

Assalamu Alaikum,

Dear ICCI Academy Families,

I hope this message finds you in good health and high spirits. My name is Ms. Manal Malluh, and I am honored to be your child's English teacher for the upcoming 2024-2025 school year. It is with great enthusiasm that I extend a warm welcome to each of you as we embark on this exciting educational journey together.

As the new academic year approaches, I am filled with anticipation and eagerness to reunite with our students and commence a year of growth and learning. Additionally, I am humbled to announce that this will mark my third year serving as the Dean of students, a role that holds a special place in my heart.

I am truly excited to commence this chapter of learning with your child. With a vibrant and enthusiastic personality, I am deeply committed to nurturing the potential within each student, guiding them toward excellence and fostering their love for English and literature. Having been a part of the ICCI Academy community for many many many years, I take great pride in being a veteran teacher. My journey began as the kindergarten teacher, an experience that paved the way for my subsequent roles. During a two-year sabbatical, I ventured to the International School of Chouiefat in Amman, Jordan, where I contributed as an English teacher. However, my passion for ICCI drew me back twelve years ago.

My academic background includes a degree in English from Northeastern Illinois University, complemented by a minor in Linguistics. Armed with this foundation, I am dedicated to providing your child with a comprehensive and engaging learning experience.

In our middle school program, we have established a subject teacher model wherein your child will spend portions of their school day in my classroom as well as with my esteemed team of teachers. This collaborative approach enriches their bilingual, bi-literate, and bi-cultural capabilities, a source of immense pride for both our students and our community. I encourage you to inspire your child to give their best effort in this endeavor.

Within my classroom, I hold high standards, emphasizing the importance of daily preparedness. To facilitate your support at home, I suggest engaging your child in discussions about their school day, underscoring the significance of homework and diligent effort. By establishing a designated time and quiet space for completing assignments, your child can optimize their learning experience. To keep you informed of your child's progress, you can access updates and grades on igrade.com (username and passwords will be provided). Furthermore, I will employ the Remind app to communicate daily or weekly reminders with your child.

I want to emphasize that you need not wait for formal conferences to discuss any concerns or queries you may have. Feel free to reach out to me via email ([mmalluh@yahoo.com](mailto:mmalluh@yahoo.com)) or phone(773-637-3755) Ext.5. I am eager for ongoing dialogue as we collaborate to ensure your child's success.

To cultivate an enriching learning environment, we will uphold a discipline plan that outlines clear expectations for all students. Guided by this plan, we will function as a cohesive team, dedicated to achieving our learning objectives with minimal interruptions. The provided plan incorporates classroom rules, positive incentives, and consequences for both appropriate and inappropriate behavior.

In my classroom, I foster the following expectations: treating others as one would wish to be treated, striving for excellence, seeking permission before taking action, maintaining focus, moving thoughtfully, extending help to others, remembering signals, and practicing respect for personal boundaries.

For instances where a student deviates from these expectations: • First Consequence: Verbal warning. • Second Consequence: Brief period of reflection (student will temporarily separate from the group for 5-10 minutes). • Third Consequence: Loss of privilege (e.g., group seating during lunch or recess). • Severity Clause: Referral to the office for a conversation about the breach of rules.

To encourage positive behavior, I will recognize and reward individual, group, and class achievements. Students who demonstrate exemplary conduct will receive positive notes or special privileges. I kindly request your endorsement of this plan, as it is pivotal to its effectiveness. You can anticipate communication from me concerning both positive and negative behavior, Insha'Allah.

The anticipation for the new school year fills us all with excitement. As we navigate the changes that lie ahead, let us stand united in our commitment to education and personal growth. I extend my heartfelt gratitude for the flexibility you have exhibited thus far, and for the unwavering support you provide to your child(ren), our educators, and the larger Muslim community.

I am eagerly looking forward to partnering with your child and your family throughout the academic year. Please know that my door is always open, and I encourage you to reach out to me at any time for any reason. With mutual dedication and cooperation, we can anticipate a successful and fulfilling year ahead, Insha'Allah!

Warm regards,

Ms. Manal Malluh

Top of Form