahschool.org](mailto:finance@tarbiyahschool.org) regarding paychecks and accounting.
  - Email Communication at [communication@tarbiyahschool.org](mailto:communication@tarbiyahschool.org) regarding ideas for website, facebook and other general communication channels.
  - Your email will be acknowledged within 24 hours. And feedback provided within 5 business days.
- Please stop by to speak to the Director with any questions about the school policies or contracts.

## Parking

Tarbiyah will not be held responsible for any theft or damages to your vehicle. Please ensure that your car doors are locked .

## Resignation

If you choose to leave Tarbiyah we respectfully ask you to give us two weeks advance notice.

Please return keys, key cards, uniforms and all daycare property must be returned upon resignation.

Thank you for your services, we wish you continued success.

## Faculty Handbook Receipt

I have read, understood and agree to adhere to the policies and procedures in the Staff member Hand Book. If there are any questions or concerns please feel free to contact the Director.

Thank You for choosing Tarbiyah, we look forward to having a great year!

Name \_\_\_\_\_

Date \_\_\_\_\_

Staff Member

Signature \_\_\_\_\_



Tarbiyah Islamic School of Delaware

698 Old Baltimore Pike

Newark, DE 19702

Phone 302-533-8114

Email [director@tarbiyahschool.org](mailto:director@tarbiyahschool.org)

Website [www.TarbiyahSchool.org](http://www.TarbiyahSchool.org)

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Islamic School of Delaware