



Assalamu Alaikum,

Dear ICCI Academy Families,

My name is Ms. Manal Malluh, and I will be your child's English teacher this year. I am so excited to have you in my class! I am looking forward to the beginning of the 2022-2023 school year and welcoming our students back in a safe and healthy manner.

I can't wait to start our year together! I am an energetic and enthusiastic individual who deeply desires the best out of all my students. I am a veteran teacher of ICCI Academy. I was the kindergarten teacher for 6 years. I left the United States for two years. I worked as an English teacher at the International School of Chouiefat in Amman, Jordan. I returned to the U.S and the ICCI 10 years ago. I have an English degree from Northeastern Illinois University with a minor in Linguistics.

For the past 9 years our middle school students have been part of our subject teacher program. Your child will spend part of his/her school day in my classroom and other parts in the classrooms of my team teachers. Our students can have a lot of pride in being bilingual, bi-literate, and bi-cultural; please encourage him or her to do his/her best.

I have set high standards for our classroom. Being prepared for class on a daily basis is a requirement for all students. There are various ways I would appreciate your support at home:

Ask your child what they learned in school that day. Emphasize the importance of homework and hard work. Help them to establish a regular time and place (away from the TV) to complete their homework (may be just to go over what was discussed in class that day). You can stay up to date on your child's learning progress by checking your child's Microsoft Teams account. In addition, students' grades will be updated regularly on [igrade.com](https://www.igrade.com).

Please do not wait for formal conferences to discuss any concerns you may have with me. You may email me (mmalluh@yahoo.com) or call me at school (773-637-3755) Ext.5, or on my cell phone (847-224-1293). Email and texts are preferred. I look forward to frequent communication with you as we work together to ensure your child's success!

In order to create a positive learning environment, we will follow a discipline plan with specific expectations for all students. Everyone in the classroom will work together as a team to achieve our learning goals with few interruptions. The plan below outlines the classroom rules, positive rewards, and consequences for appropriate and inappropriate behavior.

My classroom expectations: Treat others as you would like to be treated; Expect the best; Ask before acting; Minds on! Walk at all times; Offer to help; Remember the signals; Keep hands and feet to yourself.

If a student chooses to ignore an expectation:

- First Consequence: Verbal warning.
- Second Consequence: Thinking time (student will sit apart from group for 5-10 minutes)
- Third Consequence: Student loses privilege (such as: sitting with group during lunch, recess, etc.)
- Severity Clause: Office visit & consequence (if student chooses to fight or break multiple rules)

To encourage students, I will recognize appropriate behavior with individual, group, and class rewards. Individual students will be praised for their good behavior and will be rewarded with positive notes or special privileges. Your support of this plan is essential; I will be contacting you as a result of both positive and negative behaviors, Insha'Allah.

We are all eager to resume teaching and learning. Together, we can maneuver the many changes we are sure to experience during this school year. Thank you for all of the flexibility you've already shown, and for the continued support you will provide to your child(ren), their teachers, and your Muslim brothers & sisters. I look forward to working with your child and your family throughout the school year. My door is always open to you: please do not hesitate to contact me for any reason. It's going to be a great year, Insha'Allah!

Sincerely,

Ms. Manal Malluh